

Request for Applications
Process Improvement Project for Reporting Records in
Ohio Behavioral Health Module

State Fiscal Year: 2013

I. Introduction of the Initiative

- The Ohio Departments of Mental Health and Alcohol and Drug Addiction Services (ODMH-ADAS) have developed a set of mental health records in the Ohio Behavioral Health Module (OH BH) to collect information on consumers with serious mental illness (SMI) or serious emotional disturbances (SED) at intake, yearly update and/or discharge as set forth in sections 5119.61(E&F). OH BH reporting capacity for the new SMI/SED mental health records includes batch and web-based data collection capacity.
- **Demonstration of the Need**
ODMH-ADAS recognizes the important role that client-level information plays in compliance with federal block grant requirements, state and local evaluation of program and treatment outcomes, and quality improvement strategies.
- **Purpose of the Initiative**
ODMH-ADAS is seeking ten or more providers in ten Board areas to participate in a process improvement project involving implementation of SMI/SED records collection and reporting through the OH BH. The goal of the project is to achieve the following outcomes:
 1. Identify data collection and reporting problems in the OH BH that can be addressed by ODMH-ADAS through administrative oversight of the system;
 2. Develop reports that can be used at the Board and Provider levels for evaluation and quality improvement purposes;
 3. Implement a Learning Community to facilitate ongoing development of quality improvement and evaluation strategies;
 4. Determine record submission benchmarks for boards and providers in the first year of implementation.

II. Scope of Work (Narrative)

ODMH-ADAS staff will provide training, consultation, and technical support for the process improvement project involving submission and use of SMI/SED records and other information in the OH BH. Applicants selected for the project will be expected to participate in the following activities:

1. Board/Provider collaborations and agreements concerning access to and uses of SMI/SED records in the OH BH;
2. Webinars and other training opportunities regarding submission of SMI/SED records in the OH BH, data definitions specific to SMI/SED records, and expectations regarding admission, update and/or discharge records;
3. Focus groups to identify operational and technical issues surrounding data collection and reporting through the OH BH;
4. Work groups to develop and implement reports suitable for evaluation and quality improvement purposes;
5. Learning Community activities to facilitate ongoing process improvements.

III. **Availability of Funds**

Up to \$10,000 will be awarded to each successful applicant to cover costs such as staff time or IT modifications. The federal Block Grant funding for the ODMH-ADAS OH BH process improvement project is available from the time of the award, approximately December 1, 2012) until June 30th, 2013. Applicants should provide a project budget on the attached Budget Table Form.

IV. **Application Requirements**

A. **Eligible Applicants**

Community Mental Health or Alcohol Drug Addiction and Mental Health Services Boards and service providers. Boards and providers must partner and apply jointly (please designate single fiscal agent for the project). Applicant may be either provider or Board.

B. **Application Guidelines**

Please review information about specifics of the SMI/SED records system under **OH BH/TEO CLIENT-LEVEL DATA** at <http://mentalhealth.ohio.gov/what-we-do/protect-and-monitor/treatment-episode-outcomes/index.shtml>

The following items **must be included** in a project narrative:

1. Name, contact person, and fiscal agent for project;
2. Evidence of Board and Provider(s) willingness to collaborate, e.g., MOUs, data use agreements, or contracts;
3. A provider-level description of existing information systems that addresses capacity to collect and submit SMI/SED records to the OH BH through batch upload and/or the web facility. Description should cover how client-level data are compiled and input into existing information systems and the existing or expected interface between current information systems and file uploads into the OH BH.
4. Identification of any immediately apparent barriers and facilitators to implementation (e.g., potential interface with electronic medical records, familiarity with OH BH or no

current use of said system; data elements in SMI/SED record not currently collected in existing information system);

5. Outline current or projected uses of client level data, particularly National Outcome Measures (NOMs), for evaluation and quality improvement.
6. Brief budget narrative estimating staff hours and other costs incurred through participation in project.

C. Attachment Section shall include

1. Budget Table (see attached), providing a project budget with financial components;
2. Statement of assurance that these funds will not supplant current local, state, and federal funds for current service activities, if applicable.
3. Executed copy of attached Agreement and Assurances Form.

D. Reporting Requirements

1. Awarded applicants will complete a quarterly ODMH Narrative and Fiscal Reporting Form in a form and format determined by ODMH, describing accomplishments, challenges and/or obstacles, trainings produced, etc.
2. Awarded applicants will complete a quarterly ODMH Performance Measurement Worksheet reporting on

V. Criteria for Evaluation of Proposals

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| 1. Assessment of provider capacity to implement
(See proposal guidelines 2, 3 & 4) | 70% |
| 2. Current and/or proposed uses of client level data for QI and evaluation | 20% |
| 3. Completeness of application | 10% |

VI. Application Submission and Award Notification Process

The submission deadline for applications is 5:00 p.m. on Friday, November 16, 2012. Applications received after this deadline will not be reviewed. Risk of delay or failure of delivery rests with the Applicant.

All applications are to be submitted to:

Carol Carstens, Project Manager
E-mail: carol.carstens@mh.ohio.gov
Phone: (614) 752-9705

• Method for Submission

All applications must be **submitted electronically via e-mail to Carol Carstens at Carol.Carstens@mh.ohio.gov**, only in MS Word format by the deadline noted above. An electronic receipt will be issued for each application. Incomplete or late submissions will not be considered. The risk of delay or failure of delivery rests with the Applicant.

• Conditions of Submission

All applications must be submitted in MS Word 12 point type. The proposal narrative section may **not exceed five (5)** pages, excluding the cover sheet (outlined below) **and** any references, Agreement and Assurance Form, and Budget Table Form. Applications must meet all requirements set forth in this RFA.

• **A cover sheet that includes the following must accompany the Application:**

- Applicant's name(s)
- Applicant's primary contact person
- Name(s) of collaborating Mental Health Board and Provider(s)
- Applicant's address
- Applicant's phone number
- Applicant's email address

• **Notification of Award**

Applicants will be notified through written correspondence regarding the success of their proposal for funding. Applicants who provide email addresses will receive an electronic transmittal of the award letter.

• **Questions/Inquiries**

Questions and inquiries may be submitted only electronically. Questions received by 5:00 p.m. on November 9, 2012, with responses, will be posted on the ODMH Website by 4:00 p.m. on November 13, 2012. Please submit questions to:

Carol Carstens, Project Manager, or Kraig Knudsen, ORE Chief

E-mail: Carol.carstens@mh.ohio.gov

E-mail: Kraig.Knudsen@mh.ohio.gov

VII. Conditions:

The Department reserves the right to reject, in whole or in part, any and all applications where the Department, taking into consideration factors including, but not limited to, cost and the results of the evaluation process, has determined that the award would not be in the best interest of the Department.

All eligible applicants for funding must submit written applications in the format specified in this Request for Applications Announcement. If applications do not meet the review criteria, ODMH reserves the right to make no sub-award, make a sub-award for a lesser amount, make alternative sub-award for the specified project or make sub-award for a shorter duration. ODMH reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final application with one or more applicant(s). ODMH reserves the right to waive errors and omissions that do not materially affect the outcome of said application. Errors and omissions may result in lower evaluation scores or rejection of the application.

Applicant will be solely responsible for reporting, withholding, and paying all employment related taxes, payment and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.