

Montgomery County Collaboration Council for Children, Youth and Families, Inc.

OPEN SOLICITATION #2020-70

Mental Health Services at Alfred D. Noyes Children's Center

Re-Issue Date: February 20, 2020

Deadline for Questions: March 15, 2020

First Closing Date: March 31, 2020, 4:00 p.m.

Collaboration Council

Through state statute, the State of Maryland created a Local Management Board in each jurisdiction to coordinate the planning and delivery of State-funded services to children, youth, and families. The Montgomery County Collaboration Council for Children, Youth and Families, Inc. was designated by the Montgomery County Council to be the Local Management Board for Montgomery County, Maryland (Resolution18-42, effective March 21, 2017).

The Collaboration Council is a quasi-public nonprofit organization, with a 21-member Board of Directors appointed by the County Executive and confirmed by the County Council. Further information about the Collaboration Council can be found at its web site www.collaborationcouncil.org.

The Collaboration Council seeks letters of interest from individuals or organizations to provide (1) Certificates of Need (CON) and court ordered evaluations, and (2) consultation and mental health services at the Alfred D. Noyes Children's Center. In order to be qualified to provide any or all of these services, applicants must be a Board Certified or Board Eligible Licensed Child and Adolescent (C&A) Psychiatrist. Applicants can apply to provide one or both of the required services.

The Alfred D. Noyes Children's Center is a regional detention facility serving co-ed youth primarily from Montgomery County and often from Howard, Frederick and Washington Counties. The facility, named after a Juvenile Court Judge for Montgomery County in the 1970s, opened in 1977 and is located adjacent to the Regional Institute for Children and Adolescents (RICA) in Rockville.

Alfred D. Noyes Children's Center provides residential care for a capacity of fifty-seven youth ranging from ages twelve to eighteen. Intensive supervision and services are provided by a staff of Resident Advisors, Case Management Specialists, a psychologist, teachers, nurses, and support staff. Youth receive five hours of academic instruction five days a week and participate in life skills groups, recreational and leisure activities. The facility is located at 9925 Blackwell Road, Rockville, MD 20850. For more information about NOYES Juvenile Detention Center please visit: <https://djs.maryland.gov/Pages/facilities/Alfred-D-Noyes-Children-Center.aspx>

Qualified individual or organizational applicants will be selected for the Collaboration Council's Open Solicitation Vendor List and remain on the list for a period of three years. Selection for the Open Solicitation Vendor List is not a commitment by the Collaboration Council to contract with each vendor for these services. The Open Solicitation process allows the Collaboration Council the flexibility to secure specific services on a short-term or continuing basis from vendors who meet pre-established requirements. The Collaboration Council may also issue this Open Solicitation in the future to continue to have a comprehensive pool of providers.

Services Needed

Using the Collaboration Council's procurement process, the Open Solicitation will identify and secure a contractor to provide clinical leadership and support to the behavioral health team and in coordinating mental health services for the youth at NOYES. The Psychiatrist shall work on-site for

predetermined number of hours weekly to address the needs of the juveniles detained and pending placement at this facility, conduct staff consultations, and address the psychiatric needs of the juveniles under community detention supervision.

Funding Available

Funding for the services required are provided by the Collaboration Council through an intergovernmental agreement with the Maryland Department of Juvenile Services. All costs incurred in the preparation and submission of proposals will be borne by the Offeror and shall not be incurred in anticipation of receiving reimbursement from the Collaboration Council and its partnering agencies.

Minority Owned Businesses

Minority, Female, Disabled (MFD) and other minority owned business consultants are encouraged to apply. Regardless of qualification as MFD or minority owned business, the successful offeror will be expected to deliver services in a culturally competent manner.

General Conditions for Contracting with the Collaboration Council

All employees or subcontractors selected to work on this project must have proof of criminal background checks pursuant to Sections 5-560 through 5-568 of the Family Law Article of the Annotated Code of Maryland.

The Subcontractor shall without additional expense to the Collaboration Council Inc. be responsible for complying with any and all applicable laws, codes, and regulations in connection with the services called for in this solicitation.

Prior to the execution of a contract with the Collaboration Council, the Subcontractor must obtain at its own expense, and keep in force and effect until termination of the contractual relationship with the Collaboration Council, professional liability including malpractice insurance and worker's compensation insurance/employer's liability.

Scope of Work

This program will enhance mental health service provisions at the Alfred D. Noyes Children's Center, by providing clinical leadership and support to the behavioral health team and assist in coordinating mental health services. Psychiatric services will be provided to address the needs of the juveniles detained and pending placement at Noyes. In addition, staff consultations will be conducted to address the psychiatric needs of the juveniles under community detention supervision. Certificate of Need and/or court ordered psychiatric evaluations will be completed as needed.

- 1.) On Site Clinics twice a week billed in 5 hour blocks to cover all services noted and documentation of such.
 - a. Conduct Psychiatric Assessments/Evaluations
 - b. Prescribe and monitor medications
 - c. Consult with members of the clinical team as appropriate
 - d. Consult with members of nursing team as appropriate
 - e. Participate in administrative and or clinical meetings during scheduled hours
 - f. Perform activities and discussions related to coordination of care (Primary Care communication, calls with pediatric physicians, referral to higher level of care, etc.)
 - g. When clinically indicated, perform assessments (e.g. AIMS, order laboratory tests, review results when available and documentation of all clinical assessments.
- 2.) Available to respond to calls from Noyes on an on-call basis estimated to average 5 hours per week.

Program Components

The psychiatrist will address the needs of juveniles detained and/or pending placement at Noyes and conduct staff consultations to address the mental health needs of juveniles under community detention supervision (and not residents at Noyes). Services to be provided are:

1. To ensure safety and security, the psychiatrist must comply with the facility's sign in and sign out procedures as required by the Department's policy for anyone entering the building.
2. Provide a psychiatric evaluation of each juvenile referred by authorized designated DJS personnel to determine treatment needs (such as medication order, medication management, and crisis intervention). Youth on medication shall be seen at least once a month as prescriptions cannot exceed 30 days.
 - Psychiatry clinic schedule:
 - i. Two (2) clinics per week in 5 hour blocks on non-consecutive days to cover all services and documentation of such;
 - ii. the day and time for clinics will be set, fit into the facility schedule and approved by the Director of Nursing or their designee;
 - iii. Any schedule changes shall be pre-approved by the Director of Nursing or their designee;
 - iv. Maintain up-to-date progress notes and other clinical documentation in the facility's medical file for each juvenile served. Documentation should be completed and submitted at the time of service, and within 1 hour. If a youth is in need of psychiatric hospitalization you may need to complete a note for the hospital. The Department will manage the youth's transportation.
3. Psychiatrist shall be available via telephone for on-call medical consultations and emergencies from the facility, although the total time of on-call may vary, it will average 5 hours per week.
4. Provide consultation to the Noyes staff regarding behavior health interventions and management of problem behaviors.
5. Furnish on-site consultation immediately or telephone consultation within 1 hour for urgent or emergent issues.
6. Regularly coordinate with other behavioral health team members to implement mental health processes and procedures in accordance with DJS policies, applicable statutes, and current professional standards recommended by the American Academy of Child and Adolescent Psychiatry, and the American Board of Psychiatry and Neurology.
7. Participate in weekly behavioral health team meetings, focusing on development of treatment plans, treatment plan reviews, special management plans, and behavior/risk management plans as needed for juveniles on the mental health caseload.
8. Complete Certificate of Need (CON) psychiatric evaluations and/or Court Ordered Psychiatric Evaluations pursuant to the Department of Juvenile Service's policy. The time of the interview and documentation of CON and/or Court Ordered Psychiatric Evaluation shall not be included in the clinic hours and billed at a flat rate.

Subcontractor for Certificate of Need

- A. The Subcontractor will provide the psychiatric evaluation for youth that are at the Alfred D. Noyes Children's Center in order for DJS to complete a certificate of need (CON) document required for placement in a residential treatment center (RTC).

- B. The subcontractor is expected to understand the CON process and/or Court Ordered Psychiatric Evaluation process and the requirements for admission to RTC level of care.
- C. The Subcontractor will receive referrals from authorized and designated DJS staff.
- D. The subcontractor will engage with referring personnel or other DJS staff to understand the request and recommendations of DJS, the court and other parties.
- E. The subcontractor will submit a completed evaluation to the referring DJS personnel within 7 business days of the initial referral. The Subcontractor will communicate any delay along with reasons for that delay to the referring DJS staff.
- F. The completed report must conform to DJS's requirements for CON and/or Court Ordered Psychiatric evaluations.
- G. The subcontractor must comply with Noyes' sign in and sign out procedures as required of all contractors.
- H. It is anticipated that the Subcontractor for the Certificate of Need and/or Court Ordered Psychiatric Evaluation will perform at a maximum approximately 2 Certificates of Need and/or Court Ordered Psychiatric evaluations per month. It is possible that the Subcontractor will perform more evaluations in some months and less in other months. It is also understood that the Subcontractor shall perform the psychiatric portion of the CON and/or Court Ordered Psychiatric Evaluation.

Subcontractor for Psychiatric Services

The Subcontractor will address the needs of the juveniles detained and/or pending placement at Noyes and conduct staff consultations to address the mental health needs of the juveniles under community detention supervision (and not residents of Noyes). Services to be provided are:

- A. Provide psychiatric evaluation of each juvenile referred by authorized designated DJS personnel to determine treatment needs (such as medication order, medication management, and crisis intervention).
- B. Evaluations shall be completed and information entered into the youth's record at the time of evaluation.
- C. Furnish on-site consultation immediately or telephone consultation within 1 hour for urgent or emergent issues.
- D. Regularly coordinate with other behavioral health team members to implement mental health processes and procedures in accordance with DJS policies, applicable statutes, and current professional standards recommended by the American Academy of Child and Adolescent Psychiatry, and the American Board of Psychiatry and Neurology.
- E. Participate in weekly behavioral health team meetings, focusing on development of treatment plans, treatment plan reviews, special management plans, and behavior/risk management plans as needed for juveniles on the mental health caseload.
- F. Maintain up-to-date progress notes and other clinical documentation in the facility's medical file for each juvenile served. Documentation will be completed and submitted at the time of service, and within 1 hour.

- G. The psychiatrist must comply with Noyes' sign in and sign out procedures as required of contractors.

Letter of Interest Submission Process

Individual or organizational applicants must submit a **Letter of Interest** that describes the following:

- **Organizational Experience and Qualifications**
Describe the experience and qualifications of the Offeror in providing mental health consultation, including medication management and ability to do comprehensive evaluations for youth with serious emotional and behavioral needs. Describe any additional experience you/your organization may have to assist you in working with youth in detention or similar facilities.
- **Staff and Organization Support**
Attach a resume for the psychiatrist that will deliver these services; proof of license to practice in Maryland and Board Certification.

The Letter of Interest should be succinct (a maximum of 5 pages is strongly suggested) and directly relevant to the above requirements. You may attach collateral materials regarding your organization or reports that you have written or published—especially related to the services needed.

The Letter of Interest with Cover Sheet (see last page) can be submitted by e-mail to info@collaborationcouncil.org. Alternatively, a hard-copy can be submitted through personal delivery, postal or delivery service, to:

Montgomery County Collaboration Council for Children, Youth and Families, Inc.
RE: Open Solicitation #2020-70, Mental Health Services at NOYES
1801 Research Boulevard, Suite 103
Rockville, MD 20850

Questions clarifying the Open Solicitation will be received until March 15, 2020; e-mail questions to: info@collaborationcouncil.org. No phone calls please.

DEADLINE FOR SUBMISSION: Tuesday, March 31, 2020; 4:00 pm

The Collaboration Council must have the completed Letter of Interest and resume in its possession by this date and time.

Next Steps

Selected Collaboration Council staff and DJS personnel will review letters of interest submitted in response to the Open Solicitation and select those applicants that meet the needs and requirements of the work. It is anticipated that the consultant will be determined and contracted for by April 1, 2020.

Open Solicitation #2020-70

1801 Research Blvd., Ste. 103
Rockville, MD 20850



COVER SHEET

Mental Health Services at Alfred D. Noyes Detention Facility

Applicant Information:

Organization/Business:

Address:

Address 2:

City:

State:

Zip Code:

Main Contact:

Phone:

Email:

The attached Letter of Interest covers the following deliverables:

Deliverables: Please choose one	
<input type="checkbox"/>	Certificate of Need
<input checked="" type="checkbox"/>	Mental Health Services at Noyes
<input type="checkbox"/>	Both of the Above

Please include this cover sheet with your Letter of Interest.