

Employment Related Skills – network of providers – RFP

Individual Placement and Support (IPS) Services RFP

Vendor Conference Minutes

May 4, 2022

Attendees: Chris Sander (La Crosse County); Ellen Daubert (La Crosse County); Emily Engling (La Crosse County); Risa Mauss (Vernon Area Rehabilitation Center); Kim Cable (CouleeCap); Megan Tully (Vernon Area Rehabilitation Center); Kristina Fore (CouleeCap); Amy Felber (CouleeCap); Becky Koske (CouleeCap)

Questions/Answers:

1. How many individuals are being served in both services?

Approximately 60 total and approximately 50 in IPS.

2. Is the open RFP to the current capacity or is there a waiting list of individuals?

There is no waiting list. The RFP is being released due to recently evaluating the amount of services being purchased which falls over \$25,000/year for each. This requires La Crosse County to allow for open competition for IPS. La Crosse County is looking to set a consistent rate for CCS Employment Related Skills for the network of providers.

3. What is the current rate for each service?

*For Employment Related Skills, it ranges from \$14.95/qthr to \$18.80/qthr.
For IPS Services, it is \$18.80/qthr.*

4. What is the reporting requirement for each service?

Both services are expected to submit monthly documentation and invoices. The IPS model has fidelity requirements that are reviewed and monitored by the State IPS team.

5. For IPS, is the current provider discontinuing this service or is this a required RFP process?

The current provider is Family & Children's Center and they are not discontinuing services. This is a required RFP.

6. What is the length of the contract or would this be added to an existing contract that we currently have with the County?

Both contracts would go through December 31, 2025.

7. Does the RFP process occur at the end of the contract?

Prior to the contract ending, the County will evaluate whether a new RFP is needed or whether we would like to extend the contract with the current provider(s) for another term.

8. For IPS, is it the intent that the selected provider provide services in all three counties within the WRIC?

Yes

9. Can we do job placement as a result of an individual's participating in on-site employment evaluations? And then support them after job placement?

This would be something to consider and add in your budget when determining a rate. Job placement, if with the consumer and providing employment skills specific to the authorized intervention, could be a billable service. If job placement coordination is occurring without the consumer present, the service is nonbillable.

10. Can we provide other unallowable costs or services with matching funds?

My understanding is yes, as long as there is no duplication of payment sources. If you show these expenses in the budget request form, also show the cost offset of the revenue on the face sheet.

11. Have you ever considered having more than one vendor for IPS Services?

Yes, we have considered that. Due to fidelity measures and embedding the IPS teams within our CCS teams, it would make it challenging to immerse two IPS programs into our CCS team.

12. Do you provide examples of forms used for billing and documentation?

Yes. (Is that needed at this time or did you just want to assure you did not have to create something?)

13. After we have completed all strategies of Employment Related Skills Training, would the client have to be passed to IPS for on the job supports?

No, providers can still assist with on-the-job supports and it could be billable through CCS if a skill is being performed.

14. We don't have clinical supervisors at our agency. Will this put us out of the running for a proposal?

No, although clinical supervision is a program requirement that is expected to be met by all providers regardless of which service is being provided, there are other ways to meet the supervision requirement without having a clinical supervisor employed. Many agencies contract with clinical supervisor. We can supply a list of agencies to anyone that needs that. La Crosse County does a couple of groups monthly free of charge. Team meetings can be used as a last resort.

15. How much admin is allowed on the contract, if awarded? Would it be 10%?

There is not a limit for admin, although it needs to be reasonable. CCS admin does tend to be more due to having many different requirements.

16. How is payment obtained by agencies? Is it based on actuals?

CCS contracted agencies receive payment from La Crosse County Human Services when a service is provided that is authorized on the consumer's CCS service plan. CCS can only reimburse for actual service delivery with a consumer.

17. When can we actually bill a unit for a client? Does it always have to be in person with a client or can it be for services on behalf of: documentation; phone calls to set up appointments; follow up phone calls with clients; meetings with county staff to discuss clients?

Direct service provision, documentation and travel are all allowable under CCS. Direct service provision with the client may include face to face, phone call and/or video/audio platforms. In order to bill under telehealth for phone calls or video/audio, the service must be functionally equivalent to an in-person service.

18. Will there be additional training on how to fill out the budget form? What is the profit column for an what are allowable amounts there?

Chris can share examples of the budget forms filled out with profit calculations done, along with assist with questions. The profit calculation tab figures out what you can put in the profit column on the face sheet. This is only allowed with for-profit agencies.

19. Can managers be built into the contract and then incorporated into our per unit rate?

Yes, the % of manager's salary and fringe that will be allocated to this program should be outlined on the Sal & Fringe tab under administrative and then carried over to the Expense Distribution Form.

20. How are units of care determined? Is it based upon projection for referrals we may receive? Is there a specific instruction guide for completing the budget form?

Units are determined by the CCS team (most often the service facilitator, MHP and consumer) but in collaboration with the rest of the team members based on client need.

For the budget form, Chris will share an example and is willing to sit down with vendors and answer any questions.

21. Do we do the budget request form just for the current year or for the whole term of the contract?

The Budget Request Form should be filled out for one calendar year.