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Addendum # 1 Adult Mental Health Case Management

Date of Addendum: 3/28/25

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a Proposal and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal time has not been changed.

1.0 – ATTACHMENTS

Item	Description
1.1	Adult Mental Health Case Management Services – PowerPoint Presentation

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.

Item	Questions and Answers
2.1	<p>Q. What is the current provider's census?</p> <p>A. The current census is the following:</p> <ul style="list-style-type: none">- FY2023: 118 individuals- FY2024: 141 individuals- FY2025 (July-February): 99 individuals

END OF ADDENDUM

Adult Mental Health Case Management Services

Friday, March 7, 2025



**WORCESTER COUNTY
LOCAL BEHAVIORAL
HEALTH AUTHORITY**

Working together for healthier communities!

Today's Agenda

Overview of the LBHA

Scope of Work

Staff Requirements

Contract Monitoring

Proposal Format and Criteria

Award Timeline



Local Behavioral Health Authority Overview

Each Local Behavioral Health Authority (LBHA) acting as the designee of the Maryland Department of Health shall complete a competitive procurement for its respective jurisdiction.

The Worcester County Local Behavior Health Authority (WCLBHA) is responsible for planning, managing, and monitoring of publicly funded mental health services at the local level.

This responsibility includes the selection of one or more qualified community mental health providers every **five** years to render Targeted Case Management (TCM) for adults within the Fee-for-Service (FFS) Public Behavioral Health System (PBHS) in Worcester County.



Scope of Work

Targeted Case Management (TCM) services for adults is to improve the overall quality of life for eligible adults with Serious Mental Illness (SMI) and to promote their long-term recovery.

A primary focus of these services is to prevent homelessness and incarceration, to divert individuals from unnecessary inpatient emergency room use and institutional levels of care, wherever possible, and to increase community stability and tenure through referral to and engagement in behavioral health treatment and support services.



Scope of Work Cont.

Targeted Case Management (TCM) services for adults includes:

- a comprehensive assessment to determine individual strengths and service needs;
- development of an individualized, person-centered plan of care with the individual and, with informed consent, his or her family and significant others;
- linkage to community resources including but not limited to:
 - housing;
 - assistance in securing entitlements and benefits;
 - linkage to behavioral and somatic health care
- assistance in developing social support systems;
- monitoring of engagement in agreed upon services and supports; and advocacy on behalf of the individual.



Scope of Work: Levels of Care

The selected provider will offer coordination services in Worcester County and will be required to serve the levels of care outlined in detail below based on the severity of the participant's mental illness.

Level I – General: A minimum of one (1) and a maximum of two (2) days of service per month

Level II – Intensive: A minimum of two (2) and a maximum of five (5) days of service per month

One unit of Adult TCM= any service provided on any given date of service where the contact is a minimum of one hour of either face-to-face contact with the participant or contacts with stakeholders and service providers on behalf of the participant.

The assessment for the client uses one unit of service and is billed separately. Each participant is required to be assessed once every six months and a home visit is required at least once every 90 days.



Target Population

A recipient is eligible for mental health case management services if:

- They are medicaid eligible
- Meet participant eligibility requirements set forth in COMAR 10.09.45.03 for Adult TCM services

Targeted Case Management (TCM) provider for adults shall serve adults desiring mental health case management services who meet the financial eligibility requirements and medical necessity criteria for Targeted Case Management (TCM).



Target Population Cont.

Admission Criteria:

- Participant has a DSM 5 diagnosis that requires, and is likely to respond to, therapeutic intervention
- And either:
 - At risk-of or needs continued community treatment to prevent inpatient psychiatric treatment; **OR**
 - At-risk of or needs community treatment to prevent being homeless; **OR**
 - At-risk of incarceration or will be released from a detention center or prison

The following criteria necessary to continue treatment:

- Participant continues to meet admission criteria
- The participant is reassessed every six months after the initial assessment
- Current living environment presents barriers to stabilization
- Progress towards goals has not facilitated transition to another level of services and the care plan reflects necessary changes to address lack of progress



Staff Requirements

The mental health case management provider shall have staff that is sufficient in numbers and qualifications to provide appropriate services to the participants served and shall include, at a minimum:

A Community Support Specialist Supervisor who:

- Is a mental health professional who is licensed and legally authorized to practice under the Health Occupations Article, Annotated Code of Maryland, and who is licensed under Maryland Practice Boards in the profession of either Social Work, Professional Counseling, Psychology, Nursing, Occupational Therapy, or Medicine;
- Has one year of experience in mental health working as a supervisor;
- Provides clinical consultation and training to community support specialists or associates regarding serious mental illness;
- Is employed or contracted to supervise case management services at a ratio of one supervisor to every eight community support specialists or associates.



Staff Requirements Cont.

A Community Support Specialist who has at least a:

- Bachelor's degree in a mental health field and one year of mental health experience, including mental health peer support; or
- Bachelor's degree in a field other than mental health and two years of mental health experience, including mental health peer support;
- Is chosen as the case manager by the participant or the participant's legally authorized representative; and
- Is employed by the mental health case management provider to provide case management services to participants.

A Community Support Specialist Associate who:

- Has at least a high school diploma or the equivalent, and 2 years of experience with individuals with mental illness, including mental health peer support;
- Is employed by the mental health case management provider to assist Community Support Specialists in the provision of mental health case management services to participants; and
- Works under the supervision of a Community Support Specialist who delegates specific tasks to the Associate.



General Program Requirements

Eligible Providers include programs that are:

- Competitively procured and selected by the LBHA or CSA **and**
- Approved under COMAR 10.09.36.03, 10.09.45

To be a provider for Targeted Case Management Services, the provider must enroll via ePREP

- Maryland Medicaid's electronic Provider Revalidation and Enrollment Portal



Contract Monitoring

The Targeted Case Management contract must go out for procurement every five years.

- The next procurement is scheduled for fiscal year 2029 for fiscal year 2030.

Worcester County Local Behavioral Health Authority (WCLBHA) and the department shall engage in ongoing monitoring of activities to evaluate the quality of service delivery. Activities shall include, but are not limited to the following:

- A site visit at least one (1) time annually to evaluate and document compliance with administrative and programmatic requirements
 - Medical records (referrals for linkage to care, and frequency of contact with client)
- Review of administrative data reports and claims data to evaluate program effectiveness.
- Review of policy and personnel records to ensure administrative compliance.
- Participation in any provider meetings as required by the WCLBHA.
- Collection and submission of programmatic reports, as required by the WCLBHA.

Providers selected through this Request for Proposal (RFP) shall be required to participate in all monitoring and evaluation activities.



Proposal Format

All Applicants should provide all required information in the format below:

Please submit a sealed package that bears the name of the offer or, the title Targeted Case Management (TCM) proposal, and the closing date for proposals on the outside of the package.

- Inside this package one (1) original and five (5) copies shall be the offeror's technical proposal.

No email or facsimile submissions will be accepted. Documents may be mailed at the applicant's risk.

The Worcester County Local Behavioral Health Authority (WCLBHA) is not responsible for late, lost, or misdirected mail. Proposals not received by the deadline will not be considered.



Proposal Submission

The Deadline for Submission of proposals is April 7, 2025 at 2:30pm to:

Worcester County Administration:

Office of the County Commissioners

Attn: Nicholas Rice Procurement Officer

Worcester County Government Center

One West Market Street, Room 1103

Snow Hill, MD 21863-1195

410-632-1194

Proposal sent after the due date, and not submitted to the address above will not be considered.




Proposal Criteria

The proposal should be a clear, concise narrative that is organized by and responsive to each of the sections below:

- Organizational Background (10 points)
- Goals of the Mental Health Case Management Program (25 points)
- Program's Organizational Structure and Staffing Plan (20 points)
- Effectively Serving the Target Population (25 points)
- Program Evaluation and Quality Assurance (15 points)
- Implementation Timeline (5 points)

Rating Criteria- Based upon adequacy of response to listed criteria maximum points =100

Timeline



RFP release date	February 26, 2025
Pre-bid proposal conference	March 7, 2025 at 1:00pm via Google Meet
Proposal due date	April 7, 2025 at 2:30pm Office of the County Commissioners Procurement Officer Worcester County Government Center One West Market Street, Room 1103 Snow Hill, MD 21863
Review committee	April 14, 2025
Anticipated awarded notification date	May 5, 2025
Transition planning for enrolled clients	June 1, 2025 - June 30, 2025
Anticipated contract signed start date	July 1, 2025



References

<http://www.dsd.state.md.us/comar/comarhtml/10/10.09.36.03.htm> (COMAR 10.09.36.03)

<https://dsd.maryland.gov/Pages/COMARHome.aspx> (COMAR 10.09.45)

<https://media.carelonbehavioralhealth.com/maryland/carelon-maryland-pbhs-provider-manual.pdf>



Questions

Contact:

Procurement Officer: Nicholas Rice

Email: nrice@co.worcester.md.us

Phone Number: (410)-632-1194