

STATE OF HAWAII
Department of Health
Alcohol and Drug Abuse Division

HTH 440-08-1
Substance Abuse Treatment Services
ADDENDUM #1
October 3, 2008

The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

The Competitive POS Application Checklist was inadvertently left out of the RFP Proposal Packet. It will be attached as a separate file named Addendum #2, 10-3-08.

Section 2, Sub-Category 1, Adult Substance Abuse Treatment Services, Service Specifications

Pages 2-1-12 to 2-1-17

Replace the contents of the above pages from “Unit of performance Services:” on Page 2-1-12 through item j) “APPLICANTS that plan to provide cultural activities...” on Page 2-1-17, with the following:

Unit of Performance Services:

- a. **Motivational Enhancement Services** provide counseling for the purpose of establishing commitment to behavior change. It may include motivational interviewing techniques, curriculum-based activities and cognitive-behavioral strategies to challenge thoughts, attitudes and beliefs.

Motivational Enhancement Services consist of process or educational group counseling. Up to **two (2) hours (in any combination) of process group or education group counseling** may be scheduled with each client weekly.

- b. A **Social Detoxification Program** provides a residential treatment program that is organized to provide specialized non-hospital based interdisciplinary services **24 hours a day, 7 days a week** for persons with substance abuse problems. Observation, monitoring, and treatment are available **twenty-four (24) hours a day, seven (7) days a week.**

Its purpose is medically to manage and monitor severe withdrawal symptoms from alcohol and/or drug addiction. It requires appropriately licensed, credentialed and trained staff. Those clients who develop

medical complications or have pre-existing conditions requiring detoxification in a medical setting shall be referred to a hospital.

- c. A **Residential Program** provides **24-hour per day non-medical, non-acute care** in a residential treatment facility that provides support, typically for more than thirty days for persons with alcohol and other drug problems and/or addiction.

It includes a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring, and treatment are available **twenty-four (24) hours a day, seven (7) days a week**.

The program shall consist of **twenty-four (24) hours per week of face-to-face activities** which shall include, but are not limited to, assessment, initial and updated treatment planning, individual and group counseling, substance abuse education, skill building groups, recreational therapy, family/couple counseling and case management. **A one (1) hour session per client per week of individual counseling is required** and shall be documented.

- d. An **Intensive Outpatient Program** provides an outpatient alcohol and/or other drug treatment service which usually operates for **three (3) or more hours per day for three (3) or more days per week**, in which the client participates in accordance with an approved Individualized Treatment Plan. Intensive Outpatient Programs shall include the following face-to-face activities: assessment, initial and updated treatment planning, crisis intervention, individual and group counseling and substance abuse education.

Intensive outpatient programming may also include, but is not limited to: skill building groups, recreational therapy, family/couple counseling, substance abuse testing and case management. The scheduling of a **one (1) hour session per client per week of individual counseling is required** and shall be documented.

- e. An **Outpatient Program** provides non-residential comprehensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, initial and updated treatment planning, case management and recovery services are provided to clients with less problematic substance abuse related behavior than would be found in a residential or intensive outpatient treatment program.

Outpatient programs shall include the following face-to-face activities: assessment, initial and updated treatment planning, individual and group

counseling and substance abuse education. Outpatient services may also include, but are not limited to: skill building groups, recreational therapy, family/couple counseling, substance abuse testing, and case management.

An Outpatient Program regularly provides between one **(1) and eight (8) hours per client per week of face-to-face treatment and one (1) hour of scheduled and documented individual counseling per client per month**. The scheduling of one (1) hour per client per week of individual counseling is recommended when clinically indicated.

f. **Native Hawaiian Cultural Practices and Acupuncture (Performance Unit)**

As stated on pages 2-1-4 and 2-1-5, Native Hawaiian SAPT block grant set-aside funding has been designated for the Islands of Oahu, Maui, Kauai, Molokai, Lanai and Hawaii. Preference in awarding the set-aside funds shall be given to Native Hawaiian organizations or programs offering Native Hawaiian programming integrated into a substance abuse treatment program funded by ADAD.

The program designated to receive the set-aside funds for Native Hawaiians on each Island may receive an hourly rate (as specified under IV. B. Unit of Performance Activities) for the following:

- 1) Ho'oponopono—family meetings in which relationships are set right through prayer, discussion, confession, repentance and mutual restitution and forgiveness (Pukui & Elbert, 1986).
- 2) Lomilomi—Hawaiian restorative massage
- 3) Acupuncture—a healing method of inserting and manipulating fine needles into specific points on the body in order to relieve pain and provide therapy (Wikipedia, 2008).

Other definitions may be added in the future after definitions on standards and operational definitions are agreed upon. Clients may receive a maximum of twenty-four **(24)** hours of the above cultural activities per year as part of their substance abuse treatment program and included as part of the maximum 96 hours allocated to their outpatient programming per year. APPLICANTS may also apply for cultural activity cost reimbursement funds which may or may not also be Native Hawaiian in nature, and as described below.

ADAD encourages APPLICANTS that plan to provide Native Hawaiian cultural activities to refer to guidelines as described in **Attachment E-10: "Indigenous Evidence Based Effective Practice Model"** produced by the Cook Inlet Tribal Council, Inc., May, 2007. This provides guidelines

to follow to help build Best/Evidenced Based Practices from Promising Practices which begin with client-based and practice-based evidence.

- g. **Case Management** provides services to assist and support clients in developing their skills to gain access to needed medical, social, educational and other services essential to meeting basic human services; linkages and training for the client served in the use of basic community resources; and monitoring of overall service delivery. This service is generally provided by staff whose primary function is case management.
- h. **Buprenorphine Support Services** provides specialized case management to assist clients who are recovering from opioid addiction. Case managers help develop resources in the community by enlisting physicians who will prescribe buprenorphine and linking clients to concurrent substance abuse treatment and other support services. ADAD will develop policies and procedures in this area to offer guidance in the area of medication assisted treatment. ADAD will not provide reimbursement for buprenorphine.
- i. **Therapeutic Living Program** provides structured residential living to individuals who are without appropriate living alternatives and who are **currently receiving, are in transition to, or who have been clinically discharged within six (6) months** from a substance abuse Day, Intensive Outpatient, or Outpatient treatment service. Priority shall be given to clients in (or from) ADAD-funded treatment slots. The focus of this program is to provide the necessary support and encouragement so that the client can complete treatment outside of the program, adjust to a chemically abstinent lifestyle, and manage activities of daily living so that they can move towards independent housing and life management.

A Therapeutic Living Program provides **fifteen (15) hours per week of face-to-face therapeutic activities**. Activities can include, but are not limited to, needs assessment, service planning, individual and group skill building, referral and linkage, case management, supported employment, client support and advocacy, monitoring and follow-up. If a client is employed for **ten (10) or more hours per week, the 15 hours face-to-face therapeutic activities requirement can be reduced to ten (10) hours per week**. In the provision of Therapeutic Living Programs, the APPLICANT shall comply with ADAD's **Therapeutic Living Program Requirements** as specified in Section 5, Attachment E-5.

APPLICANTS providing Therapeutic Living Programs shall develop admission, continuance, and discharge criteria for ADAD's approval.

- j. **Clean and Sober Housing** provides housing to unrelated adults who are without appropriate living alternatives and who are participating in an

ADAD-contracted substance abuse treatment agency's continuum of care or have been discharged within the past twelve months from an ADAD-contracted treatment program. The focus of this service is to provide the necessary support and encouragement for the client to adjust to a chemically abstinent lifestyle and manage activities of daily living in order to move toward independent housing and life management.

Clean and Sober Housing differs from a Therapeutic Living Program in that residents do not require twenty-four hour supervision, rehabilitation, therapeutic services or home care. Rather, it provides adults in recovery an environment that is free from alcohol and non-medically prescribed medications or illegal substances. Adults share household expenses.

Clean and Sober Homes shall comply with the **General Requirements** listed under Section II of this RFP. In its proposal, the APPLICANT shall include its policies and procedures regarding the provision of Clean and Sober Housing. At a minimum, the policies and procedures must specify that **residents may not possess or consume alcohol, illegal drugs or non-medically prescribed medication on or off the premises.** APPLICANTS proposing to provide Clean & Sober Housing must also provide another level of ADAD-funded treatment.

- k. **Continuing Care Services** provide services for the purpose of maintaining gains established in treatment and in support of the recovery process. Clients must have just completed treatment at a ADAD-funded treatment program.

Continuing Care Services consist of individual, group counseling and skill building for the purpose of relapse prevention. Up to **two (2) hours (in any combination) of individual or group activities may be scheduled with each client weekly.**

Cost Reimbursement Services:

- a. **Cultural Activity Expenditures** provide adults with structured learning experiences that increase knowledge in one's own or another's culture. These activities are geared to provide support for the recovery process. Examples of cultural activities that promote healing include Ho'oponopono (Hawaiian) and acupuncture (Chinese). ADAD expects that an APPLICANT will provide cultural activities that reflect the ethnic backgrounds of clients served.

Examples of acceptable expenditures for cultural activities include fees/salaries or other forms of compensation for cultural experts as well as

costs associated with transportation, classroom space, learning/sacred/historic sites, supplies and other expenses.

ADAD will consider supporting cultural activities as specified under Section 2.I.F.6. of this RFP on a cost reimbursement basis. ADAD will assess these requests based on various factors, including but not limited to, the number of ADAD supported clients that would participate in the proposed cultural activity on an on-going and consistent basis; if the cultural activity or practice is considered an integral component of the overall design of the program or service; and if the proposed cultural activity or practice is unable to be sustained on a unit reimbursement basis.

Each agency that decides to submit cost reimbursement claims to ADAD for cultural activities shall include the following in its proposal:

- 1) A description of the treatment model—its history, relevance and level of acceptance by the Native Hawaiian or ethnic community.
- 2) A description of activities along with a list of yearly estimated expenditures for implementation of specific cultural activities.
- 3) Community support for the activities (e.g. MOAs with land and/or water-based entities, i.e. permission to use land or historic/sacred sites and/or lakes/streams/oceans for cultural activities).
- 4) Integration with treatment and agency activities (e.g. interdisciplinary treatment/service/cultural activities planning with regularly scheduled reviews).
- 5) Staff required (based on credentialing or community recognized cultural expertise).
- 6) Number of ADAD clients to be served per week and for the year.
- 7) Non-personnel costs (including but not limited to transportation, materials required for cultural activities).
- 8) Weekly Schedule with hours for all activities, including cultural activities.
- 9) ADAD encourages APPLICANTS that plan to provide Native Hawaiian cultural activities to refer to guidelines as described in **Attachment E-10: “Indigenous Evidence Based Effective Practice Model”** produced by the Cook Inlet Tribal Council, Inc., May, 2007.

This provides guidelines to follow to help build Best/Evidenced Based Practices from Promising Practices which begin with client-based and practice-based evidence.

- 10) APPLICANTS that plan to provide cultural activities for non-indigenous cultures may refer to **Attachment E-11: SAMHSA's "Guiding Principles on Cultural Competence Standards in Managed Care Mental Health Services"** (January, 2001) for guidance.

b. Recreational Activity Expenditures

Recreational Activity Expenditures, also known as clean and sober activities, shall be those activities in which clients learn to participate in recreational outings or activities that are free from alcohol, drugs and non-prescribed medication.

Each APPLICANT must submit in its proposal a description of the activity along with a list of yearly estimated expenditures for implementation of specific recreational activities, integration with treatment and agency activities (e.g. interdisciplinary treatment/service planning with regularly scheduled reviews), staff required, number of ADAD clients to be served for each activity and for the year, non-personnel costs (including but not limited to transportation and materials required for the recreational activities) and a Weekly Schedule with hours for all recreational activities.

Page 2-1-23, under #5. **Experience**, replace the paragraph with the following:

"The APPLICANT shall have a minimum of one (1) year experience in the provision of substance abuse treatment services."

Pages 2-1-25, IV, **COMPENSATION AND METHOD OF PAYMENT.**

Delete item **A. Cost Reimbursement** and paragraphs 1. and 2. below it. These will be moved to **B. Units of service and unit rate** as described below.

Pages 2-1-26 to 2-1-28

Replace the contents of the above pages from "1. **Motivational Enhancement:**" on Page 2-1-26 through item "8. **Clean and Sober Housing**") on Page 2-1-28, with the following:

A. Units of service and unit rate

When fixed-rate pricing is used reimbursement will be by Units of Performance at the fixed rates listed below. Reimbursement by Costs may

also be used either alone or in combination with Units of Performance reimbursement.

UNIT OF PERFORMANCE ACTIVITIES

1. **Motivational Enhancement:**

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be TWENTY-FOUR DOLLARS (**\$24**) for motivational enhancement, which may be either individual or group counseling.
- c. The maximum length of stay for this modality of treatment is TEN (10) weeks.

2. **Non-Medical Residential Social Detoxification:**

- a. The unit of performance shall be a **bed day**.
- b. The rate per bed day shall be a maximum ONE HUNDRED EIGHTY-TWO DOLLARS (**\$182**) per client per bed day. The rate shall cover one hundred percent (100%) of the treatment cost to the client.
- c. The maximum length of stay for this modality of treatment is seven (**7**) days. Residential Social Detoxification Services may bill for both day of admission and day of discharge.

3. **Residential Substance Abuse Treatment:**

- a. The unit of performance shall be a **bed day**.
- b. The rate per bed day shall be a maximum ONE HUNDRED EIGHTY-TWO DOLLARS (**\$182**) per client per bed day. The rate shall cover one hundred percent (100%) of the treatment cost to the client.
- c. The maximum length of stay for this modality of treatment is seventy-five (**75**) days per client per year. Residential Programs can bill for the day of admission but not for the day of discharge, with the exception of Residential Social Detoxification Services which may bill for both day of admission and day of discharge.

4. **Intensive Outpatient Substance Abuse Treatment:**

- a. The unit of performance shall be a **day** consisting of THREE (**3**) hours of service, in most cases, and a minimum of NINE (**9**) hours of

service a week. The APPLICANT may bill by quarter hour (15 minute) increments in excess of one (1) hour

- b. The rate shall be ONE HUNDRED TWENTY DOLLARS (**\$120**) per day for face-to-face individual, group, and/or family sessions.
- c. The maximum reimbursement shall be SIX HUNDRED DOLLARS (**\$600**) per week, preferably in blocks of three hours of treatment per day.
- d. The maximum length of stay shall be forty (**40**) days per client per year.

5. Outpatient Substance Abuse Treatment:

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rates shall be:
 - 1) EIGHTY-EIGHT DOLLARS (**\$88**) for sixty (**60**) minutes of *assessment*, treatment planning or modification, individual counseling, or family counseling. *The APPLICANT can bill only for screenings that result in a client's admittance into the Outpatient Program. (Last sentence moved from another paragraph.)*
 - 2) FORTY-EIGHT DOLLARS (**\$48**) for a sixty (**60**) minute process group or skill building group activity per client.
 - 3) TWENTY-FOUR DOLLARS (**\$24**) for a sixty (**60**) minute recreation group or education group activity per client.
 - 4) SIXTEEN DOLLARS (**\$16**) for sixty (**60**) minutes of face-to-face case management with a client or face-to-face with a community resource.
 - 5) TWELVE DOLLARS (**\$12**) for sixty (**60**) minutes of case management through live telephone contact (no voicemail).
- c. The maximum hours of service shall be ninety-six (96) hours per client per year.

6. Native Hawaiian Cultural Practices and Acupuncture:

Programs designated to provide the SAPT Block Grant set-aside funds for Native Hawaiians on each Island may receive reimbursement for Ho'oponopono, Lomilomi massage, and acupuncture as follows:

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be FORTY-FOUR DOLLARS (**\$48**) for a sixty (**60**) minute cultural group activity per client.
- c. The maximum length of stay shall be TWENTY-FOUR (**24**) hours per client per year.

7. Buprenorphine Support Services :

- a. The unit of performance is sixty **(60) minutes**. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be FORTY-FOUR DOLLARS **(\$44)** for sixty **(60)** minutes of buprenorphine support services, which consists of face-to-face case management with a client or face-to-face with a community resource (e.g. buprenorphine prescribing physician).
- c. The minimum number of hours of service shall one **(1)** hour per client per month. The maximum hours of service per week shall be five **(5)** and the maximum number of hours per year shall be thirty-six **(36)**. This service may be on-going. Minimum and maximum hours of service may be adjusted by ADAD once services are implemented.

8. Therapeutic Living:

- a. The unit of payment shall be a Therapeutic Living bed day.
- b. The rate shall be EIGHTY-THREE DOLLARS **(\$83)** per client per bed day. Therapeutic Living services can bill for the day of admission but not for the day of discharge.
- c. The maximum length of stay shall be one hundred thirty **(130)** days per client per year.

9. Clean and Sober Housing:

- a. The unit of payment shall be a Clean and Sober Living residential day. Clean and Sober Living programs can bill for the day clients move in but not for the day clients move out.
- b. The rate shall be FORTY-THREE DOLLARS **(\$43)** per client per residential day.
- c. The maximum length of stay shall be one hundred eighty **(180)** days per client per year.

10. Continuing Care Services:

- a. The unit of performance is sixty **(60)** minutes.
- b. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes. The rate shall be of TWENTY-FOUR DOLLARS **(\$24)** for continuing care, which may be either individual or group counseling.

- c. The maximum length of stay for this modality of treatment is SIX (6) months per client per year.

COST REIMBURSEMENT ACTIVITIES:

1. APPLICANTS may apply to be reimbursed for the provision of **Cultural Activities** on a cost reimbursement basis, as specified under Section III.A. **Service Activities**. Each APPLICANT must submit in its proposal a description of the activities it wishes to provide. ADAD will assess the request based on various factors, including but not limited to, the number of ADAD supported clients that would participate in the proposed cultural activity on an on-going and consistent basis; if the cultural activity or practice is considered a integral component of the overall design of the program or service; and if the proposed cultural activity or practice is unable to be sustained on a unit reimbursement basis.
2. **Recreational Activity Expenditures**, also known as clean and sober activities, shall be those activities in which clients learn to participate in recreational outings or activities that are free from alcohol, drugs and non-prescribed medication.

Each APPLICANT must submit in its proposal a description of the activity along with a list of yearly estimated expenditures for implementation of specific recreational activities, integration with treatment and agency activities (e.g. interdisciplinary treatment/service planning with regularly scheduled reviews), staff required, number of ADAD clients to be served for each activity and for the year, non-personnel costs (including but not limited to transportation and materials required for the recreational activities) and a Weekly Schedule with hours for all recreational activities.

STATE OF HAWAII
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HTH 440-08-1
Substance Abuse Treatment Services
ADDENDUM #1
October 3, 2008

The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 2-A, Adolescent Community-Based Outpatient Substance Abuse Treatment Services

Pages 2-2(a)-14

Change the letter "e." to "d".

Pages 2-2(a)-23

Change the letter "A." to "C."

Replace item "b." and the contents below it on Pages 2-2(a)-24 with the following:

B. Units of service and unit rate

When fixed-rate pricing is used reimbursement will be by Units of Performance at the fixed rates listed below. Reimbursement by Costs may also be used either alone or in combination with Units of Performance reimbursement.

UNIT OF PERFORMANCE ACTIVITIES

1. Intensive Outpatient Substance Abuse Treatment:

- a. The unit of performance shall be a **day** consisting of **THREE (3)** hours of service, in most cases, and a minimum of **NINE (9)** hours of service a week. The **APPLICANT** may bill by quarter hour (15 minute) increments in excess of one (1) hour
- b. The rate shall be **ONE HUNDRED TWENTY DOLLARS (\$120)** per day for face-to-face individual, group, and/or family sessions.
- c. The maximum reimbursement shall be **SIX HUNDRED DOLLARS (\$600)** per week, preferably in blocks of three hours of treatment per day.

- d. The maximum length of stay shall be determined by applying ASAM criteria.

2. Outpatient Substance Abuse Treatment:

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rates shall be:
 - 1) EIGHTY-EIGHT DOLLARS (**\$88**) for sixty (**60**) minutes of assessment, treatment planning or modification, individual counseling, or family counseling. The APPLICANT can bill only for screenings that result in a client's admittance into the Outpatient Program.
 - 2) FORTY-EIGHT DOLLARS (**\$48**) for a sixty (**60**) minute process group or skill building group activity per client.
 - 3) TWENTY-FOUR DOLLARS (**\$24**) for a sixty (**60**) minute recreation group or education group activity per client.
 - 4) SIXTEEN DOLLARS (**\$16**) for sixty (**60**) minutes of face-to-face case management with a client or face-to-face with a community resource.
 - 5) TWELVE DOLLARS (**\$12**) for sixty (**60**) minutes of case management through live telephone contact (no voicemail).
- c. The maximum hours of service shall be determined by applying ASAM criteria.

COST REIMBURSEMENT ACTIVITIES:

1. APPLICANTS may apply to be reimbursed for the provision of **Cultural Activities** on a cost reimbursement basis, as specified under Section III.A. **Service Activities**. Each APPLICANT must submit in its proposal a description of the activities it wishes to provide. ADAD will assess the request based on various factors, including but not limited to, the number of ADAD supported clients that would participate in the proposed cultural activity on an on-going and consistent basis; if the cultural activity or practice is considered an integral component of the overall design of the program or service; and if the proposed cultural activity or practice is unable to be sustained on a unit reimbursement basis.
2. **Recreational activities**, also known as clean and sober activities, shall be those activities in which clients learn to participate in recreational outings or activities that are free from alcohol, drugs and non-prescribed medication. Each APPLICANT must submit in its proposal a description of the activity along with a list of yearly estimated expenditures for implementation of specific recreational activities, integration with treatment and agency activities

(e.g. interdisciplinary treatment/service planning with regularly scheduled reviews), staff required, number of ADAD clients to be served for each activity and for the year, non-personnel costs (including but not limited to transportation and materials required for the recreational activities) and a Weekly Schedule with hours for all recreational activities.

The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 2-B, Adolescent School-Based Substance Abuse Treatment Services

Pages 2-2B-8

Change the item “F-1” to “F”.

Page 2-2B-19

Replace item “c.” with:

- c. **Recreational Activity Expenditures**, also known as clean and sober activities, shall be those activities in which clients learn to participate in recreational outings or activities that are free from alcohol, drugs and non-prescribed medication.

Each APPLICANT must submit in its proposal a description of the activity along with a list of yearly estimated expenditures for implementation of specific recreational activities, integration with treatment and agency activities (e.g. interdisciplinary treatment/service planning with regularly scheduled reviews), staff required, number of ADAD clients to be served for each activity and for the year, non-personnel costs (including but not limited to transportation and materials required for the recreational activities) and a Weekly Schedule with hours for all recreational activities.

Pages 2-2B-27

Change the letter “A.” to “C.”.

Pages 2-2B-28 through 2-2B-30, replace item “**IV. COMPENSATION AND METHOD OF PAYMENT**” and the remainder of the items below it with the following:

IV. COMPENSATION AND METHOD OF PAYMENT

- A. ADAD has the option to adjust unit rates on contracts covered under this RFP. ADAD may change all or part of the pricing structure from a fixed unit rate to cost reimbursement or from cost reimbursement to a fixed unit rate.

The AWARDEE will be required to submit client encounter data into the ADAD data management information systems. An instructional session will be provided by the ADAD after contract execution.

Monthly invoices must be submitted by the APPLICANT within thirty (30) calendar days after the last day of each calendar month. All corrections to submitted invoices must be received by ADAD no later than ninety (90) days after the last day of the billing month. Invoices may not be accepted after the ninety (90) day period. If the APPLICANT is unable to submit an invoice within the ninety (90) day period, the APPLICANT must provide justification as to the reasons for the delay and the anticipated submission date. If a formal request for an extension is not received prior to the end of the ninety (90) day period, ADAD may deny the request for extension and will not be held liable for payment of the invoice. All APPLICANTS must submit data in the manner and format specified by ADAD.

B. Units of service and unit rate

UNIT OF PERFORMANCE ACTIVITIES

1. Outpatient School-Based Substance Abuse Treatment

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes. The APPLICANT may also bill by quarter hour (15 minute) increments for structured, pre-planned group activities and individual sessions for crisis counseling that are properly documented. The 15 minute face-to-face client interaction shall be billed only during school hours (recess, lunch, etc.).
- b. The rates shall be:
 - 1) EIGHTY-FOUR DOLLARS (**\$88**) for a sixty (**60**) minute individual activity per client. Clients shall receive a minimum of one (**1**) hour of individual counseling per month.
 - 2) FORTY-EIGHT DOLLARS (**\$48**) for a sixty (60) minute group activity per client.
 - 3) EIGHTY-FOUR DOLLARS (**\$88**) for a sixty (60) minute family counseling activity.
- c. Reimbursable activities shall consist of face-to face individual sessions including screening, assessment, treatment planning, and counseling; and group sessions including process and skill building, and family counseling.
- d. The maximum hours of service shall be one hundred ninety-two (**192**) hours per client per year.

COST REIMBURSEMENT ACTIVITIES:

2. APPLICANTS may apply to be reimbursed for the provision of **Cultural Activities** on a cost reimbursement basis, as specified under Section III.A. **Service Activities**. Each APPLICANT must submit in its proposal a description of the activities it wishes to provide. ADAD will assess the request based on various factors, including but not limited to, the number of ADAD supported clients that would participate in the proposed cultural activity on an on-going and consistent basis; if the cultural activity or practice is considered an integral component of the overall design of the program or service; and if the proposed cultural activity or practice is unable to be sustained on a unit reimbursement basis.

3. **Recreational activities**, also known as clean and sober activities, shall be those activities in which clients learn to participate in recreational outings or activities that are free from alcohol, drugs and non-prescribed medication. Each APPLICANT must submit in its proposal a description of the activity along with a list of yearly estimated expenditures for implementation of specific recreational activities, integration with treatment and agency activities (e.g. interdisciplinary treatment/service planning with regularly scheduled reviews), staff required, number of ADAD clients to be served for each activity and for the year, non-personnel costs (including but not limited to transportation and materials required for the recreational activities) and a Weekly Schedule with hours for all recreational activities.

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Department of Health
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HTH 440-08-1
Substance Abuse Treatment Services
ADDENDUM #1
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The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 3, Dual Diagnosis Substance Abuse Treatment

Pages 2-3-8

Under #6., change items "1, . 2., 3." to " a., b., c."

Pages 2-3-26, IV, **COMPENSATION AND METHOD OF PAYMENT.**

*Delete item A. **Cost Reimbursement** and paragraphs 1. and 2. below it. These will be moved to B. **Units of service and unit rate** as described below.*

Pages 2-1-26 to 2-1-28

*Replace the contents of the above pages from "1. **Motivational Enhancement:**" on Page 2-3-27 through item "7. **Clean and Sober Housing**" on Page 2-3-29, with the following:*

UNIT OF PERFORMANCE ACTIVITIES

1. Motivational Enhancement:

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be TWENTY-FOUR DOLLARS (**\$24**) for motivational enhancement, which may be either individual or group counseling.
- c. The maximum length of stay for this modality of treatment is TEN (10) weeks.

2. Residential Substance Abuse Treatment:

- a. The unit of performance shall be a **bed day**.
- b. The rate per bed day shall be a maximum TWO HUNDRED TEN DOLLARS (**\$210**) per client per bed day. The rate shall cover one hundred percent (100%) of the treatment cost to the client.

- c. The maximum length of stay for this modality of treatment is SIX (6) months per client per year. Residential Programs can bill for the day of admission but not for the day of discharge.

3. **Intensive Outpatient Substance Abuse Treatment:**

- a. The unit of performance shall be a **day** consisting of THREE (3) hours of service, in most cases, and a minimum of NINE (9) hours of service a week. The APPLICANT may bill by quarter hour (15 minute) increments in excess of one (1) hour
- b. The rate shall be ONE HUNDRED THIRTY-TWO DOLLARS (\$132) per day for face-to-face individual, group, and/or family sessions.
- c. The maximum reimbursement shall be SIX HUNDRED DOLLARS (\$660) per week, preferably in blocks of three hours of treatment per day.
- d. The maximum length of stay shall be forty (40) days per client per year.

4. **Outpatient Substance Abuse Treatment:**

- a. The unit of performance is sixty (60) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rates shall be:
 - 1) NINETY-TWO DOLLARS (\$92) for sixty (60) minutes of assessment, treatment planning or modification, individual counseling, or family counseling. The APPLICANT can bill only for screenings that result in a client's admittance into the Outpatient Program.
 - 2) FORTY-EIGHT DOLLARS (\$48) for a sixty (60) minute process group or skill building group activity per client.
 - 3) TWENTY-FOUR DOLLARS (\$24) for a sixty (60) minute recreation group or education group activity per client.
 - 4) SIXTEEN DOLLARS (\$16) for sixty (60) minutes of face-to-face case management with a client or face-to-face with a community resource.
 - 5) TWELVE DOLLARS (\$12) for sixty (60) minutes of case management through live telephone contact (no voicemail).
- c. The maximum hours of service shall be ninety-six (96) hours per client per year.

5. Therapeutic Living:

- a. The unit of payment shall be a Therapeutic Living bed day.
- b. The rate shall be EIGHTY-THREE DOLLARS (**\$83**) per client per bed day. Therapeutic Living services can bill for the day of admission but not for the day of discharge.
- c. The maximum length of stay shall be one hundred thirty (**130**) days per client per year.

6. Clean and Sober Housing:

- a. The unit of payment shall be a Clean and Sober Living residential day. Clean and Sober Living programs can bill for the day clients move in but not for the day clients move out.
- b. The rate shall be FORTY-THREE DOLLARS (**\$43**) per client per residential day.
- c. The maximum length of stay shall be one hundred eighty (**180**) days per client per year.

7. Continuing Care Services:

- a. The unit of performance is sixty (**60**) minutes.
- b. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes. The rate shall be of TWENTY-FOUR DOLLARS (**\$24**) for continuing care, which may be either individual or group counseling.
- c. The maximum length of stay for this modality of treatment is SIX (**6**) months per client per year.

COST REIMBURSEMENT ACTIVITIES:

APPLICANTS may apply to be reimbursed for the provision of **Cultural Activities** on a cost reimbursement basis, as specified under Section III.A. **Service Activities**. Each APPLICANT must submit in its proposal a description of the activities it wishes to provide. ADAD will assess the request based on various factors, including but not limited to, the number of ADAD supported clients that would participate in the proposed cultural activity on an on-going and consistent basis; if the cultural activity or practice is considered an integral component of the overall design of the program or service; and if the proposed cultural activity or practice is unable to be sustained on a unit reimbursement basis.

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The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 4, Injection Drug Use Continuum

On Page 2-4-1 through 2-4-28, replace the header “RFP No.: 440-1-1” with “RFP No.: 440-08-01-4” and delete the number 3 from the top center of all pages.

Change items 3) and 4) and the paragraph following on Page 2-4-27 to the following:

- 3) **Health/Status Monitoring**—The unit of performance shall be one (1) unit per specified time as indicated below. The APPLICANT may bill at the following rates for any of the following activities:
- (a) Physician office visit per client—**FIFTY-SIX DOLLARS (\$56)**
 - (b) Monthly toxicology screening per client or as clinically indicated—**TWELVE DOLLARS (\$12)**
 - (c) Annual Physical exam per client—**FIFTY-SIX DOLLARS (\$56)**

Note: ADAD may only be billed for a service if client has no insurance or insurance does not cover this benefit.

- 4) The APPLICANT may bill ADAD for dosing at the daily rate under 2) and 3) above if the client has no insurance or insurance benefit that covers dosing. Additionally, the client must attend a minimum of one (1) hour of the face-to-face activities listed each week as follows, with the EXCEPTION of clients who reside more than ONE HUNDRED (100) miles away from the scheduled meeting site, in which case the client must attend a minimum of **one (1)** hour of face-to-face activities listed every other week as follows: screening, assessment, treatment planning, individual counseling, group counseling, family/couple counseling and case management (face-to-face, client to case manager).
- 5) **Urinalyses (UA)** The unit of performance shall be one (1) unit per week. The APPLICANT may bill at the weekly rate of **TWELVE DOLLARS (\$12)** for a screen/non-confirmatory test and **THIRTY DOLLARS (\$30)** for laboratory analysis for confirmatory testing. All positive UAs must result in an update of the treatment

plan as well as progress notes which indicate that the continued substance use is being effectively addressed in an increase in type or frequency of counseling or other services.

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The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 5, Specialized Substance Abuse Treatment for Pregnant & Parenting Women and Children

Page 2-5-15, under #3, add the following:

“Child care services to be included to coincide with the mother’s treatment.”

Page 2-5-16, under #4, add the following:

“Child care services to be included to coincide with the mother’s treatment.”

Pages 2-5-33, replace item **IV. COMPENSATION AND METHOD OF PAYMENT** and all items below it with the following:

IV. COMPENSATION AND METHOD OF PAYMENT

- A. ADAD has the option to adjust unit rates on contracts covered under this RFP. ADAD may change all or part of the pricing structure from a fixed unit rate to cost reimbursement or from cost reimbursement to a fixed unit rate.

The AWARDEE will be required to submit client encounter data into the ADAD data management information systems. An instructional session will be provided by the ADAD after contract execution.

Monthly invoices must be submitted by the APPLICANT within thirty (30) calendar days after the last day of each calendar month. All corrections to submitted invoices must be received by ADAD no later than ninety (90) days after the last day of the billing month. Invoices may not be accepted after the ninety (90) day period. If the APPLICANT is unable to submit an invoice within the ninety (90) day period, the APPLICANT must provide justification as to the reasons for the delay and the anticipated submission date. If a formal request for an extension is not received prior to the end of the ninety (90) day period, ADAD may deny the request for extension and will not be held liable

for payment of the invoice. All APPLICANTS must submit data in the manner and format specified by ADAD.

B. Units of service and unit rate

When fixed-rate pricing is used reimbursement will be by Units of Performance at the fixed rates listed below. Reimbursement by Costs may also be used either alone or in combination with Units of Performance reimbursement.

UNIT OF PERFORMANCE ACTIVITIES

1. Motivational Enhancement:

- a. The unit of performance is sixty (**60**) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be TWENTY-FOUR DOLLARS (**\$24**) for motivational enhancement, which may be either individual or group counseling.
- c. The maximum length of stay for this modality of treatment is TEN (10) weeks.

2. Residential Substance Abuse Treatment:

- a. The unit of performance shall be a **bed day**.
- b. The rate per bed day shall be a maximum ONE HUNDRED EIGHTY-SEVEN DOLLARS (**\$187**) per woman per bed day and ONE-HUNDRED (**\$100**) for one child per bed day. Payment for children will be made for actual days in the facility. Payment will not be made for absent bed days. The rate shall cover one hundred percent (100%) of the treatment cost to the client.
- c. The maximum length of stay for this modality of treatment is six (**6**) **months** per client per year. Residential Programs can bill for the day of admission but not for the day of discharge.

3. Intensive Outpatient Substance Abuse Treatment:

- a. The unit of performance shall be a **day** consisting of THREE (**3**) hours of service, in most cases, and a minimum of NINE (**9**) hours of service a week. The APPLICANT may bill by quarter hour (15 minute) increments in excess of one (1) hour
- b. The rate shall be ONE HUNDRED TWENTY DOLLARS (**\$120**) per day for face-to-face individual, group, and/or family sessions.

- c. The maximum reimbursement shall be **SIX HUNDRED DOLLARS (\$600) per week**, preferably in blocks of three hours of treatment per day.
- d. The maximum length of stay shall be **forty (40) days** per client per year.
- e. **TEN DOLLARS (\$10)** for sixty (60) minutes of child care while the woman is in treatment.

4. Outpatient Substance Abuse Treatment:

- a. The unit of performance is **sixty (60) minutes**. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rates shall be:
 - 1) **EIGHTY-EIGHT DOLLARS (\$88)** for sixty (60) minutes of assessment, treatment planning or modification, individual counseling, or family counseling. The APPLICANT can bill only for screenings that result in a client's admittance into the Outpatient Program.
 - 2) **FORTY-EIGHT DOLLARS (\$48)** for a sixty (60) minute process group or skill building group activity per client.
 - 3) **TWENTY-FOUR DOLLARS (\$24)** for a sixty (60) minute recreation group or education group activity per client.
 - 4) **SIXTEEN DOLLARS (\$16)** for sixty (60) minutes of face-to-face case management with a client or face-to-face with a community resource.
 - 5) **TWELVE DOLLARS (\$12)** for sixty (60) minutes of case management through live telephone contact (no voicemail).
 - 6) **TEN DOLLARS (\$10)** for sixty (60) minutes of child care while the woman is in treatment.
- c. The maximum hours of service shall be **ninety-six (96) hours** per client per year.

5. Native Hawaiian Cultural Practices and Acupuncture:

Programs designated to provide the SAPT Block Grant set-aside funds for Native Hawaiians on each Island may receive reimbursement for Ho'oponopono, Lomilomi massage, and acupuncture as follows:

- a. The unit of performance is **sixty (60) minutes**. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be **FORTY-FOUR DOLLARS (\$48)** for a sixty (60) minute cultural group activity per client.

- c. The maximum length of stay shall be TWENTY-FOUR (24) hours per client per year.

6. Buprenorphine Support Services :

- a. The unit of performance is sixty (60) minutes. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes.
- b. The rate shall be FORTY-FOUR DOLLARS (\$44) for sixty (60) minutes of buprenorphine support services, which consists of face-to-face case management with a client or face-to-face with a community resource (e.g. buprenorphine prescribing physician).
- c. The minimum number of hours of service shall one (1) hour per client per month. The maximum hours of service per week shall be five (5) and the maximum number of hours per year shall be thirty-six (36). This service may be on-going. Minimum and maximum hours of service may be adjusted by ADAD once services are implemented.

7. Therapeutic Living:

- a. The unit of payment shall be a Therapeutic Living bed day.
- b. The rate shall be EIGHTY-THREE DOLLARS (\$83) per client per bed day. Therapeutic Living services can bill for the day of admission but not for the day of discharge.
- c. The maximum length of stay shall be one hundred thirty (130) days per client per year.

8. Clean and Sober Housing:

- a. The unit of payment shall be a Clean and Sober Living residential day. Clean and Sober Living programs can bill for the day clients move in but not for the day clients move out.
- b. The rate shall be FORTY-THREE DOLLARS (\$43) per client per residential day.
- c. The maximum length of stay shall be one hundred eighty (180) days per client per year.

9. Continuing Care Services:

- a. The unit of performance is sixty (60) minutes.
- b. The APPLICANT may bill by quarter hour (15 minute) increments in excess of 30 minutes. The rate shall be of TWENTY-FOUR DOLLARS (\$24) for continuing care, which may be either individual or group counseling.

- c. The maximum length of stay for this modality of treatment is SIX (6) months per client per year.

COST REIMBURSEMENT ACTIVITIES:

APPLICANTS may apply to be reimbursed for the provision of **Cultural Activities** on a cost reimbursement basis, as specified under Section III.A. **Service Activities**. Each APPLICANT must submit in its proposal a description of the activities it wishes to provide. ADAD will assess the request based on various factors, including but not limited to, the number of ADAD supported clients that would participate in the proposed cultural activity on an on-going and consistent basis; if the cultural activity or practice is considered a integral component of the overall design of the program or service; and if the proposed cultural activity or practice is unable to be sustained on a unit reimbursement basis.

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The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 6-A, Integrated Case Management (ICM) Case Management Services for Offenders Statewide

Page 2-6(a)7

Replace the second paragraph with the following:

Integrated Case Management (ICM) Case Management Services for Offenders Statewide for Pretrial Diversion, Probation, Furlough and Parole referrals. The suggested funding amounts for each contract year are as follows”

Page 2-6(a)-23

Replace item **5. Experience** with the following:

An APPLICANT intending to provide integrated case management must demonstrate a minimum of three years experience in the successful provision of assessment, advocacy and case management services to medium and high risk offenders.

Page 2-6(a)-25

Change #8 to #7.

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The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 7, Group Recovery Homes

Page 2-7-7

Change the second paragraph numbered 13 to 14.

Page 2-7-15

Change # 8 to 7.

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The following are corrections and additions to RFP 440-08-1, Substance Abuse Treatment Services Statewide.

Section 2, Sub-Category 8, Early Intervention Services for HIV

Page 2-8-15

Delete item 2), re-number 3) to 2), and 4) to 3).