

State of Hawaii  
Department of Health  
Adult Mental Health Division

## **Addendum 1**

**July 12, 2013**

**To**

**Request for Proposals**

**RFP No. HTH 420-4-13**

**Semi-Independent Living Program Services  
Statewide**

**Proposal Deadline**

**July 26, 2013**

July 12, 2013

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
Semi-Independent Living Program  
Statewide  
RFP No. HTH 420-4-13**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-4-13, Semi-Independent Living Program Services Statewide for the purposes of:

- Responding to questions that arose at the orientation meeting of July 1, 2013 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Ms. Enid Kagesa  
Telephone: (808) 586-8282  
Facsimile: (808) 586-4745

**Responses to Questions Raised by Applicants  
For RFP No. HTH 420-4-13,  
Semi-Independent Living Program Services Statewide**

No questions were received.

RFP No. HTH 420-3-13, Semi-Independent Living Services Statewide is amended as follows:

*Page*

**Section 1, Administrative Overview**

No Changes

**Section 2, Service Specifications**

2.4 Scope of Work, B. 2-20  
Management Requirements

Subparagraph 1.b. has been revised to read as follows:

“1.b. Residential staff shall, at minimum, have a high school diploma or equivalent and work under the supervision of a Mental Health Professional, and shall receive the appropriate training and supervision including administration direction. For a description of the minimum qualifications for a Mental Health Professional, please refer to Attachment I.”

**Section 3, Proposal Application Instructions**

No Changes

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

No Changes

Section 5 Attachments was revised.

Attachment I has been added.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist (Rev. 10/12)**
- B. Sample Table of Contents**
- C. Draft Special Conditions**
- D. Comprehensive, Continuous, Integrated System of Care Model by Kenneth Minkoff, M.D.**
- E. AMHD Housing Quality Standards (Draft)**
- F. Certifications**
- G. Form SPO-H-205A Instructions**
- H. Form W-9, Request for Taxpayer Identification Number and Certification**
- I. Mental Health Professional**

# **Attachment I**

## **Mental Health Professional**

## **Definition and Role of the Mental Health Professional**

The requirements established below are **minimum requirements** that the Department of Health Adult Mental Health Division (“AMHD”) has set for this position. Individual services may have additional academic or experience requirements depending on the intensity of the service. Any additional service specific requirements beyond these minimum requirements will be stated in the Request for Proposal and/or in the contract.

### **Definition / Role and Activities:**

The Mental Health Professional (“MHP”) in the AMHD service delivery system provides a wide-array of clinically-oriented services under the supervision of a Qualified Mental Health Professional (“QMHP”), which may include, but are not limited to, the following:

- Function as a Team Leader and supervise and direct the work of Mental Health Worker and/or Mental Health Assistant staff;
- Provide direct intervention within their scope of practice, including case management, crisis intervention, counseling, individual or group psycho-education, or other interventions which do not include or meet the definition of therapy;
- Provide intake assessment and recovery plan development;
- Attend and contribute to recovery planning or recovery plan review meetings with ancillary treatment providers on behalf of the treatment team; and
- Serve as the AMHD Utilization Management Liaison.

### **MHP Minimum Requirements:**

The MHP is required to be professionally prepared and experienced with an advanced degree and/or licensure. Degrees and license includes the following categories:

- Licensed Social Worker (“LSW”),
- Master of Science in Nursing (“MSN”),
- Advanced Practice Registered Nurse (“APRN”) whose specialty is in a non-behavioral health field,
- Master’s degree with a major in one of the following areas:
  - a) Counseling,
  - b) Psychology,
  - c) Psychosocial Rehabilitation,
  - d) Sociology,
  - e) Human Development,
  - f) Other closely-related fields, as approved in writing, by the AMHD Chief or designee.

All graduate degree work must be completed at and the degree issued by a nationally-accredited academic institution. For degrees issued outside of the United States, the issuing institution must meet similar accrediting standards or be recognized within the United States as having equal standing.

**Definition of Experience:**

Social Service experience may include identification and evaluation of the consumer's problems and needs, the development of a service or treatment plan, the initiation and implementation of the treatment plan, monitoring of services, and evaluation/assessment of the consumer's progress. Example may be in areas such as human services, social welfare, human services worker and criminal justice. Applicable experience will be included regardless if it was paid or unpaid experience.

**Supervision:**

Clinical supervision of the MHP shall be provided by a QMHP. The frequency and content of supervision should follow accreditation, certification and professional standards and shall be for a minimum one (1) hour of supervision for each 160 hours of work.

Clinical Supervision should minimally include the following components:

- Is guided by a supervisory plan which identifies the skills, knowledge and attitudes that are the focus for development.
- Establishes a learning alliance between the supervisor and supervisee in which the supervisee learns therapeutic skills while developing self awareness at the same time.
- Enhances the professional skills, knowledge, and attitudes necessary to achieving competency in providing quality consumer care.
- Be different from staff development and in-service training.
- Meets requirements for licensing bodies and third party payers.
- Consists of regularly scheduled face-to-face individual meetings.
- Content focus, feedback and evaluation is based on direct observation of work performance.
- Preplanning and preparation are necessary.
- Supervisee is engaged in a critical analysis of the work s/he did and is planning to do.