

OPWDD Region 1 Family Support Services RFP Questions and Answers 2018- Page 1

Please note:

The due date on the Attachment 1 (Letter of Intent) is incorrect. The correct due date for this RFP is 4/20/18. At the end of this Q&A document is a revised Attachment 1 with the correct due date. The revised Attachment 1 will also be uploaded into the grantee document folder of each grantee who has started an application for this RFP. Please utilize the revised Attachment 1 document. Please note that if a grantee utilizes the original Attachment 1, it will be accepted, and will not cause the proposal to be disqualified, however use of the revised document is preferred.

1. Would we be able to just add onto our current transportation and rec grants for Wayne, Yates and Ontario or would we have to do new proposals since they are in a different region (3)?

If you are applying to expand an existing program into a region beyond your current catchment area, you would need to complete a proposal for that region.

2. After looking through your email and the attachment I do have a few questions. What are your hopes for this money to enhance a service already being served or have another service provided? Could funding be applied to a service already being provided to serve more/enhance the service? Or are you interested in developing something new?

It is up to the grantees to determine whether they wish to apply for funding to enhance an existing service or propose a new service. As referenced in the RFP document, both proposals for new programs or expansion of an existing program will be considered if they meet an identified priority need. Please refer to RFP Document for priorities.

3. Would we be able to apply for grant funding for transportation reimbursement? I'm thinking it would be a similar grant as agency X, but for those whose programming was impacted by the drop of Medicaid Transportation to and from Hourly Respite. Would this be a reasonable proposal request?

Family Support dollars cannot be used to supplement a waiver rate. Therefore, FSS could not fund a transportation program to a waiver respite program as transportation is billable in the current respite rate effective 7/1/17.

4. Can you define intensive parent training?

Please see the RFP document for a description of the program.

5. Is the funding for a new program or can it be used towards a current program?

It is up to the grantees to determine whether they wish to apply for funding to enhance an existing service or a new service. As referenced in the RFP document, both proposals for new programs or expansion of an existing program will be considered if they meet an identified priority need. Please refer to RFP Document for priorities.

6. Is child defined by age or any child that lives at home with their family?

Per Family Support guidelines, any individual with OPWDD eligibility who lives at home with family would qualify for FSS services, regardless of age.

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7. Are the needs that are under the \$391,222 less of a priority than the three needs that are under the \$352,546?

No, both are equal priorities. It is up to the grantee to determine what priority need or program their proposal aligns with.

8. Are the grant funds for one year or all five years?

Please refer to page 1 of the RFP document. The money awarded will be annual; this will be funded through a multiyear Family Support Service contract for up to 5 years with ongoing renewals.

9. Who determines if the individual qualifies for the behavior support services? Is there a process identified?

The agency is responsible to employ a clinician that would establish the process and determine eligibility for service.

10. Are there specific hours allocated to the task of completing FBA training and support in implementing the plan?

It would be up to the agency to ensure that the properly credentialed staff are working in the program and delivering the program per the agency's design.

11. Where do the individuals needing the services come from? (just agency internal, or from all agencies)

It would be a requirement for this program to provide services to any FSS eligible individual within the region specified on the proposal.

12. Is there transportation reimbursement for the BIS (Behavior Intervention Specialist)?

Yes, transportation time for the clinician/consultant to the family home or community location is billable under the FSS program.

We have issued the following guidelines for all behavior and crisis programs in Region 1. One unit equals one hour and the guidelines below are based on total miles for the trip, meaning round trip/to and from the location.

Travel up to 30 miles total- max of .5 billing unit can be billed

Travel from 31-60 miles total- max of 1 billing unit can be billed

Travel 61+ miles total- max of 2 units can be billed

13. How is this program different from NY-START or the IBS program?

Family Support Services programs are 100% state dollars funded via a contract. NY-START does not provide behavior management services and IBS is a Waiver service to deliver behavior management support which is billed through Medicaid.

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14. I downloaded Attachment 1: Letter of Intent from the NYS Grants Gateway and noticed something odd. Located at the bottom of the page is THE APPLICATION DUE DATE, which states "December 28, 2016". Can we correct the due date to April 20, 2018 and submit the letter? Or should we ignore the due date and just send in the Attachment 1 as-is?

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15. Could an applicant submit 1 proposal to support a project addressing Need 1 Behavior Management and Need 2 Autism Training and Support for Region 1? Or should an applicant submit 2 applications: one addressing Need 1 and another addressing Need 2?

Separate proposals should be submitted for each individual program. One program may address more than one need and in that case, could be submitted as one proposal.

16. "The grantee is responsible for communication with the DDRO to monitor progress towards commencement of program."
Is there a specific type of communication that would best suit the DDRO's needs? For example, are they seeking quarterly reports, notes following every home visit, copies of e-mails/correspondence, time-tracking for every 15 minutes, etc.?

Email communication is preferred to update the DDRO on the status of the program leading up to the start of service delivery. Once the program begins providing service, ongoing reporting, documentation, etc. will be required and will be reviewed with the program coordinator prior to the start of service delivery.

17. "Behavior Management- behavior specialist to provide a behavioral assessment and comprehensive behavior management services to assist families with OPWDD eligible children in managing their child's frequent and significant behaviors."
Our program has served both children and a handful of adults. Do they want all people served to be age 18 and under?

No, there is no age limit. The only requirement is that the individual resides at home with family and is OPWDD eligible.

18. "Autism Training and Support- this program will work to prevent out of district education placement, link families of individuals with Autism to appropriate available community supports, increase opportunities for integration, improve social relationships, support providers by teaching on how to achieve successful social outcomes in individual with Autism, and decrease risk to others or the individual with Autism if he or she engages in inappropriate behaviors and decreasing inappropriate behaviors that pose a risk to the individual (self-injurious behaviors) or others (aggression)."

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Would the agency granted the money require two staff: i.e., one who is a Behavior Intervention Specialist and one who is an Autism Specialist? Would the same person be expected to fulfill both roles?

This would be up to the grantee to determine the design of the program and the qualifications of the staff needed to deliver it.

19. "Intensive Parent Training- this program will help parents gain skills and knowledge through specific training modules that help to meet the needs of each participant in the community and the child's home."
Will the DDRO make training modules available for use, or will the grantee be responsible for creating modules?

The grantee will be responsible for creating training modules or selecting an existing evidence based practice curriculum.

20. Do we detail in one proposal submission the multiple program priorities we are aiming to target with services and funding or do we need a separate proposal submitted for each priority need as listed in the RFP?

Separate proposals should be submitted for each individual program. One program may address more than one need and in that case, could be submitted as one proposal.

21. Do we need to identify which funding we are targeting to use for the specific service we are proposing (i.e. whether from funding starting from 1/1/19 or funding starting 10/1/18)? For example, would we just combine in one proposal our aims for increasing our individualized behavior management services for the community in Region I (priority 1 listed in the RFP) but also wanted to expand our behavior management services and parent training to underserved families in Region I, II, III by using telehealth applications? AND if we did combine these plans into one proposal, do we need to detail which part of the funds we are budgeting from (funding starting from 1/1/19 or funding starting 10/1/18) for each service we propose.

Yes, the proposal should indicate which program or priority need it is addressing and the start date of funding that the proposal is applying for. Proposals submitted for each start date of funding are required to be submitted separately.

22. What is considered a "statewide grant application?" Since we serve three counties, are we statewide?

Statewide Grant Application is a general term used to describe a statewide template. This grant opportunity is intended to serve the counties outlined in the RFP document and separate proposals need to be submitted for each region you are interested in serving.

23. Can the funding support a sensory room? The program would rent the space, and fill it with sensory friendly items to be utilized by the children in the recreation and autism play groups.

Yes, as long as the program proposal supports a priority need as outlined in the RFP document.

24. Can the funding support guest speakers, and/or a support group for parents? People to come in and speak to the parents about different topics such as how to get an IEP with their child's school, or simply to meet and network?

Yes, as long as the program proposal supports a priority need as outlined in the RFP document.

Attachment 1

OPWDD Developmental Disabilities Regional Office, Region 1 Application for Grant Funds Family Support Services

Letter of Intent

This is to attest that agency personnel has read the RFP, understands it and is bound by all the conditions set forth in the RFP and the agency's proposal.

Agency Chief Executive Officer

Date

***Must be original signature.**

Application Due Date: April 20, 2018