

**REQUEST FOR APPLICATIONS**

**for**

**PARTICIPANTS IN**

**CASE CONSULTATION TRAINING SERIES:  
IMPROVING CLINICAL SKILLS WITH  
CHILDREN AND FAMILIES**

**issued by**

**COMMUNITY BEHAVIORAL HEALTH**

**Date of Issue**

**November 20, 2018**

**Applications must be received no later than 2:00 P.M.  
Philadelphia, PA, local time, on December 10, 2018.**

**Questions related to this RFA should be submitted via  
E-mail to: Elizabeth Merrell at  
Elizabeth.merrell@phila.gov**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER –  
WOMEN, MINORITY INDIVIDUALS AND PEOPLE WITH  
DISABILITIES ARE ENCOURAGED TO RESPOND**

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## **I. Project Overview**

### **A. Introduction/ Statement of Purpose**

Community Behavioral Health (CBH) is soliciting applications for clinicians to participate in an expert case consultation training series to build clinical capacity for work with children and families in Philadelphia. The Case Consultation Training Series is a joint initiative between Community Behavioral Health (CBH) and the School of Social Policy and Practice (SP2) at the University of Pennsylvania. The series will be facilitated by clinicians with extensive experience in behavioral health treatment and multi-system child mental health consultation and supervisory work with children and families in Philadelphia. This training and consultation opportunity is designed to supplement the skills of clinicians currently working with children and families by providing a range of experience with foundational child and family treatment concepts and skills through case-based consultation. The training will focus on family interaction patterns, teaching clinicians to observe the verbal and non-verbal patterns in the family and describe the development of the problems or symptoms in a systemic context.

There will be no cost to providers for this training but organizations are expected to make a significant commitment evidenced by continued staff attendance and engagement in the trainings. Continuing Education Credits will be provided by The University of Pennsylvania School of Social Policy and Practice for each hour of participation in the program.

CBH expects to support training for up to 36 clinicians or supervisors through this RFA.

### **B. Organizational Overview**

The City of Philadelphia contracts with the Commonwealth of Pennsylvania Department of Human Services (PA-DHS) for the provision of behavioral health services to Philadelphia's Medicaid recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. Services are funded on a capitated basis through this contractual agreement. The City of Philadelphia, through the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS), contracts with CBH to administer the HealthChoices program.

CBH was established as a non-profit organization by the City in 1997 to administer behavioral health care services for the City's approximately 700,000 Medicaid recipients.

DBHIDS is comprised the Office of Behavioral Health which includes Mental Health and Addictions Services and Intellectual disAbility Services (IDS). DBHIDS contracts with Community Behavioral Health (CBH) to administer behavioral health care services for the City's approximately 470,000 Medical Assistance recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. This integrated behavioral health system annually serves more than 120,000 people who are eligible for Medical Assistance, as well as those who are uninsured or underinsured. As a result, CBH manages a full continuum of medically necessary and clinically appropriate behavioral health services. CBH employs more than 400 people and has an annual budget of approximately \$800 million.

The Department has a long history of providing innovative and groundbreaking services in Philadelphia for people in recovery, family members, providers and communities and has become a national model for delivering behavioral health care services in the public sector. We envision a Philadelphia where every individual can achieve health, well-being, and self-determination. The mission of DBHIDS is to educate, strengthen and serve individuals and community so that all Philadelphians can thrive. This is accomplished using a population health approach with an emphasis on recovery and resilience-focused behavioral health services and on self-determination for individuals with intellectual disabilities. Working with an extensive network of providers, DBHIDS provides services to persons recovering from mental health and/or substance use, individuals with intellectual disabilities, and families to ensure that they receive high quality services which are accessible, effective and appropriate.

DBHIDS is committed to offering services to all Philadelphians. Part of the mission of DBHIDS is to meet the behavioral health needs of the Philadelphia community by ensuring access, quality, and fiscal accountability through being a high performing, efficient, and nimble organization driven by quality, performance, and outcomes. We envision DBHIDS as a diverse, innovative, and vibrant organization in which we are empowered to support wellness, resiliency, and recovery for all Philadelphians.

### **C. Project Background**

The Case Consultation Training Series is a joint initiative between Community Behavioral Health (CBH) and the School of Social Policy and Practice (SP2) at the University of Pennsylvania. This RFA represents the third opportunity for CBH providers to participate in the consultation series, with the first occurring through the RFA process in 2015. To date, 62 clinicians in the CBH network have participated in the Case Consultation Training Series.

CBH understands that case consultation provides a crucial opportunity for expert input as well as interaction with colleagues in the field, thwarting isolation and facilitating professional growth. Additionally, clinical literature confirms that training, supervision, and consultation for clinicians enhances skill level and confidence, contributing to increased job satisfaction and improved practice overall. The group consultation model provides a forum for clinicians to share challenges and solutions to improve their clinical decision-making abilities.

The goal of the training is to enhance the skills of clinicians in the CBH network, with emphasis on the ability to conceptualize and respond to treatment challenges from both individual and systemic perspectives. The early work of Anna Freud, Margaret Mahler, and Melanie Klein has provided a clear, accurate, and useful lens to view the psychological life of the individual child and the presence of the symptom in the child. The work of seminal family systems therapists, Salvador Minuchin, Jay Haley, and Murray Bowen has provided a useful set of lenses through which to view and intervene in the systemic context of the symptom. The Case Consultation Training Series draws from a dynamic combination of these theoretical approaches.

During previous Case Consultation Training Series, 25 participants responded to requests for written feedback regarding their experiences in the training. The responses were consistently very positive, i.e., “my understanding of the child in the family has grown”, “the techniques have been useful and I see immediate results”, “I am more confident in engaging the parents/caretakers”. All respondents requested to continue another year. Because of the positive feedback of previous participants, the continuing supportive partnership with the University of Pennsylvania, and the ongoing commitment of CBH to build and sustain a network of strongly qualified clinicians to work with children and families, this RFA is being issued to extend the opportunity for additional clinicians to participate in the Series.

#### **D. General Disclaimer**

This RFA does not commit CBH to award a contract. This RFA and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFA, shall become the property of CBH and may be subject to public disclosure by CBH.

## **II. Case Consultation Training Series**

### **A. Training Need and Opportunity**

CBH has collaborated with the School of Social Policy and Practice at the University of Pennsylvania to offer training for up to 36 clinicians who work with children and families. The training will use group case consultation to strengthen clinical skills, particularly pertaining to the ability to understand and treat symptoms in a systemic context.

There will be capacity for clinicians to receive training and consultation in Spanish.

There will be no cost to the clinician or provider agency for participation in this training.

### **B. Overview of Training**

The Case Consultation Training Series provides a unique opportunity for clinical skill development in a small group setting. The program will use a case-based format in which clinicians will bring cases from their current work to the group and the trainers will provide a theoretical analysis and specific intervention suggestions that apply to the cases being presented. The consultative training will address problems or symptoms in both systemic and individual contexts. The case presentation will be used as a foundation for enhancing the understanding of the problem situation, i.e., an explication of the symptom in the child, its function and origin according to the developmental stages and history of the child, as well as the systemic processes in the familial context which stimulate the appearance of the symptom.

The discussion will address questions regarding symptom manifestation and interactive family processes.

Training will be offered to a total of 36 clinicians, divided into groups of 5-10 participants. Each group will be led by 1 of a team of 4 trainers, all of whom are licensed clinical social workers (LCSW) or psychologists with 30+ years of experience working with children and families in Philadelphia, including with the Philadelphia School District and the Philadelphia Child Guidance Clinic. Additional experience includes psychodynamic psychotherapy training, family therapy training, and adjunct teaching in multiple schools of social work.

There will be capacity to deliver training and consultation in Spanish for clinicians and supervisors who provide services in Latino communities.

Trainings will be held once monthly for 3 hours each session, and participants are expected to attend all sessions. Maintaining consistent membership throughout a training/consultation program fosters a group process that encourages openness and risk taking on the part of the members.

Training will begin in January 2019 and conclude in June 2019. Exact training dates and locations will be determined at a later date.

### **C. Eligibility Requirements**

Applications to this RFA opportunity will be accepted from all interested in-network providers, from any service or level of care delivering services to children and families. Individual participants must be currently working with children and families and hold a bachelor's or master's degree and be able to commit to attending one 3-hour training and consultation session per month, which will include case presentations. Supervisors can participate if they are able to attend all sessions and participate in case presentations.

### **D. Continuing Education Credits**

Continuing Education Credits will be provided by The University of Pennsylvania School of Social Policy and Practice for each hour of participation in the program.

## **III. Application Process**

### **A. Application Details**

The application consists of three documents which are attached as Appendices A, B, and C.

**Appendix A** is the cover sheet of the application. The top portion of the cover sheet is to be completed by the agency at which each applicant offers clinical services. An official who is authorized to approve each clinician's participation in training and bind the agency to all provisions must sign this form.

**Appendix B** is the agency description and includes items 1 – 4, which must be completed by each agency that is proposing to send one or more clinicians to the training.

**Appendix C** is the participant information, to be completed for each clinician or supervisor the agency has identified to participate in the training series.

Appendices A, B, and C must be completed and sent together as an application package to:

**Elizabeth Merrell, Network Development Specialist  
Community Behavioral Health  
801 Market St., 7<sup>th</sup> floor  
Philadelphia, PA. 19107**

The application must be submitted by no later than **2:00 pm on December 10, 2018** for the application to be considered. Responses submitted after the deadline will be returned unopened. Applicants must submit an electronic version of the application prepared as a PDF document placed on a compact disc or flash drive, along with one clearly marked signed original proposal and four (4) copies of the application.

## **B. Questions**

All questions regarding the RFA must be sent via email and directed to Elizabeth Merrell at [elizabeth.merrell@phila.gov](mailto:elizabeth.merrell@phila.gov). No phone calls will be accepted. The deadline for submission of questions is **November 26, 2018**. Answers to all questions will be posted on the CBH section of the DBHIDS website ([www.dbhids.org](http://www.dbhids.org)) by **November 29, 2018**.

## **C. Notification**

Applicants will be notified via email by **December 18, 2018** about their acceptance for the Case Consultation Training Series. Applicants who have been accepted will be given additional information about the training series.

## **D. Cost Information**

There will be no cost to participants and agencies. However, a significant organizational commitment is required. Additionally, Continuing Education Credits will be provided by The University of Pennsylvania School of Social Policy and Practice for each hour of participation in the program.

### **E. Definition of Agency in Good Standing**

CBH will determine if a provider is in good standing by reviewing information gathered through various departments across the DBHIDS. A determination is based on, but not limited to, the following criteria: re-credentialing status history, compliance error rate history, quality improvement plan status, financial solvency, and state licensure status. In each case, CBH will review the findings and make a final determination of standing for the purpose of the provider's eligibility to apply for the RFA. Additionally, neither the provider nor its staff, subcontractors, or vendors may be on any of the three Excluded Individuals and Entities lists:

- **List of Excluded Individuals and Entities (LEIE)** <http://oig.hhs.gov/fraud/exclusions.asp>;
- **System for Award Management (SAM)** (*formerly Excluded Parties List System (EPLS)*) <https://www.sam.gov>;
- **Department of Human Services' Medichex List** <http://www.dhs.state.pa.us/publications/medichexsearch/>

In each case, CBH will review the findings and make a final determination of standing for the purpose of the provider's eligibility to apply for the RFA.

## **IV. General Rules Governing RFAs/Proposals; Reservation of Rights; Confidentiality and Public Disclosure**

### **A. Revisions to RFA**

CBH reserves the right to change, modify or revise the RFA at any time. Any revision to this RFA will be posted on the DBHIDS website with the original RFA. It is the applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

### **B. Reservation of Rights**

By submitting its response to this notice of Request for Proposals as posted on the DBHIDS website, the Applicant accepts and agrees to this Reservation of Rights. The term "notice of request for proposals," as used herein, shall mean this RFA and include all information posted on the DBHIDS website in relation to this RFA.

#### **1. Notice of Request For Applications (RFA)**

CBH reserves the right, and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this notice of contract opportunity:

- (a) to reject any and all proposals and to reissue this RFA at any time;
- (b) to issue a new RFA with terms and conditions substantially different from those set forth in this or a previous RFA;



- (c) to issue a new RFA with terms and conditions that are the same or similar as those set forth in this or a previous RFA in order to obtain additional proposals or for any other reason CBH determines to be in their best interest;
- (d) to extend this RFA in order to allow for time to obtain additional proposals prior to the RFA proposal deadline or for any other reason CBH determines to be in its best interest;
- (e) to supplement, amend, substitute or otherwise modify this RFA at any time prior to issuing a notice of intent to develop a provider agreement or consultant contract to one or more Applicants;
- (f) to cancel this RFA at any time prior to the execution of a final provider agreement whether or not a notice of intent to develop a provider agreement has been issued, with or without issuing, in CBH's sole discretion, a new RFA for the same or similar services;
- (g) to do any of the foregoing without notice to Applicants or others, except such notice as CBH, in its sole discretion, elects to post on the DBHIDS website.

## 2. Proposal Selection and Contract Negotiation

CBH may, in its sole discretion, exercise any one or more of the following rights and options with respect to proposal selection:

- (a) to reject any proposal if CBH, in its sole discretion, determine the proposal is incomplete, deviates from or is not responsive to the requirements of this RFA, does not comply with applicable law, is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this RFA, or if CBH determines it is otherwise in their best interest to reject the proposal;
- (b) to reject any proposal if, in CBH's sole judgment, the Applicant has been delinquent or unfaithful in the performance of any contract with CBH or with others; is delinquent, and has not made arrangements satisfactory to CBH, with respect to the payment of City taxes or taxes collected by the City, or other indebtedness owed to the City; is not in compliance with regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant;
- (c) to waive any defect or deficiency in any proposal, including, without limitation, those identified in subsections 1) and 2) preceding, if, in CBH's sole judgment, the defect or deficiency is not material to the proposal;
- (d) to require, permit or reject, in CBH's sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and/or corrections to their proposals by some or all of the Applicants at any time following proposal submission and before the execution of a final provider agreement or consultant contract;
- (e) to issue a notice of intent to develop a provider agreement or consultant contract and/or execute a provider agreement and/or consultant contract for any or all of the items in any proposal, in whole or in part, as CBH, in its sole discretion, determine to be in CBH's best interest;
- (f) to enter into negotiations with any one or more Applicants regarding price, scope of services, or any other term of their proposals, and such other agreement or contractual terms as CBH may require, at any time prior to execution of a provider agreement or

- consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to any Applicant and without reissuing this RFA;
- (g) to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless CBH, in its sole discretion, determine that doing so is in and CBH's best interest;
  - (h) to discontinue negotiations with any Applicant at any time prior to the execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if CBH, in its sole discretion, determine it is in the best interest of CBH to do so;
  - (i) to rescind, at any time prior to the execution of a provider agreement or consultant contract, any notice of intent to develop a provider agreement or consultant contract issued to an Applicant, and to issue or not issue a notice of intent to develop a provider agreement or consultant contract to the same or a different Applicant and enter into negotiations with that Applicant, if CBH, in its sole discretion, determine it is in the best interest of CBH to do so;
  - (j) to elect not to enter into any provider agreement or consultant contract with any Applicant, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued and with or without the reissuing this RFA, if CBH determines that it is in CBH's best interest to do so;
  - (k) to require any one or more Applicants to make one or more presentations to CBH at CBH's offices or other location as determined by CBH, at the Applicant's sole cost and expense, addressing the Applicant's proposal and its ability to achieve the objectives of this RFA;
  - (l) to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);
  - (m) to inspect and otherwise investigate projects performed by the Applicant, whether or not referenced in the proposal, with or without consent of or notice to the Applicant;
  - (n) to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as CBH, in its sole discretion, deem necessary or appropriate;
  - (o) to permit, at CBH's sole discretion, adjustments to any of the timelines associated with this RFA, including, but not limited to, extension of the period of internal review, extension of the date of provider agreement or consultant contract award and/or provider agreement or consultant contract execution, and extensions of deadlines for implementation of the proposed project; and
  - (p) to do any of the foregoing without notice to Applicants or others, except such notice as CBH, in its sole discretion, elects to post on the DBHIDS website.

### 3. Miscellaneous

(a) Interpretation; Order of Precedence. In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any RFA, the terms of this Reservation of Rights shall govern.

(b) Headings. The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the scope or intent of the provisions, and are not part of this Reservation of Rights.

### **C. Confidentiality and Public Disclosure**

The successful Applicant(s) shall treat all information obtained from CBH that is not generally available to the public as confidential and/or proprietary to CBH. The successful Applicant(s) shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Applicant(s) agree(s) to indemnify and hold harmless CBH, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By preparation of a response to this RFA, Applicants acknowledge and agree that CBH, as a quasi-public corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, CBH's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.

### **D. Incurring Costs**

CBH is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFA.

### **E. Prime Contractor Responsibility**

The selected contractor will be required to assume responsibility for all services described in their applications whether or not they provide the services directly. CBH will consider the selected contractor as sole point of contact with regard to contractual matters.

### **F. Disclosure of Proposal Contents**

Information provided in applications will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFA process becomes the property of CBH and will only be returned at CBH's option. Applications submitted to CBH may be reviewed and evaluated by any person other than competing applicants. CBH retains the right to use any/all ideas presented in any reply to this RFA. Selection or rejection of an application does not affect this right.

## APPENDIX A: APPLICATION COVER SHEET

### COMMUNITY BEHAVIORAL HEALTH

#### CASE CONSULTATION TRAINING SERIES: IMPROVING CLINICAL SKILLS WITH CHILDREN AND FAMILIES

APPLICANT ORGANIZATION \_\_\_\_\_

NAME AND TITLE OF OFFICIAL AUTHORIZED TO PERMIT APPLICANT'S PARTICIPATION IN  
TRAINING: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING INDIVIDUAL TITLE

\_\_\_\_\_  
TYPED NAME OF AUTHORIZED OFFICIAL IDENTIFIED ABOVE

DATE SUBMITTED \_\_\_\_\_

## APPENDIX B: AGENCY DESCRIPTION

**1. EXECUTIVE SUMMARY:** Include the reasons your agency is interested in clinicians participating in the Case Consultation Training Series, including your reason for requesting training for the number of participants listed below (e.g. volume of cases/ referrals).

**2. POPULATION SERVED:** Describe the geographic area served, experience working with children and families, and any additional specialty service or focus of the agency.

**3. SUPERVISION STRUCTURE:** Description of the existing supervision structure and plan to integrate the case consultation series into the agency structure.

### 4. CASE CONSULTATION TRAINING SERIES PARTICIPANTS:

	Name	Title	Interested in participating in Spanish-language group?
1			
2			
3			
4			
5			
6			
7			
8			

## APPENDIX C: PARTICIPANT INFORMATION

This questionnaire is to be completed by each potential participant.

Your full name: \_\_\_\_\_

Your title: \_\_\_\_\_

Your email: \_\_\_\_\_

Your educational degree(s) and year(s): \_\_\_\_\_

\_\_\_\_\_

Your professional discipline: \_\_\_\_\_

License(s) or Credential(s) held in PA:

\_\_\_\_\_

Your agency name: \_\_\_\_\_

Your full agency address (where you are located): \_\_\_\_\_

\_\_\_\_\_

Type of program in which you practice most of the time: \_\_\_\_\_

\_\_\_\_\_

What treatment models do you generally use in treatment (check or list all that apply):

CBT \_\_\_\_\_ Psychoeducation \_\_\_\_\_ Family supports \_\_\_\_\_ Systemic Family Therapy \_\_\_\_\_

Psychodynamic \_\_\_\_\_ Motivational Interviewing \_\_\_\_\_

Other (describe): \_\_\_\_\_

Have you had any formal type of specific trauma-informed training or courses? Y N

If so, what type? (Please identify where and number of days/hours below):

\_\_\_\_\_

List any other topic(s) you would like addressed: \_\_\_\_\_

\_\_\_\_\_

Please list your personal learning goal(s). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_