

Q: Will slides be available after the presentation?

A: Yes, the slides from the December 7, 2020 Information Session are posted on the [CBH website](#).

Q: What is the email needed to submit proposals?

A: Proposals are to be submitted to Farrah.Sloan@phila.gov. This email is also posted on the website and on the issued Request for Qualification (RFQ).

Q: If an agency is in the process of procuring the Intensive Behavioral Health Services (IBHS) license and does not have the license before the RFQ deadline, will applications for the RFQ be accepted after the deadline?

A: Applications will not be able to be accepted after the RFQ due date. Interested parties can submit their application without an IBHS license but should indicate where the agency is in the licensure process. CBH will not contract with the provider until the agency has secured their IBHS Applied Behavioral Analysis (ABA) service license.

Q: Is a physical location within the city boundaries a requirement?

A: A physical location within city boundaries is not required. However, interested, qualified applicants must be able to service all CBH members.

Q: How does this RFQ differ from a typical ABA provider agency contracted with CBH?

A: This process allows interested, qualified providers to enter into the CBH network.

Q: Is there a specific template that should be followed for applications for ABA providers?

A: There is no specific template for ABA providers. However, it is important that ABA providers provide all information specifically required of them in Sections 1.4.3, 1.4.4, and 1.4.6 of the RFQ.

Q: As a growing IBHS group practice that's frequently hiring new clinicians, can other clinicians who join our practice in the future be allowed to treat CBH members or will it be limited to the clinicians who are employed with us currently?

A: CBH would review your current staff roster as part of the credentialing process and would credential the agency, not individual clinicians. Clinicians must meet Pennsylvania ABA regulations. Providers are responsible for ensuring staff continue to meet ABA regulations and are required to submit a current staff roster to CBH annually.

Q: Is our IBHS agency required to be licensed for group services in addition to ABA services?

A: Yes. As indicated in the RFQ, ABA providers must have an Office of Mental Health and Substance Abuse Services (OMHSAS) approved IBHS for ABA Services and Group Service description. Additionally, the provider must be enrolled in Pennsylvania Medicaid as a Provider Type 11/Specialty 591 and 592 and be able to qualify for ABA Designation, per CBH requirements and ABA Performance Standards in the CBH Provider Manual.

Q: Section 1.4.1 mentions that applicants must be enrolled in Pennsylvania Medicaid as social workers, psychologists etc. It does not mention Behavior Specialists/BCBA's. Will they be allowed to apply for this RFP?

A: The licensing types listed in the RFQ are for Independent Practitioners. Group Practices interested in becoming an ABA, must be licensed as an IBHS ABA services provider. CBH does not contract with Behavior Specialists/Board Certified Behavioral Analysts (BCBA) as an independent practitioner.

Q: The credential link in Section 1.1 Intro Statement of Purpose on page four is not active. Can it be accessed somewhere else?

A: The link to the [CBH Provider Manual](#) is now activated. Applicants should review Section 2 Credentialing to ensure all requirements for entering the CBH Network can be met.

Q: The CBH requirements to qualify for ABA designation, as mentioned in Section 1.4.5 Requirements Per Specialty on page 8 is not yet posted on the CBH website. Can it be accessed somewhere else?

A: The ABA Designation Application is being updated to complement IBHS. When complete, this update will be posted to the CBH website and will be communicated via the CBH Provider News Blast.

Q: In Section 1.4.7 Language and Culture, it says applicants should present cultural competency plans. Should this be included in the narrative, or would you like actual plans?

A: Applicants responding to the RFQ should submit cultural competency plans if available. Cultural competency plans are not required. However, should you submit, you should present plans in the narrative.

Q: 2.1 Required Proposal Format (Page 15) Attachment E: Staff Roster. What needs to be included in this? Should I include names/titles of every employee or only clinical staff?

A: The staff roster should be on a separate document. The document should include the names and titles of all clinical staff.

Q: 2.1 Required Proposal Format (Page 15) Status of M/W/DSBE (required if For Profit only). If we are a nonprofit, do we need to submit something?

A: If you have Status of M/W/DSBE, please submit. However, nonprofit is not required to submit.

Q: 2.1 Required Proposal Format (Page 15) Status of M/W/DSBE, Corp Status, Governance Structure are all sections within the Narrative Response. Should these be kept in Narrative Response or pulled out as separate attachments?

A: The M/W/DSBE, Corp Status, Governance Structure should be included as attachments. Additional information can be located in Section 2.5 of the posted Independent Practitioner RFQ.

Q: 2.2.2 Operational Documentation and Requirements:

- a) **Applicants must meet the financial threshold requirements: What type of fiscal documentation do you require for this?**
- b) **State of PA prof license number/CAQH/Curriculum Vitae: We are applying as an organization. Do we need to submit this for every employee?**
- c) **Insurance Information: What specifically is needed? Liability Insurance**

- A:** a) National Provider Identifier (NPI) • Individual Employer ID Number/Tax Identification Number (EIN/TaxID number and EIN/Tax ID name as indicated on IRS document) • State of Pennsylvania professional license number • Council for Affordable Quality Healthcare number (if available) • Current Curriculum Vitae • Insurance Information.
- b) CBH would review your current staff roster as part of the credentialing process and would credential the agency, not individual clinicians. Clinicians must meet PA ABA regulations. Providers are responsible for ensuring staff continue to meet ABA regulations and are required to submit a current staff roster to CBH annually.
- c) Providers will need to show proof of liability insurance. A copy of their cover sheet or binder delineating Liability Insurance Coverage (Dates, Location, Organization, Amount of Coverage). This should be a separate document.

Q: Section 2.6 City of Phila Tax and Regulatory Status and Clearance Statement indicates to complete appendix B. Where can Appendix B be accessed?

A: Appendix B can be found in the in the [CBH Provider Manual](#).

Q: Section 2.10 CBH Disclosure of Litigation Form on page 21 indicates to complete appendix C. Where can Appendix C be accessed?

A: Appendix C can be found in the in the [CBH Provider Manual](#).

Q: Do you need a copy of my IBHS license? If so, should that be included as a separate attachment?

A: Applicants should include a copy of their IBHS license as a separate attachment. Applicant who do not currently have an IBHS license, should indicate in their submission where they are in the IBHS licensure process.