

Concept Paper
Ryan White Part A
Tri-County Region Funded Services
Release Date: March 6, 2018

1. Purpose of the Intended Request for Proposals (RFP)

Since 1991, the federal government has provided emergency relief to areas disproportionately affected by HIV and AIDS through the former Ryan White Comprehensive AIDS Resources Emergency (CARE) Act and now Part A of the Ryan White HIV/AIDS Program. This emergency relief is directed to eligible metropolitan areas (EMAs) and transitional grant areas (TGAs) hardest hit by the epidemic.

The Ryan White HIV/AIDS Program is administered by the federal Health Resources and Services Administration (HRSA), a division of the U.S. Department of Health and Human Services (HHS). The New York EMA under Part A of the Ryan White HIV/AIDS Program includes the five boroughs of New York City (NYC) and the counties of Westchester, Rockland, and Putnam (Tri-County). In the New York EMA, the grantee for Part A funds is the New York City Department of Health and Mental Hygiene (NYC DOHMH). The HIV Health and Human Services Planning Council of New York (Planning Council), whose members are appointed by the Mayor of the City of New York, prioritizes service categories and allocates funds. The Planning Council also designs service directives that drive the development of programs. Public Health Solutions (PHS), under contract with NYC DOHMH, procures and administers contracts in the New York EMA.

NYC DOHMH is seeking appropriately qualified contractors to establish programs that provide 1 or more of the following services:

Food and Nutrition Services: For individuals who are HIV-infected and are eligible for Ryan White services. Services funded under this RFP are limited to clients living with HIV and minors identified as their dependents. Organizations applying for funds must conform to food industry standards for food preparation, storage, and handling. Organizations offering home delivered prepared meals and/or congregate meals must meet both local and state food safety regulations.

Housing/Short Term Assistance Services: For individuals who are HIV-infected and are eligible for Ryan White services. In addition to the general Ryan White Part A (RWPA) eligibility criteria, priority should be given to persons who are homeless or unstably housed and/or those who are in danger of becoming homeless. Non-profit organizations who have direct experience serving HIV-positive homeless and/or unstably housed individuals/families and providing client housing and financial benefits services are encouraged to apply.

Medical Case Management Services: For individuals who are HIV-infected and are eligible for Ryan White Services. Services should be prioritized for those with medical need including, but not limited to:

- 1) Newly diagnosed with HIV in the past 12 months;
- 2) Out of care for at least the past 9 months;
- 3) Virally unsuppressed at last (most recent) known viral load test within the past 12 months; and/or
- 4) Currently living with hepatitis C.

Organizations applying for funding must have a medical provider on-site or a memorandum of understanding (MOU) or linkage agreement (LA) with a medical provider(s) that agrees to coordinate care.

Mental Health Services: For individuals who are HIV-infected and are eligible for Ryan White services. In limited cases, affected family members, partners, and caregivers may receive family counseling services when such services directly benefit the person living with HIV/AIDS who is enrolled in mental health services. The enrolled individual must have a Diagnostic and Statistical Manual of Mental Disorders (DSM) diagnosis. Organizations applying to provide mental health services must be New York State (NYS) licensed Article 28 or Article 31 facility.

Oral Health Care Services: For individuals who are HIV-infected and are eligible for Ryan White services. In addition, oral health care services are restricted to persons without access to oral health care and/or those without adequate dental insurance coverage. Organizations applying under this service category must be a NYS licensed Article 28 facility with the capacity to bill 3rd party payers (i.e. Medicaid, NYS HIV Uninsured Care Program, and private insurance) and should be co-located with HIV care centers and/or have established linkages with HIV medical providers.

Psychosocial Support Services: For individuals who are HIV-infected and are eligible for Ryan White services. Clients in this service category need not have a DSM diagnosis. In addition to the general organizational eligibility requirements for RWPA programs, non-profit organizations must have experience serving people living with HIV/AIDS (PLWH) and be co-located or have established linkages with medical and social service programs to refer participants.

Medical Transportation Services: For individuals who are HIV-infected and are eligible for Ryan White services. In addition to the general RWPA eligibility criteria, medical transportation services are restricted to those with no other viable option for attending medical and supportive service appointments. A single, unified, Tri-County-wide program should be established that provides for maximum transportation coverage.

Emergency Financial Assistance Services: For individuals who are HIV-infected and are eligible for Ryan White services. In addition to the general Ryan White eligibility criteria, priority should be given to individuals who present an emergency need that would affect HIV adherence and/or engagement in medical care. Organizations providing services must have experience working with a wide-range of individuals, including those living with HIV and those in need of emergency financial assistance.

2. Planned Method of Evaluating Proposals

All proposals submitted to PHS, the master contractor for NYC DOHMH, will be reviewed to determine if they are responsive to the requirements of the RFP. Responsive proposals will be reviewed based on the Evaluation Criteria described below. The applicant's proposal, along with a line-item budget request with justification, must represent the actual service category program(s) that will be implemented if funded.

Evaluation Criteria:

- General Background and Organizational Capacity
- Service Delivery Experience
- Programmatic Summary
- Program Design and Implementation

- Staffing
- Service Tracking and Reporting
- Quality Assurance
- Program Management
- Confidentiality
- Implementation Timeline
- Budget and Justification

As the majority of Ryan White Part A services in the Tri-County Region are being rebid within a single RFP, organizations applying for multiple services are asked to submit a proposal with:

- *A general background and organizational capacity section; and*
- *An individual program summary and budget for each service category for which they are applying.*

Each service category will be reviewed and evaluated individually.

3. **Contract Term**

Contracts will be awarded for a term of up to three (3) years with the option to renew for additional terms. Funding for all contracts that result from the forthcoming RFP is contingent upon the annual notification of grant award to the New York EMA from HRSA, the availability of funds, the priorities of the Planning Council, approval by NYC DOHMH, and satisfactory contractor performance.

4. **Anticipated Reimbursement Methodology**

Service Category	Anticipated Reimbursement
Food and Nutrition Services	Performance Based
Housing/Short Term Assistance Services	Cost Based
Medical Case Management Services	Performance Based
Mental Health Services	Performance Based
Oral Health Care Services	Cost Based
Psychosocial Support Services	Performance Based
Medical Transportation Services	Cost Based
Emergency Financial Assistance Services	TBD

5. **Anticipated RFP Timeline**

The following is an overview of the current tentative timeline for the RWPA Tri-County Region Funded Services RFP. Contracts awarded through this RFP will have a March 1, 2019 start date.

Anticipated Date	Activity
April-May 2018	Release of RFP
May 2018	Pre-Proposal Conference
September 2018	Projected Award Announcement
October 2018	Contract Negotiations
March 2019	Projected Contract Start Date

6. Anticipated Funding

The Planning Council has allocated the annual amounts of Ryan White Part A Base funding for contract year 2018:

- Tri-County (Westchester, Rockland and Putnam): \$4,200,607¹

Service Category	Available Funding Amount ¹	Anticipated Number of Awards	Funding Range (min – max)
Food and Nutrition Services	\$818,088	1-2	\$226,756 - \$350,980
Housing/Short Term Assistance Services	\$585,008	1-2	\$113,160 - \$299,277
Medical Case Management Services	\$1,808,093	3-7	\$119,183 - \$158,712
Mental Health Services	\$99,697	1	\$99,697
Oral Health Care Services	\$186,986	1	\$186,986
Psychosocial Support Services	\$129,155	1-2	\$65,000 - \$129,155
Medical Transportation Services	\$345,246	1	\$345,246
Emergency Financial Services	To Be Determined	To Be Determined	To Be Determined

7. Eligibility

Client Eligibility

Services may only be provided to clients who meet the eligibility criteria to receive Ryan White Part A services. Ryan White Part A funds may not be used to provide services to individuals known to be HIV negative or of unknown HIV status. General client eligibility includes documentation of HIV+ sero-status; residency within New York City, Putnam, Rockland, or Westchester counties; and financial eligibility as defined by the New York EMA, which is currently set at 435% of the Federal Poverty Level (FPL).

Organizational Eligibility

In addition to the program specific organizational eligibility requirements (to be outlined in the forthcoming RFP), all applicants must have demonstrated experience providing related services to PLWH. Applicants should meet the following minimum requirements to be eligible for funding. Organizations must:

- Have a brick-and-mortar site located in Rockland, Putnam, or Westchester Counties (Tri-County region);
- Have demonstrated experience providing the designated service to people living with HIV equivalent to:
 - At least 2 years of experience serving PLWH; and
 - At least 1 year of experience providing the designated service.

Ryan White as Payer of Last Resort

Ryan White Part A is considered the payer of last resort (POLR) and funds may be used for allowable services only when other funding sources are not available. Ryan White Part A funds are used to address gaps in the current service system in order to improve the health outcomes of people living with HIV/AIDS. As such, services solicited through this RFP are provided in instances where an existing need is documented.

¹ The actual funding available for the RFP may vary, as it is contingent on the annual Notice of Grant Award from HRSA and allocations for all services categories, as determined by the Planning Council.

Currently Funded Programs

All currently funded Ryan White Part A contractors in the Tri-County Region who provide services in categories specified in this RFP must apply and submit a proposal(s) in order to be considered for funding under the forthcoming RFP. All existing contracts under the categories in this concept paper and the forthcoming RFP will end on February 28, 2019.

8. Programmatic Information

Services solicited through this RFP may include the following:

Food and Nutrition Services

Food and Nutrition programs provide food and meals as well as services designed to build clients' knowledge, skills, and independence around healthy eating and nutrition. Services include home-delivered meals, food pantries, congregate meals, vouchers, and nutritional services (i.e. nutritional counseling w/ and w/out supplements) that are delivered by a registered dietitian.

Housing Services/Short Term Assistance Services

Housing services in Tri-County are limited to short-term rental/utility assistance. Under this service category, an array of services are provided, including: assistance with utilities and telephone, brokers' fees, and moving expenses to secure or maintain stable housing. In creating and helping maintain housing stability for PLWH, this service category also helps those enrolled achieve optimal health outcomes through ensuring support is present to help enter and remain engaged in comprehensive HIV medical care and treatment.

Medical Case Management Services

Medical Case Management is a program that supports retention in care by offering people living with HIV home- and field-based patient navigation services, coordinated medical and social services, counseling and coaching in adherence to treatment, Modified Directly Observed Therapy (mDOT) for treatment, and health education to build the skills needed to maintain stability in their health and achieve optimal health outcomes. Medical Case Management programs are associated with clinics. Medical Case Management services are intended for those who have demonstrable challenges to engagement in care, retention in care and adherence to treatment, the newly diagnosed or those with co-occurring conditions who may benefit from help coordinating care.

Mental Health Services

Mental health services provide psychiatric treatment and counseling services to those with a diagnosed (DSM-5) mental illness. Services are delivered following a detailed treatment plan by a mental health professional (e.g. psychiatrists, psychologists, and licensed clinical social workers) licensed by New York State to provide such services, typically including mental health counseling (group, individual, and family), psychiatric services, wellness counseling, and service coordination activities. Mental health services providers funded by RWPA programming in the NY EMA also employ patient navigators to help participant's access health and supportive services, maintain engagement in services and support retention in care and adherence to treatment.

Oral Health Care Services

Oral health care is recognized as a component of standard HIV primary care, as HIV infection often manifests orally with disease progression. Tri-County funds culturally and linguistically-appropriate, comprehensive oral health care that include a range of dental services coordinated with medical case management and primary care services. Comprehensive oral care services - which must include

periodic screenings and preventive, diagnostic, and therapeutic services - may be provided by general dentists, dental specialists, dental hygienists, and/or other professional oral health practitioners operating under standards of the American Dental Association, American Academy of Pediatric Dentistry, and the NYS AIDS Institute.

Psychosocial Support Services

Psychosocial Support Services programs provide an array of counseling services to help people living with HIV cope with their diagnosis and psychosocial stressors. Providers have the flexibility to address barriers to care through a variety of strategies. Services include individual, group and family counseling, support groups, crisis intervention, peer and non-peer led interventions, drop-in activities, grief and bereavement counseling, and transitional services to stabilize families after the death of a loved one. Counselors may also refer clients to other health and support services and engage community health workers to facilitate access to services.

Medical Transportation Services

Medical Transportation provides transportation services in Westchester, Rockland and Putnam Counties using taxi, van, bus, ambulette vehicles, and gas vouchers from contracted transportation providers. The program also provides access to public transportation through the issuance of bus tokens/tickets, and to Metro North trains via a voucher system. The chosen means of transportation reflects a combination of clients' needs, availability of vendors and/or public transportation, and cost effectiveness.

Emergency Financial Assistance Services

Emergency Financial Assistance provides limited, one-time or short-term payments to assist RWPA clients with paying for essential utilities, housing, food, transportation, and medication when an emergent need is present. Emergency financial assistance can occur as a direct payment to an agency or through a voucher program. Clients who qualify for Emergency Financial Assistance Services can receive up to \$2,000 per household over a 12-month period.

9. Contractor Reporting Requirements

All programs funded through this RFP must comply with the requirements outlined below.

Data Reporting Requirements

Awarded contractors must comply with all NYC DOHMH and HRSA data reporting requirements. The NYC DOHMH will require the submission of data through a web-based data system, Electronic System for HIV/AIDS Reporting and Evaluation (eSHARE). The NYC DOHMH and/or PHS will provide training and technical assistance on the use of eSHARE and submission of reports. Funded organizations will also be required to submit data for the EMA's Ryan White Services Report (RSR) for each service, which must be submitted each year to HRSA.

Funded programs will be required to enter client-level data into eSHARE for all funded services including but not limited to:

- Client legal first and last name (nicknames or pseudonyms will not be accepted in place of legal names)
- Client demographics
- Client encounters
- Primary care status measures
- Linkage to relevant services

Primary Care Status Measures

Ryan White Part A funded programs are required to promote access to and maintenance in HIV primary care. If clients are inadequately connected or unconnected to care, appropriate referrals and follow-up to remove barriers to care are required. Contractors are also required to regularly report on client primary care access and visits, use of antiretroviral therapy (ART), and laboratory test dates and values for monitoring HIV clinical status and lab values quarterly.

Contractual Reporting Requirements

Organizations will be required to submit monthly program narrative reports on various metrics of contract compliance including, but not limited to, staffing updates, accomplishments, and barriers to program delivery for each service for which they are funded. Organizations with cost based contracts will be required to submit monthly expenditure reports. Organizations will be required to submit an annual fiscal questionnaire to reflect costs to deliver each individual service program.

10. Feedback on Concept Paper

Please submit all comments regarding this Concept Paper for Ryan White Part A Funded Services for the Tri-County no later than *April 20, 2018* to: RWTriCountyCP@healthsolutions.org

*The NYC DOHMH will hold a **Town Hall Meeting** on **Monday, March 12, 2018** from ~~10am to 12:30pm~~ **1:00pm to 3:30pm** to further solicit community feedback and input on the forthcoming Ryan White Part A Tri-County Region Funded Services RFP. The Town Hall Meeting will be located at **10 County Center Road, DSS Training Room, Floor 2, White Plains, NY 10607.***