



DEPARTMENT OF MENTAL HEALTH

STATEMENT OF ELIGIBILITY AND INTEREST FOR AN ENHANCED EMERGENCY SHELTER PROGRAM FOR TRANSITION AGE YOUTH (AGES 18-25) UNDER THE MENTAL HEALTH SERVICES ACT (MHSA)

Bid #DMH031212B1

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**Prepared By
County of Los Angeles
Contracts Development & Administration Division**

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1.0 INTRODUCTION

MENTAL HEALTH SERVICES ACT (MHSA)

The MHSA, adopted by the California electorate on November 2, 2004, creates a new permanent revenue source, administered by the California State Department of Mental Health (SDMH), for the transformation and delivery of mental health services provided by State and County agencies and requires the development of integrated plans for prevention, innovation, and system of care services.

On October 11, 2005, the County of Los Angeles (County) Board of Supervisors approved DMH's submission of its Community Services and Supports (CSS) Plan to SDMH. The CSS Plan, the first of five (5) substantive plans that must be developed to access available MHSA State funding, is a conceptual framework designed to create a culturally competent mental health system which promotes recovery and wellness for adults and older adults with severe mental illness and resiliency for children and youth with serious emotional disorders and their families. It was developed in accordance with Stakeholders' recommendations and SDMH requirements.

With SDMH approval of DMH's CSS Plan on February 14, 2006, DMH is moving from a planning and development phase into a design and implementation phase. This will transform and expand the delivery of mental health services from a system that focuses primarily on clinical services into one in which DMH can partner with clients, their families, and their communities to provide (under client and family direction) "whatever it takes" to enable people to attain their goals toward recovery.

Implementation of the CSS Plan will improve the efficiency and effectiveness of mental health operations across the entire service delivery system of directly-operated and contract providers, fee-for-service network providers, and hospitals with the following guiding principles:

- Provide significant increases in the level of participation and involvement of clients and their family members in all aspects of the community mental health system and programs;
- Provide changes in access and increased geographic proximity of services and programs;
- Enhance age-specific strategies for children and youth (ages 0-15), Transition Age Youth (TAY) (ages 18-25), adults (ages 26-59), and older adults (ages 60+);
- Increase community partnerships;
- Expand culturally competent services and programs; and
- Expand outcome monitoring and achievement of MHSA accountability goals.

OUTCOMES FOR ENHANCED EMERGENCY SHELTER PROGRAMS FOR TAY

The Los Angeles County CSS Plan identifies the following outcomes for TAY accessing the Enhanced Emergency Shelter Program:

1. Access to basic support services and linkages including: information related to emergency housing, employment, vocational training, education, and social and community activities;

2. Opportunities to build trusting relationships with staff who can, as the youth is ready, assist the youth toward recovery and wellness, through linkage to an array of community resources and programs;
3. Ensured access and linkage to services when TAY are open to receiving them;
4. Safe and adequate housing, including a reduction in homelessness;
5. A network of supportive relationships;
6. Timely access to needed help, especially during times of crisis; and
7. Maintaining or improving physical health as it relates to the achievement of the other outcomes for TAY.

2.0 PURPOSE OF STATEMENT OF ELIGIBILITY AND INTEREST (SEI)

- 2.1 The purpose of this SEI Solicitation is to identify qualified organizations that can provide Enhanced Emergency Shelter Programs in Los Angeles County (County) to Seriously Emotionally Disturbed (SED) and Severely and Persistently Mentally Ill (SPMI) TAY ages 18-25.

*(**SED**) A child/youth is considered seriously emotionally disturbed (SED) if he/she exhibits one or more of the following characteristics, over a long period of time and to a marked degree, which adversely affects his/her functioning:

1. An inability to learn which cannot be explained by intellectual, sensory, or health factors;
2. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
3. Inappropriate types of behavior or feelings under normal circumstances exhibited in several situations;
4. A general pervasive mood of unhappiness or depression;
5. A tendency to develop physical symptoms or fears associated with personal or school problems.

[34 C.F.R. Sec. 300.8(c) (4)(i); 5 Cal. Code Regs. Sec. 3030(i).]

** (**SPMI**) For TAY ages 18-25 may include significant functional impairment in one or more major areas of functioning (e.g., interpersonal relations, emotional, vocational, educational, or self-care) for at least 6 months due to a major mental illness. The individual's functioning is clearly below that which had been achieved before the onset of symptoms. If the disturbance begins in childhood or adolescence, however, there may be a failure to achieve the level of functioning that would have been expected for the individual rather than deterioration in functioning.

- 2.2 The Enhanced Emergency Shelter Program contained in the MHSA CSS Plan is to serve the immediate housing (IMH) needs of the SED/SPMI TAY population in all eight (8) Service Areas and to ensure countywide coverage and geographic accessibility. The objective is to provide temporary shelter for TAY clients in a supportive housing environment for up to 36 nights while pursuing the long-term goals of secure, permanent housing. The Enhanced Emergency Shelter

Program will offer a warm, clean and safe place to sleep; hygiene facilities; food (breakfast, lunch, and dinner); and case management services. Since placement in the Enhanced Emergency Shelter Program is very short-term, a plan for transitioning the TAY client into stable housing should be made at the time of placement into the program. This will primarily be the responsibility of the Transition Age Youth Housing Specialists staff of DMH.

- 2.3 This SEI is used for information purposes and does not constitute a Request for Proposal (RFP), Request for Services (RFS) or an offer of a contract. Using the responses to this SEI, the County may do one of the following: (1) issue an RFP or RFS to select contractors for this EESP, (2) contract by negotiation with a limited number of vendors with demonstrated capability who express interest in this EESP, or (3) take no further action at this time on this EESP.

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE A RFP, RFS OR NEGOTIATE A CONTRACT FOR THE ENHANCED EMERGENCY SHELTER PROGRAM FOR TAY.

3.0 BACKGROUND ON THE ENHANCED EMERGENCY SHELTER PROGRAM FOR TAY

The countywide homeless count conducted by the Los Angeles Homeless Services Authority (LAHSA) in January 2005 found 83,347 homeless individuals and families on any given night. Including additional homeless count figures from Glendale, Long Beach, and Pasadena, the total number of homeless individuals in Los Angeles County on any given night is approximately 91,000. Of the 83,347 homeless individuals, 34,898 (42%) were estimated to be chronically homeless, 28,431 (34%) to be severely mentally ill, and 39,038 (47%) to be chronic substance abusers.

Furthermore, the LAHSA analysis found 7,551 families among the homeless. Most experts familiar with the Los Angeles County homeless population believe this number under represents families, particularly single parents with children. None would disagree that the need to provide housing for homeless families is a paramount concern.

It is the desire of DMH to provide temporary shelter accommodations for SED/SPMI TAY (ages 18-25), specifically targeting those individuals who are indigent, homeless, or at risk of being homeless and are capable of living independently in a community setting. The Enhanced Emergency Shelter Program represents a vital outreach and engagement tool in which a trusting relationship with the unserved and underserved SED/SPMI TAY population throughout the County is established. A TAY System Navigator or Housing Specialist will be the gatekeeper responsible for identifying the housing needs of a TAY youth, verifying that he/she meets the target TAY population as described above. A TAY System Navigator or Housing Specialist will then authorize admission to a Enhanced Emergency Shelter Program site, informally screening the TAY client to determine the level of services needed, and if needed, arranging for a referral to either a Full Service Partnership (FSP) agency or appropriate community-based agency. A case manager will be responsible for keeping in regular contact with the TAY client, working towards establishing benefits, stabilizing the TAY client, preparing each TAY client's treatment plan, assisting in the placement of each TAY client in more permanent living

arrangements, and keeping the referring DMH TAY System Navigator or Housing Specialist abreast of the progress that is being made with the TAY client.

4.0 CONTRACT SPECIFICATIONS

The County will not guarantee a Contractor a specific or minimum number of referrals or funding amount, as this will be based on current client needs and the geographic desirability of the location. Providers will be reimbursed monthly, in arrears, based on the contract daily rate per TAY client day for each day that a TAY client stays (overnight) at an enhanced emergency shelter site. Although all cases must be addressed on an individual basis, the expectation is that the maximum stay is 36 days and that most SED/SPMI TAY will require far fewer days.

Contractors will be required to execute an Enhanced Basic Living Support Services for Transition Age Youth Agreement, substantially similar to the attached sample agreement (Attachment A). The County reserves the right to revise and/or add terms and conditions to the Agreement, as deemed to be in the best interest of the County, prior to execution of the Agreement.

Please note that each Contractor shall be required to comply with the following insurance requirements:

- Indemnification insurance for a minimum of \$2 million for General Liability with \$1 million for each occurrence;
- Automobile Liability proof of insurance on ISO policy form CA 00 01 with a limit of liability of \$1 million for each accident;
- Worker's Compensation insurance for \$1 million;
- Professional Liability with limits of not less than \$1 million per occurrence and \$ 3 million aggregate and
- Sexual Misconduct Liability insurance with limits of not less than \$ 2 million per claim and \$ 2 million aggregate.

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Merriwether & Williams. For additional information, respondents may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at www.2sparta.com

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Respondents should carefully read the Defaulted Tax Program Ordinance, Appendix O, and the pertinent provisions of the Sample Contract, Appendix A, Sub-paragraph 8.51 and 8.52, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Respondents shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they

are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Exhibit 22 in Appendix D – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

Respondents that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

The Respondents will be evaluated by the Contract Database and Contractor Alert Reporting Database (CARD). Respondents will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Questionnaire Appendix A of the proposal.

Respondents will be evaluated on the information provided in County Process to Identify Qualified Agencies Section 7.0. In addition to the information provided, a review will include the County's Contract Database and CARD, if applicable, reflecting past performance history on County or other contracts. Additionally, a review of terminated contracts may be conducted.

A review may be conducted to determine the significance of any litigation or judgments pending against the Respondent as provided in Appendix A Questionnaire of the SEI.

It is the County's policy to conduct business only with qualified, responsible organizations that have demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract.

5.0 PROGRAM SPECIFICATIONS

5.1 To qualify and to respond, an agency must meet the following program specifications:

An agency must meet all local zoning codes as a temporary emergency shelter.

An agency must be qualified as a Master Agreement contractor under DMH's MHSA Master Agreement list, specifically under the "TAY Age Group" category and any of the Community Services & Supports categories (all service categories EXCEPT Workforce Education and Training Plan, Prevention and Early Intervention Plan and Innovations) no later than the SEI (date of release).

An agency must have a minimum of three (3) years of experience (within the last five years) providing basic support and/or shelter services to homeless, indigent TAY and SED/SPMI clients.

An agency must have a minimum of three (3) years experience (within the last five years) providing basic support and/ or shelter services to homeless, indigent TAY and SED/SPMI clients with minor children.

An agency must have current established working agreements with other community partners that will assist SED/SPMI TAY with appropriate linkages and referrals.

An agency must not have had any governmental entity contracts terminated within the last five (5) years.

An agency must be current with all health and safety requirements, including passing facility inspection by Los Angeles County's Department of Health Services and local fire department.

An agency must have implemented strategies to outreach and engage the SED/SPMI TAY population that might benefit from participation in the Emergency Enhanced Shelter Program in the last three years.

An agency must have general 24 hour oversight of all referrals by properly trained personnel, to provide safety, support, and supervision of youth in residence and minimize potential for abuse and/or victimization

An agency must not have any substantiated Patient Rights violations within the past 5 years.

5.2 Desirable Factors for an agency providing Enhanced Emergency Shelter Program to SED/SPMI TAY clients:

An agency should have outdoor space.

An agency should provide for the transportation needs of its TAY clients, including public transportation, tokens, etc.

An agency should provide clothing (new, used, or donated).

An agency should have staff trained in First Aid and CPR.

An agency should have the capacity to respond to TAY clients in crisis either directly or through collaboration with other health and/or human service providers.

An agency should have staff knowledgeable about substance abuse and/or co-occurring disorders (COD).

An agency should have adequate space available in which to conduct private interviews, assessments.

An agency should be located near Transition Resource Centers and/or other community-based health and/or human services organizations that serve the SED/SPMI TAY population.

An agency should have collaborative relationships with other health and/or human services organizations that serve the SED/SPMI TAY population.

6.0 FUNDING

The total amount of MHSA funding is \$1,210,000, with annual funding for Enhanced Emergency Shelter Program for TAY at \$605,000 for Fiscal Years (FYs) 2012-2013 and 2013-2014. Agencies responding to the SEI for Enhanced Emergency Shelter Program for TAY shall submit a daily bed rate budget consistent with the actual costs per bed for the proposed program and TAY population served.

MHSA FUNDING FOR ENHANCED EMERGENCY SHELTER PROGRAM FOR TAY		
FY 2012-2013	FY 2013-2014	TOTAL
\$605,000	\$605,000	\$1,210,000

Please note that this MHSA funding may be subject to change or revision.

7.0 COUNTY PROCESS TO IDENTIFY QUALIFIED AGENCIES

The Los Angeles County Department of Mental Health (DMH) is requesting the completion of an Introduction letter and Questionnaire (Appendix A) from qualified agencies to implement and operated an Enhanced Emergency Shelter Program for SED/SPMI TAY, ages 18-25.

7.1 Introduction Letter

An Introduction Letter should be on the Agency's letterhead, be brief, concise, no more than three (3) pages, and typed. The introduction letter must include: (1) The Agency's exact legal business name and type of organization (e.g., partnership, corporation, etc); (2) the Agency's Director's name; (3) the name, email address, mailing address, FAX and telephone number of the person who is authorized to act on behalf of the Agency in connection with this SEI; (4) an introduction of the Agency and history; (5) the Service Area (SA) for which the Statement of Interest is being submitted; and (6) the original signature(s) of the person(s) authorized to sign on behalf of the Agency and bind the Agency in a contract.

7.2 Questionnaire (Appendix A)

Agencies must fully complete the Questionnaire (Appendix A) and attach all of the requested documents (Appendix B). If the agency's Introduction Letter and its response to the Questionnaire meet the minimum qualifications of the program, a representative of DMH may visit the proposed Enhanced Emergency Shelter program site to confirm the qualifications and view the facility. Pending the review and if County decides to contract by negotiation with a limited number of qualified applicants, such applicants will be invited to begin discussions with DMH with the intent of negotiating a contract.

7.3 Format for Submission

The Introduction Letter, Questionnaire (Appendix A) and all attachments (Appendix B, Exhibits 1 - 12) submitted in connection with this SEI shall be securely bound in a three-ring binder which can be easily opened and closed, for the removal of material by County. No paper clipped, stapled, or rubber banded submission shall be accepted.

False, misleading, incomplete, deceptively unresponsive questionnaires and missing documents/exhibits in connection with this SEI shall be sufficient cause for rejection.

8.0 TIMELINE FOR RESPONDING TO THE QUESTIONNAIRE

The County is interested in submissions from qualified agencies with the capability to implement and operate this Enhanced Emergency Shelter Program for eligible SED/SPMI TAY. County will accept Questionnaire responses to this SEI on a continuous basis beginning March 15, 2012 through March 31, 2017. Review and approval of Questionnaire responses will normally occur within 90 days of receipt of the response. Only during the initial phase of this SEI, Questionnaire responses received within 30 business days after the release of the SEI, or by April 12, 2012, will be reviewed between April 12, 2012 and April 30, 2012. Questionnaire responses to this SEI should be in writing and submitted to:

Richard Kushi, Chief
Contract Development and Administration Division
County of Los Angeles –Department of Mental Health
550 South Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020

9.0 DISCLAIMER

The County shall not in any way be liable or responsible for cost incurred in responding to this SEI.

All information received in response to this SEI becomes the exclusive property of Los Angeles County. All responses to this SEI become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code, Section 6250 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary."

The County shall not in any way be liable or responsible for the disclosure of such records, including, without limitation, those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.

10.0 RESPONSES TO THIS SEI

This SEI has been mailed to potential respondents known to DMH and published for the public at large through County department websites. Please feel free to share the SEI with any interested person, organization, or agency.