

**San Francisco Department of Early Childhood
Bidder Conference – February 21, 2024
RFGA24-03 – Early Childhood Mental Health Consultation Initiative – Early
Learning and Family Resource Center Settings**

EMHC Questions and Answers

Thank you to all who submitted questions and comments regarding the EMHC # DEC24-03. DEC has combined duplicative questions where appropriate.

Topic: Scope of Work and Site Eligibility

Question(s): 1) You mention billing Medi-Cal for direct service, is there an expectation that consultants will provide both consultation services as well as opening cases in Medi-Cal?

And if we are to bill Medi-Cal, will Medi-Cal funds be added to our existing contract through DPH? There are additional administrative and budgetary needs to be considered if we are moving in this direction.

2) Will grantees be expected to bill Medi-Cal?

3) If not expected to bill Medi-Cal, are we then expected to use consultation funds for treatment?

4) The model described included counseling for staff; is there consideration of the conflict of interest for providing counseling to a consultee, or is the intention to support staff wellness and scaffold adult MH until linkage to occur?

5) Provide individual, group, and family therapy to children and caregivers in support of children with mental health concerns to stabilize, while supporting linkage to longer-term mental health supports”

When we use language such as in reference to therapy, it triggers a different standard of documentation/confidentiality/administrative and ethical/legal considerations. Is this the intent?

If so, we will then need to balance the continuous quality management and consultant time. Or are we referring to the provision of individual, group, and family consultation as a bridge to services which can vary in length and are therapeutic in nature but have different administrative and practice protocols than therapy. Each has different additional administrative and budgetary needs. Please clarify.

Answer: Agencies awarded grants through this RFGA will be expected to provide short term mental health support and bridging to ongoing therapeutic support, if appropriate. This may include referrals to providers supported by a Medi-Cal mental health grant from DPH or other sources. If an intra-agency Medi-Cal eligible referral is completed, service delivery should be completed adhering to the requirements of the Medi-Cal mental health program. The DEC grant from this RFGA does not support therapy or treatment services. The grants awarded from this RFGA will not include funding for therapy or counseling services from Medi-Cal or other funding sources.

Question: 1) There is mention of all sites having access to on-call support. Are you referencing the current list of proposed sites or is there an additional list that DEC is anticipating serving that is being referenced?

2) On Proposed Site List Form, some on-call sites have 0 hours due to no calls being received. Is there a way to identify On-call as an option under Current Number of Hours Per Week?

Answer: The list of sites in Form 4 is the targeted site list as of October 2023 and will have to be served by the initiative. The list includes some on-call sites. You should respond to that list and the hours to serve them. On-call sites you propose to serve can be marked 0 hours in column E and Yes in column F. The final list of sites an awarded agency will serve will be negotiated at contract negotiation if application successful. Further, it can be anticipated the targeted site list will change over the life of the grant.

Question: Will grantees be expected to provide support for on-call sites?

Answer: The EMHCI Program Model – Attachment 2 describes the Need based tiers that will guide the assignment of MHC hours to specific ECE sites. The model continues to include an “As needed, On-Call” tier of ECE sites for MHC Service, which awarded agencies would be expected to address. The final list of sites assigned to an agency and the hours of service for each site will be finalized in grant negotiations.

Question: On our proposed site list, can we include FCCs that receive a range of consultation services?

Answer: Yes, starting with row 182 on form 4 applicants can designate provider type FCC, and fill in questions in columns c -f. A designation of a site on this table does not guarantee MHC hours will be assigned to the site.

Question: On Proposed Site List Form, Under Current Number of Hours Per Week do we enter Current Hours Funded or Hours being provided?

Answer: Please indicate the current number of hours funded.

Question: 1) Should we include on proposed sites, SFUSD schools that no longer have a preschool and just have a TK?

2) Can SFUSD pre-K to TK schools be included?

Answer: Yes, include TK sites for support by providing the requested information Grant negotiations will determine final list of sites to be served by awarded agencies, service tier and the number of hours of MHC service. A designation of a site on this table does not guarantee MHC hours will be assigned to the site.

Question: If we are aware of sites that are opening in this next fiscal year and we currently serve them, can we include them as they are requesting consultation service?

Answer: Yes, starting with row 182 on Form 4 applicants can designate the provider type, and fill in questions in columns c -f. A designation of a site on this table does not guarantee MHC hours will be assigned to the site.

Question: Site List- if a program has closed that is currently on the site list, how should that be indicated?

Answer: In column F on Form 4, indicate No.

Topic: Staff and their Qualifications

Question: On the Experience Staff Form, what does CSEFEL Certified mean? Is it completing 5 module training? Or Being an Authorized Trainer?

Having gone through an overview of Pyramid Training through the Training Institute?

Answer: Completing the 5 module training or the overview during the training institute. Not an authorized trainer.

Question: 1) On the Experience Staff Form, Is Full Time Status referring to Full Time as an employee of your agency or Full Time as a Mental Health Consultant?

Answer: Record the amount of time the staff acts as a mental health consultant performing the activities within the scope of services of this RFGA. The designation should be Part Time or Full Time

Topic: Submission Requirements/Items to include in the application

Question: You requested 5 support letters, is it ok to submit more than 5 or should we limit the letters?

Answer: Please submit no more than 5 letters of support.

Topic: Budget/Submission of budget

Question: Is there a specific budget template you would like us to use? On page 27, there is a description of the narrative but wondered if there was a template to use that is consistent across applicants?

Answer: For now, only a narrative is requested. Agencies recommended for a grant will be asked to develop a budget on a budget form.

Question: Program budgets- will there be a limit for Indirect Costs? Are there budget limits, in terms of percentage of the total budget, for any other categories?

Answer: There will be a limit on the amount of indirect cost charged by the grant. DEC is currently allowing 15%. At this time, we have not set limits for other budget categories or budget lines for MHC grants. However, your requested budget will be negotiated to ensure all costs are reasonable and related to the activities and deliverables of the awarded grant.

Question: Can we request support for supervision?

Answer: Yes, an appropriate amount will be negotiated when awarded.

Topic: Miscellaneous and other Questions Regarding the Bidders' Conference

Question: Will a copy of the slide presentation be available following the meeting?

Answer: No. Agencies should reference the RFGA document to obtain guidance for their application development.