



PROCUREMENT OF SERVICES:

Community Living Supports, Personal Care, and Respite Care (optional) services
provided in Licensed Specialized Residential Settings

PROCUREMENT ISSUED BY:

KENT COUNTY CMH AUTHORITY D/B/A NETWORK180
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1. Network180 Procurement

Kent County CMH Authority d/b/a Network180, the Community Mental Health Authority in Kent County, seeks providers of the following services to be provided in licensed specialized residential settings (licensed Adult Foster Care homes):

- Community Living Supports for adults with Intellectual/Developmental Disabilities and/or adults with Severe Mental Illness
- Personal Care for adults with Intellectual/Developmental Disabilities and/or adults with Severe Mental Illness
- (Optional) Respite Care for adults with Intellectual/Developmental Disabilities

Network180 is a community mental health authority under the Michigan Mental Health Code and is part of the Lakeshore Regional Entity Pre-Paid Inpatient Health Plan (PIHP). Its programs and services are supported and funded, in part, by the Kent County Board of Commissioners and the Michigan Department of Health and Human Services and are administered by the Kent County Community Mental Health Authority Board.

Network180's programs serve over 14,500 individuals every year. Behavioral health services provided by Network180's staff and contract agencies include, but are not limited to, Inpatient Hospitalization, Partial Hospitalization, Clubhouse Program, Assessment, Evaluation, Therapy, Counseling, Person Centered Planning, Crisis Intervention, Crisis Stabilization, Mobile Crisis Response, Case Management/Supports Coordination, Home-Based Services, Supported Employment, Respite Care, Community Living Supports, Skill Building, Wraparound Services, and Prevention Services.

It is the policy of Network180 to maintain a panel of providers that ensures consumer choice and maximizes value, quality, and availability of services. This procurement opportunity is consistent with the Michigan Mental Health Code, the contracts between the Michigan Department of Health and Human Services (MDHHS) and Network180, the contracts between Network180 and the Lakeshore Regional Entity (LRE) Pre-Paid Inpatient Health Plan (PIHP), and federal procurement guidelines.

Visit <http://www.network180.org/> for additional information about Network180 and its current services and activities.

2. Scope of Services

Network180 seeks providers for the following services, which must be provided in licensed specialized residential settings (licensed Adult Foster Care homes):

- Community Living Supports for adults with Intellectual/Developmental Disabilities and/or adults with Severe Mental Illness
- Personal Care for adults with Intellectual/Developmental Disabilities and/or adults with Severe Mental Illness
- (Optional) Respite Care for adults with Intellectual/Developmental Disabilities

Settings must be LARA-licensed Adult Foster Care (AFC) Homes, with special certification for serving individuals with developmental disabilities and/or mental illness. One licensed AFC home may serve multiple levels of care as required by individuals' needs and diagnoses; therefore providers will have the capacity and the flexibility to adjust to meet the changing needs of individuals. Services must be provided in an environment that supports individuals with co-occurring needs, trauma informed care, and physical health care integration. Providers must be able to demonstrate the ability to provide the training, supervision, and staffing appropriate to the required level of care needed for individuals living in the home.

Providers will have the ability to provide behavioral and medical supports appropriate to individuals' needs as defined in their Individualized Plan of Service (IPOS). Supports will be provided in the areas medically necessary and of interest to the individual, and will be provided in the area of reciprocal relationships, e.g., how to do things with and for caregivers, housemates, and friends.

Providers will nurture a culture for delivering supports and guidance in their AFC home to help people feel safe and valued, to value others, and to become engaged with others. Services must be provided in an environment that supports the central purpose of "teaching a feeling of companionship and community." This environment includes:

- An individualized schedule of activities for opportunities to build relationships (rather than skill development).
- An individualized schedule of activities that builds structure and predictability.
- Use of words, eyes, touch, and presence to teach companionship.

Effective treatment for individuals being served requires open communication and coordination between Provider and the community agencies and organizations identified in an IPOS, particularly with Network180 Supports Coordination/Case Management, to ensure individuals served attain independence and integration into the community.

Please refer to **Attachment A – Network180 Provider Manual, Section 1: Service Requirements** at the end of this document for additional information.

3. Provider Requirements

Providers must accept Network180's established reimbursement rates. As of April 2024, rates for Community Living Supports/Personal Care services in Licensed Specialized Residential Settings *start* at \$38.18 per day for CLS/PC, \$4.09 per 15-min unit for drop in respite, and \$145 per day for overnight respite. Rates are based on medical necessity and identified through formal assessment by Network180.

Network180 will contract with providers in Kent County unless a Kent County resident has a current referral to a provider offering services in another county.

Effective November 1, 2024, Network180 will only consider applicants which meet **one or more** of the following criteria:

1. AFC Home(s) which are Barrier Free.

2. AFC Home(s) have been licensed and operating for 2 years or longer.
3. AFC Home(s) added under a new entity for a current Network180 provider.
4. AFC Home(s) providing CLS/PC services to Network180 individuals under a current Network180 provider, which are being sold to a new provider.
5. AFC Home(s) which have a current **formal** referral for placement.

Providers must comply with the services descriptions and requirements found in the [Michigan Medicaid Provider Manual](#), in the following sections:

- Home and Community Based Services
- Personal Care in Licensed Specialized Residential Settings
- Community Living Supports
- Respite Care Services (optional)

Providers must comply with Home and Community Based Services (HCBS) standards and must have an active Specialized Residential Certification through LARA. Providers must follow LARA's [Purpose and Definition of Adult Foster Care document](#).

Providers and staff must complete and maintain training as identified by LARA, HCBS, the Lakeshore Regional Entity (LRE), and Network180.

Providers must have technology and skills to send/receive encrypted email and complete electronic billing processes.

Providers must abide by contract terms with Network180 and follow all applicable Network180 Provider Network policies. Network180 reserves the right to negotiate provider contract terms in any way whatsoever is deemed in its best interest. Current provider contract templates, attachments, and the Network180 provider manual are available at <https://www.network180.org/pnp> and are the foundation for the contractual relationship between Network180 and its contracted provider network. Additional information about the Lakeshore Regional Entity and its contractual and policy requirements for Region 3 CMHSPs and contracted providers of the CMHSPs are available at <http://www.lsre.org>.

4. How to Respond

Providers will be evaluated based on their submissions in the Network180 electronic procurement management system, located at <https://network180.smapply.io/>.

Submissions will be accepted from from April 29, 2024, through December 31, 2024.

Questions about submissions for this procurement opportunity may be directed to Tony Maniscalco at tony.maniscalco@network180.org.

Network180 is committed to selecting providers which demonstrate the ability to provide high quality treatment to individuals served, as well as organizational competence, administrative efficiency, and sufficient capacity. Consequently, submissions must contain all requested information on ability to comply with Network180 contractual obligations, including, but not limited to quality improvement activities, solvency and financial viability, compliance requirements, claims, and other areas required by its funders.

All information included in a provider's submission is subject to disclosure under the Michigan Freedom of Information Act, 1976 PA 442 once the procurement process has been concluded.

Network180 is not liable for any costs incurred by providers in the preparation of a response to this procurement opportunity.

Network180 reserves the right to request any additional information that it may deem necessary after a submission has been received.

5. Evaluation and Award Information

The evaluation of submissions received in response to this procurement opportunity will be conducted comprehensively, fairly, and impartially. An evaluation of each submission will be conducted by a team of reviewers from Network180 according to the strength of the responses, experience of the provider, and demonstration of ability to provide services in all required areas.

Providers must disclose all personal and business relationships with employees of Network180 or members of the Network180 board of directors. Any real, potential, or perceived conflicts of interest must be disclosed. Any decision to grant a contract will be dependent on consultation regarding conflict of interest.

Network180 reserves the right to accept any and all submissions, and/or to waive irregularities in any submission, in any way whatsoever is deemed in its best interest. Network180 also reserves the right to award multiple contracts or no contracts under this procurement opportunity.

Providers will be notified in writing of the decision to award/not award a contract for submissions under this procurement opportunity.

The contractual relationship between Network180 and its providers is that of an independent contractor. No agent, employee, or servant of the independent contractor shall be deemed to be an employee, agent, or servant of Network180 for any reason.

Providers who are awarded contracts shall not assign or delegate any of their duties or obligations under the contract to any other party without the prior written permission of Network180.

6. Appeals

An appeal process will be in place for providers objecting to the procurement process. Appeals are limited to alleged violations of the procurement process and may not address the qualitative review by the review teams.

It is the provider's responsibility to become familiar with and fully informed regarding the terms, requirements, and specifications of this procurement opportunity. Lack of understanding and/or misinterpretation of any part of this procurement opportunity shall not be cause for an appeal.

Appeals must be submitted in writing to procurement@network180.org within ten (10) days of the date on which Network180 sends its decision to award/not award a contract to the contact listed on a provider's submission, and must contain the following:

- An identification of alleged violation(s) of the procurement process;
- Specific information supporting the alleged violation(s); and
- Indication of whether provider will be represented by legal counsel during the appeal process, and if so, contact information for legal counsel.

7. Modifications

Network180 reserves the right to withdraw the procurement opportunity at any point during the process, and to update and/or modify the requirements of this procurement opportunity at any time.

Updates and/or modifications to this procurement opportunity will be posted at <https://www.network180.org/becomeaprovider>.

Section 3 – Provider Requirements is modified effective November 1, 2024, as shown in red font.

ATTACHMENT A

NETWORK180 PROVIDER MANUAL SECTION 1: SERVICE REQUIREMENTS

COMMUNITY LIVING SUPPORTS AND PERSONAL CARE IN A LICENSED SPECIALIZED RESIDENTIAL SETTING – Tier 2 Contracted AFC homes

(for the full document, visit <https://www.network180.org/pnp>)

The purpose of this service is to provide medically necessary Community Living Supports (CLS) and Personal Care (PC) services to adults with serious mental illness and/or co-occurring disorder (MI and SUD) and adults with intellectual/developmental disabilities (IDD). CLS services provided in an Adult Foster Care licensed facility are supports provided over and above those required of the facility through licensing of that facility and cannot supplant licensing requirements.

Provider will comply with regulations and requirements as outlined in the Michigan Medicaid Provider Manual, Behavioral Health and Intellectual and Developmental Disability Supports and Services chapter and with the Home and Community Based Services (HCBS) Final Rule. In addition, Provider must adhere to the following specific requirements.

Services

1. Ensure receipt of a copy of the completed individual plan of service (IPOS) in order to guide service provision.
2. Provider will implement activities designed to accomplish the goals and objectives for PC and CLS as outlined in the IPOS.
3. Provider shall maintain adequate communication with the Targeted Case Management or Supports Coordination Provider, including appropriate documentation supporting provision of services, as well as input on progress toward goals.

ADULTS WITH MENTAL ILLNESS AND ADULTS WITH INTELLECTUAL/DEVELOPMENTAL DISABILITIES CLS and Personal Care in a Licensed Setting (Tier 2 Contracts)

CLS and Personal Care in an Adult Foster Care (AFC) Licensed setting with a Tier 2 contract is designed for adults with serious mental illness and/or co-occurring disorder (MI and SUD) and to adults with intellectual/developmental disabilities (IDD) who meet the eligibility criteria for Community Living Supports (CLS) and Personal Care (PC). Tier 2 contracted AFCs provides training, supervision, and support to individuals in licensed settings with Specialty Certification. One home may serve multiple levels of care as required by individuals' needs. Provider must have the capacity and the flexibility to adjust to meet the changing needs of individuals.

1. Placements in Tier 2 AFCs are solely for the support of successful implementation of the individual plan of service (IPOS).
2. Effective treatment of adults with MI and SUD and I/DD requires coordination and collaboration with all community agencies and organizations identified as needed to attain independence and integration into the community, particularly Supports Coordination and Case Management.

3. In order to enhance collaboration with the Supports Coordinator/Case Manager and other clinical services, it is expected that AFC homes will notify the Supports Coordinator/Case Manager of any incident reports that are written.
4. Services must be provided in an environment that supports individuals with co-occurring needs, trauma informed care, and physical health care integration.
5. Support will be provided in areas that are medically necessary and of interest to the individual.
6. Provider will notify their contract manager when issuing any 30-day or emergency discharge notices and collaboratively engage with Network180 and other system resources in order to avoid consumer disruption and support smooth transition planning.
7. The individual and their team which includes the provider and Supports Coordinator/Case Manager, need to discuss the assessed need for community inclusion and determine how those needs will be met.
 - a. If the individual is authorized at the AFC 1-4 rate, the AFC home might not have transportation available and alternative options such as using public transportation, attending a program like Life Skills CLS, or utilizing individual CLS could be explored.
 - b. If the individual is authorized at the Base or Intensive Level of Care, the AFC home is expected to provide all of the identified CLS and Personal Care needs including transportation for community inclusion goals. At these levels, programs like Life Skills CLS or utilizing Individual CLS would be considered a duplication of what the home is responsible for providing therefore those types of services would not be an option.
 - c. If the individual is living in a home that is out of county, the home is expected to provide transportation for community inclusion in their local community. AFC homes that provide transportation must have vehicle insurance.
8. Individuals living in an AFC home cannot receive their CLS or Personal Care services they need in the home from a different provider.
9. Providers are expected to report their vacancies to the Network180 AFC and Respite Contract Manager Specialist.
10. Providers must report any changes to their insurance policies to their Contract Manager.