

RFP Questions and Responses
May 6, 2019 through May 8, 2019

(This is the final posting of RFP Q&As and RFP process has now entered the quiet period.)

Q: Should NSIP (Nutritional Services Incentive Program funds) be included for Congregate and Home Delivered Meals? If so, what assumption would I make about funding level / CPU?

A: AASA (State Aging & Adult Services Agency) indicated we can plan for same level of NSIP funding as for current FY so use the NSIP figure of \$155,663 and reimbursement rate of \$.86 per meal.

Q: I am a bit confused regarding that definition of case coordination and wondered if you might be able to give further clarification. It is defined as “one unit per month when any case coordination activity is provided,” so does this mean that it is one unit regardless of the amount of time spent and provided to participant?

A: Yes, that’s correct. One unit is counted for each month a participant is in active status and there is some activity with them such as a monthly call, REA, coordinating their in-home services, etc. Way to verify that there has been activity in that month is that there is at least one progress note of contact for that participant during the month being counted.

Q: When completing the Program Outcomes form, as I am typing in the narrative, the more I type the smaller the font becomes and the font in one box may be smaller than the next (due to number of words). Is that ok or will there be demerits if font size is not consistent within the form?

A: The form was set-up so that it would auto-adjust the font size to allow enough room for responses, and we will not deduct criteria points for mismatched font sizes within the form as long as the font does not become so small it cannot be read. If that happens due to the response being a lengthy one, please stop typing within the box at the point the font starts to become so small reading is difficult and continue the response of blank sheet of paper attached to the Program Outcomes form.

Q: Question # 6 of the *Friendly Reassurance* program proposal references our agency’s methods/policies for protecting participants PHI (HIPAA). Our agency is not currently required to be HIPAA compliant. **Is it a requirement to be HIPAA compliant in order to offer a Friendly Reassurance program?** We do keep client’s information protected and have confidentiality policies/procedures.

A: HIPAA compliance is not required for Friendly Reassurance as the Program & NAPIS reporting requirement is for aggregated numbers, much like I&A, and will not require registering individuals or reporting service units by individual. HIPAA compliance is required for the services, such as Case Coordination & Support and Home Delivered Meals, where individuals’ private info (PHI) is collected to register each participant and service units are reported for each individual. Your organization’s privacy policy/procedure should be sufficient.

Additional Q&A continued next page -

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Q: Would you like the two additional copies submitted to include all the attachments as well?

A: You need only submit one set of the Management attachments. If there are attachments to the Program Proposal narratives (that the narrative refers to) that are not part of the Management set, please include copies of those with each copy set.

Q: Quiet period starts after May 8. Does that mean that any questions I send to you on or before May 8 will be answered? Or, is there a cut off time on May 8?

A: Any questions asked by end of Senior Resources business day, 4:30 p.m. on May 8th will be answered; after that all questions will not be responded to.

Q: Looking at Application for Funding, I can see on the budget narrative, there is room for 3 programs. Do you care how I group the three programs and then put the other two on another sheet?

A: It does not matter which 3 services you list on page 1 of the budget narrative when applying for more than 3 services and are using more than one Budget Narrative form as subsequent page(s) to list additional services.

Q: Looking back at the 2017 – 2019 application, I see that (the Budget Narrative) showed on the local match section that NSIP was listed as local cash. Was this in error? Or, is NSIP consider local match cash?

A: That was noted as an error during the evaluation of the 2017-19 (of the agency's) Budget Proposal; NSIP is Federal USDA support and not matching funds.

Q: If I have multiple contacts with someone (referring to a participant in Case Coordination & Support) for some reason or another throughout one month, is that still only counted as 1 unit for that month?

A: Yes.

Q: Or 1 unit per each contact? (referring to question above).

A: No, that was old standard definition of a unit for Case Coordination & Support, and was revised by the State effective 10/1/2018 to one unit per month that a case is active.

Q: Re: the Management Section Attachments as listed on the Application Checklist – if our agency does not have a particular policy e.g., Low Income/Minority Targeting Policy, is it okay to address this by labeling a sheet with the appropriate attachment label and noting that we do not currently have such a policy?

A: A targeting policy or statement is a requirement; see Section D. of the General Requirements for All Services. If your agency does not have a formal policy that specifically addresses targeting, substitute a statement that explains your organization's practice of giving substantial emphasis to those with greatest social/economic and low-income minority individuals and how the organization will do so.