

The logo for Macomb County Community Mental Health is a large, light blue circular emblem. It features a stylized human figure in the center, composed of several rounded, overlapping shapes in shades of blue and grey. The words "MACOMB COUNTY COMMUNITY MENTAL HEALTH" are written in a light blue, sans-serif font around the perimeter of the circle.

***Request for Proposal
Music, Art, Recreational, and/or
Massage Therapies***

***Issued Date: September 17, 2024
Response Due Date: October 15, 2024***

MACOMB COUNTY COMMUNITY MENTAL HEALTH

Guided by the values, strengths, and informed choices of the people we serve, Macomb County Community Mental Health provides an array of quality services which promote community participation, self-sufficiency, and independence

REQUEST FOR PROPOSALS

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I. OVERVIEW

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for qualified Bidders to provide Music, Art, Recreational, and Massage Therapy Services. Therapy services will be provided to individuals under 18 years of age who are on the Child Waiver (CW) and under 21 years of age who are on the Serious Emotional Disturbance (SED) Waiver with mental health, developmentally disabled, and/or serious emotional disturbance diagnoses in Macomb County. Individuals served with Music, Art, Recreational, and/or Massage Therapy services must reside in a community setting and currently be enrolled in a Medicaid benefit plan. For the purposes of this Request for Proposal, these services are to be provided either in the home or in a clinic-based setting.

A. Deadline

The deadline for submission of this proposal is **12:00PM on October 15, 2024**. Proposals received after this date and time will not be considered.

B. Rejection of Proposals

MCCMH reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of MCCMH. This RFP is made for information and planning purposes only. MCCMH does not intend to award a contract solely on the basis of any response made to this request, or otherwise pay for the information solicited or obtained. MCCMH may request clarification from any applicant under active consideration and may give any applicant opportunity to correct defects in its proposal.

C. Incurring Costs

MCCMH is not liable for any cost incurred by contractors prior to issuance of a contract.

D. Disclosure of Pre-Proposal Contents Freedom of Information Act

Please be advised that all information submitted in response to the public Request for Proposals may be divulged under the provisions of the Freedom of Information Act (FOIA). Confidential or proprietary information cannot be shielded from disclosure under the FOIA requirements for a public bid process.

E. Acceptance of Proposal Content

The contents of the proposals of the successful Bidder may become contractual obligations if a contract continues. Failure of the successful Bidder to accept these obligations may result in cancellation of the contract.

F. Right to Re-Bid

MCCMH reserves the right to rebid all or some components of this Request for Proposal (RFP) in the event of significant changes to Medicaid Policy or other future federal, state, or locally applicable laws, regulations or policies.

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G. Contract Award Date

The Bidder(s) selected through this process will be awarded a contract through September 30, 2025, with an option for renewal at MCCMH's discretion, dependent on performance, funding and system need.

H. Right to Request Supplemental Information

MCCMH reserves the right to request supplemental or clarifying information for all Bidders post submission of their Bid.

II. SCOPE OF SERVICES

MCCMH is seeking partnership with a Bidder(s) that can provide the following services to persons in Macomb County in a home or clinic-based setting.

Music, Art, Recreation, and/or Massage Therapy services are therapeutic services that can be used in lieu of or in combination with traditional professional services. These interventions are available to individuals on the Children's Waiver (CW) and Serious Emotional Disturbance Waiver (SEDW) only.

The focus of these therapeutic activities is to interact with the individual served to accomplish goals identified in the Individual Plan of Service (IPOS). The IPOS ensures the individual's health, safety, skill development, choice and maintains the individual in the least restrictive setting. Services must be directly related to an identified goal in the IPOS. Therapeutic activities may include the following:

- Child and family training
- Coaching and supervision
- Monitoring progress related to goals and objectives
- Recommending changes to the IPOS

Music Therapy

Music Therapy is the clinical and evidence-based use of music interventions to accomplish individualized goals within a therapeutic relationship by a credentialed professional who has completed an approved music therapy program. Music Therapy must be provided by a Board-Certified Music Therapist (MT-BC) or by a Music Therapist listed on the National Music Therapy Registry (NMTR).

Music Therapy with individuals who have or are at a risk for developmental disabilities is the specialized use of music to improve or maintain functioning in one or more of the following areas: motor, physiological, social/emotional, sensory, communicative, or cognitive functioning. Music therapy with individuals served who require mental health services is the specialized use of music to restore, maintain, and improve the following areas of functioning: cognitive, psychological, social/emotional, affective, communicative, and physiological functioning. All Music Therapy services shall be provided in accordance with the American Music Therapy Association's (AMTA) Standards of Clinical Practice. This includes but is not necessarily limited to: Referral

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and Acceptance; Assessment; Treatment Planning; Implementation; and Discharge/Transfer/Termination.

Art Therapy

Art Therapy uses art media, the creative process, and the resulting artwork as a therapeutic and healing process. Art Therapy is an effective treatment for persons experiencing developmental, educational, social, or psychological impairment. A key goal in Art Therapy is to improve or restore the client's functioning and his/her sense of personal well-being. Individuals receiving this service should be able to explore their feelings, reconcile emotional conflicts, foster self-awareness, manage behavior, develop social skills, improve reality orientation, reduce anxiety, and increase self-esteem. Art Therapy must be provided by a master's level practitioner that is also a registered Board-Certified Art Therapist (ATR-BC).

Recreational Therapy

Recreational Therapy is a treatment service designed to restore, remediate, and rehabilitate a person's level of functioning and independence in life activities, to promote health and wellness as well as reduce or eliminate the activity limitations and restrictions to participation in life situations caused by an illness or disabling condition.

Bidders are expected to practice Recreation Therapy services based on the American Therapeutic Recreation Association's (ATRA) twelve (12) Standards for the Practice of Recreational Therapy: Assessment; Treatment Planning; Plan Implementation; Re-Assessment and Evaluation; Discharge/Transition Planning; Prevention, Safety Planning, and Risk Management; Ethical Conduct; Written Plan of Operation; Staff Qualifications and Competency Assessment; Quality Improvement; Resource Management; and Program Evaluation and Research. These ATRA standards require policies and procedures for assessment and treatment/program plans. Such policies and procedures will enable the recreational therapist to define the resources necessary for effective provision of treatment consistent with priorities for outcomes of persons served, given the specific healthcare or human service setting.

Massage Therapy

Massage Therapy services should be delivered within the six (6) standards and guidelines of the National Certification Board for Therapeutic Massage & Bodywork (MCBTMB): Professionalism, Legal and Ethical Requirements, Confidentiality; Business Practices, Roles and Boundaries, and Prevention of Sexual Misconduct and Inappropriate Touch.

III. BIDDER REQUIREMENTS/EXPECTATIONS

- A. The Bidder will be expected to utilize the MCCMH Electronic Medical Record (EMR) known as FOCUS for claims submission and clinical documentation including but not limited to assessments, service notes, etc.

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- B. The Bidder will serve the Medicaid population. It is expected that the Bidder will also be paneled with various insurance companies (to include Medicare) and provide evidence of such agreements or the process in which to become paneled.
- C. The Bidder will be expected to support individuals served in service arrangements as required to successfully reach the individuals goals and objectives.
- D. The Bidder will be expected to work with the MCCMH Managed Care Operations (MCO) division to support the system with level of care determination, authorization, and utilization management needs.
- E. The Bidder will be expected to employ staff who are knowledgeable of behavioral plans and have the ability to handle behavior problems with a challenging population and complies with MDHHS staffing requirements as outlined in the Medicaid Manual.
- F. The Bidder will be expected to be knowledgeable and have expertise in billing CPT codes specific to the services outlined in this RFP (See State website for applicable CPT codes [Reporting Requirements \(michigan.gov\)](https://www.michigan.gov) SFY 2024 Behavioral Health Code Charts and Provider Qualifications).
- G. The Bidder will be required to assume responsibility for all services offered in their proposal. The Bidder must agree not to discriminate against employees or applicants for employment on the basis of race, religion, color, national origin, or disability.
- H. MCCMH utilizes standard rates across our provider network. Please review applicable billable CPT codes, per the MDHHS CPT Code chart and the corresponding rates in the MCCMH Reimbursement Schedule. The Bidder should include either all or a sampling of approved Medicaid Billable codes (CPT codes) that they are able to provide as it relates to the services in this RFP. Please clearly identify which CPT codes align to the services being bid on. A copy of MCCMH's standardized rates for the services outlined in this RFP are attached.
- I. The Bidder shall comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- J. The Bidder will be expected to comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, 42 CFR and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations.

V. CONTENT OF PROPOSAL

The proposal should describe a work plan outlining how the Bidder will provide the services outlined in the RFP. The Bidder should describe the philosophy that will be utilized, along with the interest and capacity to meet the needs of our system of care. The Bidder should describe any qualifications and/or experience and/or demonstrated

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competency specifically related to services outlined in this RFP. Please follow the format below to address each item.

A. Title Page

Please identify the RFP subject, name of your organization, address, and lead contact individual at your organization along with their contact information.

B. Table of Contents

Include a clear identification of the material by section and page number.

C. Description of Bidder's Experience

Provide an overall description of your agency/organization experience including:

1. History of experience and ability to provide the proposed services.
2. Targeted populations currently served, including experience treating individuals with serve mental illness and serious emotional disturbance.
3. Experience contracting with a Prepaid Inpatient Health Plan (PIHP) and/or Community Mental Health (CMH) system.
4. Include a copy of the most recent Contract Compliance Audit report from all PIHPs as applicable with your proposal. Bidder must provide at least one (1) letter of reference from a Medicaid payer, demonstrating contracting is in good standing.

D. Description of Scope of Work

The proposal should describe a work plan outlining how the Bidder will provide the services outlined in the RFP. The Bidder should describe the philosophy that will be utilized, along with the interest and capacity to meet the needs of our system of care. The Bidder should describe any qualifications and/or experience and/or demonstrated competency specifically related to services outlined in this RFP. Please follow the format below to address each item as it pertains to the Scope of Work, speaking to how your organization will complete each of these requirements. Please add any additional details after the outlined section below.

1. Music Therapy

- i. The Bidder should outline their process for identifying persons served strengths and weaknesses across domains as well as potential barriers to progress. Please include an example of how these determinations are made and the care plan for individuals receiving services.
- ii. The Bidder should outline how the IPOS drives the therapeutic activities in their agency including, but not necessarily limited to Child and Family Training, Coaching and Supervision, Monitoring Progress Related to Goals and Objectives, and Recommending Changes to the IPOS.

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- iii. The Bidder should provide clear explanation and examples of implementing Music Therapy services with both the Intellectually and Developmental Disabilities (IDD) and Severe and Persistent Mental Health (SPMI) illnesses.
- iv. The Bidder must provide any internal policies and/or procedures that align the agency's delivery of Music Therapy services with the American Music Therapy Association's (AMTA) Standards of Clinical Practice.

2. Art Therapy

- i. The Bidder must provide their process for identifying persons served strengths and weaknesses across domains as well as potential barriers to progress. Please include an example of how these determinations are made and the care plan for individuals receiving services.
- ii. The Bidder must provide a detailed explanation of both the symptoms Art Therapy will treat as well as the individual outcomes that would be desired or expected to see for persons receiving Art Therapy.

3. Recreational Therapy

- i. The Bidder must provide a detailed explanation of how the provision of these services will:
 - Restore, remediate, and rehabilitate a person's level of functioning and independence in life activities.
 - Promote health and wellness.
 - Reduce or eliminate the activity limitations and restrictions to participation in life situations caused by an illness or disabling condition.
- ii. The Bidder must provide their process for identifying persons served strengths and weaknesses across domains as well as potential barriers to progress. Please include an example of how these determinations are made and the care plan for individuals receiving services.
- iii. The Bidder must provide any internal policies and/or procedures that align the agency's delivery of Recreational Therapy services with the American Therapeutic Recreation Association's (ATRA) twelve (12) Standards for the Practice of Recreational Therapy.
- iv. The Bidder should speak to each of the twelve (12) standards and how they apply to the delivery of these services in your agency.

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4. Massage Therapy

- i. The Bidder must provide any internal policies and/or procedures that align the agency's delivery of Massage Therapy services with the six (6) standards and guidelines of the National Certification Board for Therapeutic Massage & Bodywork (MCBTMB).
 - The Bidder should speak to each of the six (6) standards and how they apply to the delivery of these services in your agency.
- ii. The Bidder must provide their process for identifying persons served strengths and weaknesses across domains as well as potential barriers to progress. Please include an example of how these determinations are made and the care plan for individuals receiving services.

5. All Services

- i. All Bidders must provide details, requirements, and limitations regarding billing these services.
 - Outline and detail the correct CPT code from the MDHHS CPT Code Chart for each of the services your agency is bidding on.
 - Evidence understanding of the unit of service for each CPT code your agency is bidding on.
 - Provide specifics related to amount, scope, frequency, and duration for each of the CPT codes your agency is bidding on.
 - Provide specifics related to requirements or limitations regarding the population of individuals that are eligible for Medicaid reimbursement for these services (i.e., insurance requirements, waiver requirements, etc.).
- ii. All Bidders must outline which services require an original, current prescription from a physician for any services being bid on.
- iii. All Bidders must provide a sample narrative justification of need, completed by an appropriate professional.
- iv. All Bidders must provide sample documentation (without PHI or with PHI redacted) that any requested items, devices, or modifications are essential to the implementation of the individual's IPOS and are of direct or remedial benefit to the individual served.

E. Qualified Staff

1. The Bidder must outline their plan to meet the staffing requirements as described below in a – c.
2. The Bidder should indicate the type and number of staff to provide each service including staff education levels and credentials.

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3. The Bidder should describe the roles for leadership, supervision, billing, and clerical that will support services provided.
4. The Bidder must provide the job descriptions and resumes of staff as evidence of your compliance with the Medicaid Provider Manual (MPM) provider qualifications.

a. Music Therapy:

Music Therapy must be provided by a Board-Certified Music Therapist (MT-BC) or by a Music Therapist listed on the National Music Therapy Registry (NMTR).

b. Art Therapy:

Art Therapy must be provided by a registered Board-Certified Art Therapist (ATR-BC).

c. Recreation Therapy:

Recreation Therapy must be provided by a Certified Therapeutic Recreation Specialist credentialed by the National Council for Therapeutic Recreation Certification (NCTRC).

F. Program Implementation

The Bidder must indicate the agency's ability to begin services and a timeline for a plan for full implementation.

G. Identification of Anticipated Problems

The Bidder should identify and describe any anticipated or potential problems, the approach to resolving these problems and any special assistance that will be requested from MCCMH.

H. Costing of Services

MCCMH utilizes standardized rates for services (see attached rate sheet). The Bidder should include either all or a sampling of approved Medicaid Billable codes (CPT codes) that they are able to provide to support persons in Macomb County.

I. Organizational Information

The Bidder must provide an annual audited financial statement for the past two (2) years. The Bidder must provide and current criminal background check for the organization's principal staff. The Bidder must provide reference to any litigation involving the organization during the past five (5) years. The Bidder must provide reference to any substantiated recipient rights violations by the organization's principal staff over the past five (5) years.

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J. Additional Information

The Bidder may include any additional information you would like to be considered that demonstrates the Bidder's qualifications to provide the proposed services.

K. System Knowledge

The Bidder shall be able to demonstrate competency and knowledge of the Michigan mental health system.

L. Medicaid Verification Audit

The Bidder shall be able to demonstrate knowledge of and experience with Medicaid rules, regulations, and covered services. Bidder must provide a Medicaid claims verification audit report (Please ensure all PHI is redacted).

M. Evidence of Funding

The Bidder will serve Medicaid populations. Bidders must evidence contracts with a variety of funding streams such as commercial insurance and Medicare.

N. Disclosure

Bidders must acknowledge any relationship between the Bidder's principal officers and board members and any members of MCCMH (to include employees, board members, and principal directors). Disclosure must also be made regarding the Bidder's relationship, if any, with any member of the Macomb County Board of Commissioners or any Macomb County Department Head.

O. Debarment and Suspension

Bidder must acknowledge that they agree to comply with Federal regulation 42 CFR Part 180 and certifies they: 1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; 2. have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; 3. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated above, and: 4. have not had one or more public transactions (federal, state or local) terminated for cause or default.

VI. PROPOSAL EVALUATION

Submitted proposals will be evaluated in the following areas by the Procurement Review Committee:

- A. The Bidder's experience and performance in the provision of related services including personnel.**

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- B. The Bidder's history of compliance with rules and regulations including the Office of Recipient Rights.

- C. Quality/thoroughness of Proposal (see instruction sheet for all required documents).



N.B. Please be advised that ALL information submitted in response to public Request for Proposals may be divulged under the provisions of the Freedom of Information Act (FOIA). Confidential or proprietary information cannot be shielded from disclosure under the FOIA requirements for a public bid process.