



**Proposals of Interest Sought from  
Providers Interested in Expanding  
Outpatient Treatment Capacity within  
Anne Arundel County**



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**Health Officer**

## **I. General Purpose**

The Anne Arundel County Department of Health's Behavioral Health Bureau serves as the Local Addiction Authority (LAA) for the jurisdiction and retains responsibility for developing a robust substance-related treatment continuum of care. The Anne Arundel County Department of Health (DOH) is seeking Substance Use Disorder (SUD) or Co-Occurring Disorder (COD) treatment providers interested in expanding outpatient treatment capacity within the county. As a result of this interest, the DOH may request funds from the Maryland Department of Health and Mental Hygiene's (DHMH) Behavioral Health Administration (BHA) to provide startup funds, contingent on funding availability, to eligible providers.

The startup funds can be used to expand treatment capacity to fill gaps in the public behavioral health service outpatient or ambulatory Substance-Related Disorders (SRD) treatment continuum. Startup treatment expansion requests for funding may be used to support the following:

- A new nonprofit provider of services located in Anne Arundel County
- A current nonprofit treatment provider expanding services
- A nonprofit provider rendering substance use disorder services in surrounding jurisdictions (District of Columbia, Delaware, Pennsylvania, Virginia and West Virginia) that have completed the following steps:
  - 1) Registered with Medicaid provider and the Administrative Services Organization
  - 2) Licensed by the Office of Health Care Quality
  - 3) Accredited by an approved accrediting body or has submitted to the local jurisdiction a solid plan to become accredited by October 1, 2017

## **II. General Requirements**

The LAA at the DOH will review the proposals of interest to determine provider eligibility and how the proposal addresses current gaps in the continuum of ambulatory SUD services available in Anne Arundel County. Providers selected must meet the eligibility criteria described below to be considered for startup funding. Proposals, including budget, will be used to request funding from DHMH BHA.

## **Provider Eligibility Criteria**

- Must be licensed or eligible for licensure to provide ambulatory SUD services only or services to individuals who have a co-occurring substance use and mental health disorders in Maryland; AND
- Must have demonstrated an ability to bill fee-for-service effectively and efficiently; AND
- Must have an audited financial statement showing revenue and collections for a minimum of two years.

### **III. Eligible Startup Costs:**

Funds may be requested for one-time startup cost such as renting, leasing or purchasing space to provide direct services, hiring staff, staff training during startup, equipment and supplies, utilities, and advertising. Fees for accreditation are an allowable cost.

Minor capital costs (e.g., buildout, door replacements) of \$20,000 or less may be eligible for this Startup grant.

### **IV. Application Criteria:**

Interested providers should submit the following information:

1) Narrative no more than 10 typewritten pages describing interest, expertise and the ability to provide ambulatory substance-related services to individuals across the lifespan who are Medicaid-eligible or uninsured. The narrative should include:

- A description of the specific ambulatory services within the ASAM Levels of Care the agency is capable of providing to individuals with substance-related and/or co-occurring disorders (substance use and mental health)
- How the proposed services meet existing gaps in Anne Arundel County and increase treatment capacity
- Agency's experience providing substance-related services and/or co-occurring services
- Medicaid/Federal Medicare status
- A description of the specific population(s) to be served, e.g., children 0-17; adults 18-64; older adults 65 or above; individuals with substance-related disorders; and individuals with co-occurring substance-related and mental health disorders
- An estimate of the number of persons to be served within the jurisdiction
- Experience in improving recovery outcomes for individuals with substance-related disorders who may be homeless, involved in the criminal justice system or unemployed
- Current accreditation status or plan (including timeline) to become accredited for the ambulatory services of interest by level of care
- Timeline and plan for the startup and implementation of services (all funds must be expended by June 30, 2017)

2) A brief description of the agency's experience working within the Maryland Public Behavioral Health System.

3) Startup budget request with budget justification.

**V. Submission of Startup Request:**

Submission of narrative with budgets will be reviewed by a panel convened by the LAA using the attached evaluation tool. Successful proposals will be forwarded to DHMH BHA with request for funding.

Funds will be allocated to the SUD or COD provider based on funding received from the BHA.

Questions regarding this announcement should be directed to Sandra O'Neill, LCPC, at 410-222-7165 or via email at [hdonei00@aacounty.org](mailto:hdonei00@aacounty.org).

Applications and budgets should be submitted to:

Anne Arundel County Department of Health  
Bureau of Behavioral Health  
Attn: Local Addiction Authority  
3 Harry S Truman Parkway, MS#24  
Annapolis, MD 21401

Applications will be accepted until **November 21, 2016**.

## Startup/Expansion Funding Evaluation Summary Sheet

**Provider:**

**Evaluator:**

**Date:**

**Funding Requested:**

**Type of Request  
(New/Expansion)**

Evaluation Item	Met Standard? Yes/No	Comments
<b>Eligibility Requirements</b>		
Minimum Eligibility Requirements a) Nonprofit SUD/COD Provider b) SUD Provider Located in Maryland, District of Columbia, Delaware, Pennsylvania, Virginia and in West Virginia c) Licensed by OHQC d) Registered Medicaid Provider e) Registered with Beacon Health f) Accredited or Planned Accreditation by Oct 2017		
<b>Technical Requirements</b>		
Has current or is eligible for licensure to provide ambulatory substance use disorder services only or services to individuals who have a co-occurring substance use and mental health disorders in Maryland.		
Has demonstrated an ability to bill fee-for-service effectively and efficiently.		
Has an audited financial statement showing revenue and collections for a minimum of two years.		
Identifies Medicaid and/or Federal Medicare provider status.		
Provides a description of the specific ambulatory services within the ASAM Levels of Care that the agency is capable of providing to individuals with substance-related and/or co-occurring disorders (substance use and mental health).		

Describes how the proposed services meet existing gaps in Anne Arundel County and increases treatment capacity.		
Describes agency's experience providing substance-related services and/or co-occurring services.		
Provides a description of the specific population(s) to be served, ex. children 0-17; adults 18-64; older adults 65 or above; individuals with substance-related disorders; and individuals with co-occurring substance-related and mental health disorders.		
Provides an estimate of the number of persons to be served within the jurisdiction.		
Describes experience in improving recovery outcomes for individuals with substance-related disorders who may be homeless, involved in the criminal justice system or be unemployed.		
Provides current accreditation status or describes plan (including timeline) to become accredited for the ambulatory services of interest by level of care.		
Timeline and plan for use of the Startup funds and implementation of services (all funds must be expended by June 30, 2017).		
Provider describes experience working within the Maryland Public Behavioral Health System.		
<b>Budget Requirements</b>		
<u>Eligible Startup Costs:</u> Requested funds are allowable. Funds may be for one-time startup cost such as renting, leasing or purchasing space to provide direct services, hiring staff, staff training during startup, equipment and supplies, utilities, and advertising. Fees for accreditation are an allowable cost.		
Budget narrative provides clear description of how the startup funding will be used and justification for how the requested funds will increase treatment capacity.		

**Signature of Evaluator:**

**Recommended for Submission to BHA:**

**Recommended Budget Amount:**