

Questions received regarding ITN # 1 EBA VA 0517:

1. What would be an acceptable/recommended rate to pay a MST Therapist and Supervisor? Being that the program will initially start in the more rural areas of Virginia, would the rate be lower? **The Cost Estimator provides a reasonable starting place for discussion. Bidders should consider local conditions when constructed their final budget including personnel costs.**
2. Given that a full-time staff is required, will a full-time caseload also be provided in order to designated staff? **EBA will work with the CSU's and the Direct Service Provider (DSP) to try to ensure full caseloads. In our experience, MST programs under EBA's management tend to see utilization rates of 85-90% or higher depending on need and local conditions.**
3. To confirm, what is estimated number of cases? **MST therapists carry 5 cases at a time and turn those cases over three times a year so a total estimated number of cases is 15 per therapist annually, with three therapists per team.**
4. How often is staff required to interface with other providers? **MST does not have any requirements in this regard except to ensure high-fidelity delivery of MST treatment to families on a case-by-case basis, driven by the needs of the youth and family.**
5. As far as payment, is the full-time staff to be paid by our Agency and then we are reimbursed by the Contracting Agency or does the Contracting Agency pay the staff? **MST staff will be hired as full-time staff and paid as such by the DSP. EBA as Service Coordinator will pay the Agency for youth served according to the case rate that is established during the negotiation phase.**
6. What is the process going to be for referrals and how soon will a payment be expected once services have been engaged rendered services? **MST referrals will occur the same as any other contracted service: the PO or Parole officer will identify the need and originate the referral to the EBA Regional Service Coordinator: as per usual protocol, EBA will then authorize payment and make the referral to the DSP/MST Team. Payment will also be processed the same as for any other service delivered by a DSP.**
7. In understanding designated localities in the Western Regions, when are the just the other regions expected to startup? Will they be paid at the same rate as the stated regions or will there be a rural/urban rates? **Please confer with the relevant RSC for other regions re start-up and payment plans. EBA can only speak to the programs in the Northern, Central and Western regions.**
8. What is estimated travel time maximum time allowed? **MST therapists can travel up to 90-minute radius from their home office to deliver MST treatment.**
9. Is there a sample job description for the mentioned positions? Yes. **Please contact MST Services directly for information about program development including job descriptions.**

10. Given the Sample Budget, are the Supervisors, Program Manager, and Assistants expected to be full-time? **See the recommended FTE for each position under 'Quantity' (e.g., 0.5 means 1 person half-time).**
11. Should the items already listed, such as. Laptop, cell phone, dragon speech, etc..., be included in the budget? **Yes. The Cost Estimator is a guide to putting a budget proposal together. Bidders should only include items that relate to the operation of MST. Each DSP should submit a budget that includes these items itemized under "Operational Overhead").**
12. Is EBA moving toward all private providers to be credentialed with MST for future service provision? **No. There will be only a few DSPs (based on this solicitation, no more than four) who will become licensed in MST.**
13. What will the reimbursement rate be for providers that provide MST services versus providers that do not? **The MST rate will be established during the negotiation phase (i.e., after the Finalists are selected).**
14. Will EBA continue to provide the ongoing funding of trainings, continuing education, that MST will require following initial training? **At this point, funds have only been committed for the initial start-up training (Year One): while DJJ is committed to the sustainability of the MST teams the final plan for funding future training is under discussion.**
15. Will MST be a future requirement for contracting with EBA? **No (see item #12)**
16. Is the Program Manager someone who needs to be hired specifically for MST, and do they require specialized training? **No. The program manager is typically a clinical director or other program leader who oversees the administrative aspects of MST and provides support to the MST supervisor. The program manager is required to attend parts of the MST orientation training and should be involved in the management of the program (contracting, billing, and administrative oversight): a Program Development manual is available from MST Services that outlines the role in more detail and will be provided, along with training, to the selected DSPs.**
17. Is the training required for the therapists and supervisor encompassed by the line item Program Development (or elsewhere) that is covered by VDJJ/EBA? **It is encompassed by the line item 'Annual Program Support.'**
18. Since the FT staff that are working MST can ONLY work MST, is VDJJ/EBA going to contract cases with FPS to keep those full-time staff full? **The locations outlined in the ITN were selected to maximize the impact and reach of each team and to help each MST maintain the necessary caseload. As stated earlier, EBA will work with the CSU's and the Direct Service Provider (DSP) to try to ensure full caseloads. In our experience, MST programs under EBA's management tend to see utilization rates of 85-90% or higher depending on need and local conditions.**

19. Can the identified MST staff work with cases referred for MST through CSA or other funding streams, or only VDJJ? **At least until other formal agreements are put into place, these MST teams will serve only youth referred by DJJ.**
20. Since there will be an increase in cost from the agency, will the rate for MST be different from the current home-based counseling rate of \$60/hour? **Very Likely. The MST rate will be established during the negotiation phase (i.e., after the Finalists are selected).**
21. Are providers allowed to enter other categories/line items to the cost estimator outside of what is currently on it? **Yes. The cost estimator is a guide to help DSP's develop their own program budget.**
22. If a provider is currently a licensed MST agency that utilizes their own certified MST consultants, can the provider use their consultant for this project? **Yes.**
23. If a provider is currently a licensed MST agency that utilizes their own certified MST consultants, can the provider modify the MST Services Fees box on the Cost Estimator worksheet to better reflect actual costs? **Yes.**
24. On page 3 of the ITN it states payment terms will be monthly. Does this mean payment will only occur if the youth is enrolled for a full month? **No. The MST rate and rate structure will be established during the negotiation phase (i.e., after the Finalists are selected), but typically providers are paid for the days during which the youth is enrolled in the program.**
25. The cost estimator produces a case rate (cost per family) and a per diem based on 120 days, but the ITN states payment terms will be monthly. Should the provider assume the per diem rate will be used to calculate a monthly rate? **Essentially, yes but the final MST rate and rate structure will be established during the negotiation phase (i.e., after the Finalists are selected).**
26. Staff credentials are stated different in two places (one in Appendix C number 18 and again on page 4 of the ITN). Can you confirm the necessary staff credentials? **There is a preference for master's-prepared therapists but at times MST teams have utilized experienced, highly-effective, highly-skilled bachelor's level staff with unique skill sets (e.g., bi-lingual therapists) in order to better meet the needs of referred youth and families.**
27. On page 5 of the ITN it states 40-45 youth will be served each year. Is this number per catchment area? If not, can you break out potential number of youth that will be served per catchment area? **Department data indicate that there are upwards of that number of eligible youth within the designated catchment areas as outlined on page one of this ITN.**
28. Will all catchment areas have the ability to sustain a full team based on referrals? **Yes. See above.**

29. The Cost Estimator does not reflect utilization. If a catchment area cannot sustain a full team, will providers receive any flexibility to the rate given the provider will have to hire and support a standard MST team? **The final MST rate and rate structure will be established during the negotiation phase (i.e., after the Finalists are selected) and an appropriate utilization rate will be factored into that negotiation.**

30. Does the 8-page limit specified on page 5 include or exclude attachments? **Exclude.**

31. Are graphics/charts subject to the 12 point font requirement specified on page 5? **No.**

32. For the electronic submission, is there a file size limit for attachments in your email system?
Please keep email attachments under 20mb.

Thank you for your interest in MST!