

**RFA Number 0711141053**  
**Money Follows the Person Demonstration**  
**Identification of and Outreach to Nursing Home Residents Project**  
**New York State Department of Health**  
**Office of Long Term Care**

**Questions and Answers**

- 1. With regard to Section II, Who May Apply, we are unclear if not-for-profit providers of services would be eligible to apply to be the outreach entity for any given region. For example, many home and community based providers (home care, managed long term care, etc.) are quite knowledgeable about the very activities that this contracted entity would be required to perform. Nursing home providers also conduct these activities every day. Please clarify what opportunities or limits exist for providers of long term care services to respond to this RFA.**

**Answer:** Any entity meeting the minimum eligibility requirements listed on Page 5 of the RFA may apply. This includes not-for-profit providers of services. Please refer to Page 21 which specifies that “Applicants should describe a plan to assure information is provided to nursing home residents and/or their legal guardians in an objective manner so as not to influence any decisions made by nursing home residents, especially if the applicant is a provider of services.”

- 2. Consumer choice has been a key tenet of this waiver [sic]. How will the contracted entities be instructed regarding referring to programs other than the nursing home transition and diversion (NHTD) waiver, so that the resident can make an informed choice of services? For example, an individual eligible for the NHTD waiver may also be eligible for the long term home health care program, managed long term care, the assisted living program, etc.**

**Answer:** Contractor(s) selected through this RFA must provide objective information about home and community-based long term care options. As stated on Page 21, final protocols will be developed to assure information is being provided objectively so as not to influence any decisions made by nursing home residents.

- 3. According to the A. Description of the Program in the I. Introduction section, the purpose of the RFP [sic] is to contract with not-for-profit entities to “outreach to select nursing home residents to provide them with objective information about home and community-based options and make referrals as requested.” However, Section III, Part B, Item 2 notes that “...contractor(s) selected under this RFA may be called upon to assist the nursing home discharge planner with the coordination of home and community-based services and**

**supports so that all of the necessary pieces are put in place for a successful transition.” Please clarify the following:**

**a) How often might a contractor be called upon to assist a nursing home resident in transition into the community?**

**Answer:** There is no limit on the number of times the contractor will be called upon to assist a nursing home resident in transition into the community. The frequency of contacts with a nursing home resident will depend on the nursing home resident’s needs. As noted on Page 10 of the RFA, final protocols will be developed.

**b) What, specifically, will the contractor’s responsibilities be when assisting discharge planners? Will the contractor’s responsibilities include coordinating and applying for the services that have been identified?**

**Answer:** The Nursing Home Discharge Planner is primarily responsible for assisting residents with securing necessary and appropriate home and community-based services and supports. However, this responsibility may be divided between the contractor and the nursing home discharge planner as long as both are agreeable to the division of responsibilities and such division does not create a duplication of effort. The contractor may be called upon to assist the discharge planner with the coordination of home and community-based services and supports so that they are all in place for a successful transition. This assistance may be provided in a variety of ways depending on the needs of the nursing home resident. If the individual chooses to transition into a 1915(c) Medicaid waiver or other home and community-based program which has a service coordination component, it will be the individual’s service coordinator and the nursing home discharge planner who will be primarily responsible for the coordination of the individual’s home and community based services and supports. As noted on Page 10 of the RFA, final protocols will be developed.

**c) At what point in the transition process will the contractor’s responsibilities for coordinating home and community-based services end?**

**Answer:** While not the primary responsibility of the contractor, the contractor may be called upon to assist the discharge planner with the coordination of services necessary for the individual to successfully transition into the community. If the individual chooses to transition into a 1915(c) Medicaid waiver or other home and community-based program which has a service coordination component, it will be the individual’s service coordinator and the nursing home discharge planner who will be primarily responsible for the coordination of the individual’s home and community based services and supports. Inasmuch as the contractor has a supportive

role in assisting with the coordination of services, the contractor's responsibilities for coordinating home and community-based services will end when the individual is discharged or the individual decides to remain in the facility. As noted on Page 10 of the RFA, final protocols will be developed.

- 4. If we do not yet have a person identified for this project, is it acceptable to list the qualifications of the person we seek in lieu of actually having the person identified?**

**Answer:** Yes.

- 5. "Describe the composition of your agency's Board of Directors, including a discussion of how significantly individuals with disabilities and/or seniors are represented on your agency's Board of Directors and how your agency will use these individuals with disabilities and seniors as a meaningful part of the project." (p. 19). Does this suggest that the Board of Directors must be actively involved in the day-to-day operations of this project? If the Board, which must remain objective, serves as a "meaningful part of the project," doesn't this imply a conflict of interest? Please explain.**

**Answer:** The Department is not suggesting that directors of the corporation engage in any activities that would be in conflict with their duties and responsibilities to the corporation on whose board they serve. The Department expects all directors will fulfill their duty of care as required by law. That is, the directors will be active and informed members of the board, exercise independent judgment and act in good faith in the best interests of the corporation. The directors would not be required to be involved in the day-to-day operations of the project; however, the Department anticipates the board of directors of the applicant will have established, consistent with the corporation's by-laws, policies that demonstrate an understanding of, and sensitivity to, the preferences and needs of individuals with disabilities and seniors living in the community.

- 6. If we currently serve as the area's RRDC, does that conflict with the objective of the MFP project, which also seeks to facilitate transitioning people from nursing homes into the community? Is this a perceived duplication of outreach efforts?**

**Answer:** It is not a conflict; however, it does present a possible duplication of efforts. Please refer to Page 19 of the RFA which advises applicants to "discuss how your agency will avoid any duplication of effort if it is currently conducting similar outreach efforts. Also include the procedures your organization would implement and follow to prevent conflicts of interest and assure against influence in regard to referrals."

- 7. There is no information on the number of consumers in each region which must be approached, nor any information about what proportion of those eligible for transition can indeed be moved to community-based settings. Therefore, can a proposer [applicant] specify numbers of consumers approached and number of transition cases they will work on? In other words, can the contractors dictate the quantity of cases they will be responsible for?**

**Answer:** No, the contractor can neither dictate nor specify the number of consumers to be approached, or transitions cases for which the contractor will be involved. Page 9 of the RFA specifies that “DOH will provide the names of nursing home residents to contractor(s) selected under this Request for Application (RFA). In addition, contractor(s) selected under this RFA may be called upon by DOH to contact other nursing home residents who have self-identified as being interested in transitioning to the community or who have been identified by professional staff or family members.”

- 8. Can a proposer [applicant] limit its service area to a sub-set of a region, while still being awarded the full amount of the contract? For example, can a New York City contract specify only two boroughs to serve?**

**Answer:** No. Applicants must propose to serve the entire region for which they are applying. Applicants should use Attachment 2 to specify the region for which they are applying.

- 9. If our agency was to submit for two contiguous areas and received both awards, could we then re-divide the combined regions? For example, if we submitted for both the Syracuse and Albany South region and received funding for both, could we designate one staff person to take the northern part of both regions, and the other person to be responsible for the bottom portion of both regions?**

**Answer:** Based on the example provided in the question, yes, one staff person could be responsible for the northern parts of both regions and another staff person could be responsible for the bottom portion of both regions. In this situation, there would be two separate and distinct awards administered under one contract. Records would need to be maintained separately for each award. Please refer to Pages 6-7 of the RFA which addresses applicants seeking to serve more than one region and regional consortiums.