



Adult Mental Health Initiative

Benton, Sherburne, Stearns, Wright Counties

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Peer and/or Community Support Program Services Request for Proposals (RFP)

Background

The CommUNITY Adult Mental Health Initiative (CAMHI) encompasses Benton, Sherburne, Stearns, and Wright Counties. CAMHI originated in 1995 after receiving funds from the State of Minnesota as part of the effort to transition mental health services from state hospitals to community-based services. The mission of CAMHI is to provide support for adults experiencing serious mental health problems to enhance their contributions to the community. A goal of CAMHI is to reduce hospitalizations and provide mental health services closer to consumers' homes.

CAMHI has identified funds in its upcoming 2025 budget for a new service or services for adults who have been diagnosed with a serious and persistent mental illness (SPMI) and who are residents of Benton, Sherburne, Stearns, or Wright County.

Funding is being limited to services that would fit into and comply with at least ONE of the following Minnesota BRASS Codes:

- **420x Peer Support Services:** Non-clinical, recovery-focused activities encouraging empowerment, self-determination, and decision-making provided by a Certified Peer Specialist.
- **446x Basic Living/Social Skills and Community Intervention:** Basic living/social skills and community intervention services provided to rehabilitate and enable the recipient to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills, including Adult Rehabilitative Mental Health Services (ARMHS) and other rehabilitative treatments.

At this time, CAMHI has allocated \$150,000 for services that fall under BRASS code 420x. Funding would be designated for:

- Service(s) provided to adults who are not on medical assistance (MA) and who do not have another billable coverage or funding source
- Service(s) that do not meet the requirements of using a Certified Peer Specialist as defined/described by the [Minnesota Department of Human Services](#)

CAMHI has allocated \$242,437 for services that fall under BRASS code 446x. These services are intended for adults who are not on medical assistance (MA) and who do not have another billable coverage or funding source for the service.

Proposals are being sought from interested parties for the delivery of services to adults with an SPMI diagnosis who are a resident of one of the four counties CAMHI serves. The service(s) should support CAMHI's mission and/or goal. Preference given to funding requests specifically related to evidenced based practices and to organizations who would serve all four counties.

Objective

The service(s) must support CAMHI's mission to provide support for persons experiencing serious mental health problems to enhance their contributions to the community. The service(s) will be designed for adults with a SPMI diagnosis. The service(s) must fall under BRASS code 420x or 446x (see definitions in previous section).

Agency Responsibilities

1. Agency must be able to provide services for the full contract term of January 1, 2025, or the date that CAMHI obtains all required contract signatures, whichever is later, through December 31, 2025.
2. Attend CAMHI Advisory Committee meetings and provide outcome reporting at meetings.
3. Services will be consistent with Evidenced Based Practices to the best ability of the agency.
4. Provide resources and/or make referrals, when appropriate, for clients who are identified as needing a lower or higher level of care.
5. Complete and submit required data reporting requirements as designated by the Minnesota Department of Human Services (DHS) as a recipient of CAMHI funds. This includes, but is not necessarily limited to, creating an account/profile and reporting data via the Mental Health Information System (MHIS), or any other current reporting program/tool required by DHS.
6. The agency shall comply with CAMHI's Board requests to ensure that all grant monitoring processes, reporting procedures, and other expectations as designated by DHS are being followed.

Proposal Requirements

1. Detailed description of service to be provided. Service(s) should be face-to-face delivery, not online or web based.
2. A detailed annual budget and budget narrative. This should include staff salary, benefits, etc. An all-inclusive rate for delivery of the face-to-face service is preferred.
3. Describe the agency experience/history of delivery of the service(s) and staff's qualifications and experience for performing and carrying out the services to be provided.
4. Describe how documentation of case plan and progress notes for individuals receiving the service will be completed.
5. Describe the referral and intake process of the program(s).
6. Describe management of any waitlist and what the referral process (to other services) would look like.
7. Describe the SPMI and county of residency verification process.
8. Define outcome measurements.
9. Include a sustainability plan (non-CAMHI funding; if applicable)
10. Contact Information

Timeline For Submitting Proposals and Review Process

Completed proposals must be received no later than 4:30 P.M. on October 3, 2024. Proposals received after the deadline will not be reviewed for funding consideration. Proposals will be reviewed by a reader group and rated based on their ability to meet the goals and objectives this RFP. Reader group recommendations will be presented to the CAMHI Joint Powers Board for a decision during the next regularly scheduled Board meeting following the Reader Group's review. Responders will receive notification of the status of their proposal after the Board meeting.

Please email, fax, or mail proposals to:

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