

**ST. MARY’S COUNTY HEALTH DEPARTMENT
PUBLIC HEALTH PREPAREDNESS AND RESPONSE DIVISION
SCHOOL BASED HEALTH CENTERS AND COMMUNITY CLINIC REVENUE CYCLE CONSULTANT
GRANT REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2022
RFP #22-15**

GRANT PROGRAM EMPHASIS

The St. Mary’s County Health Department Public Health Preparedness and Response Division is issuing this RFP# 22-15 to assist in setting up and providing training on the revenue cycle for two new School Based Health Centers in St. Mary’s County that will also function as primary care/urgent care medical practice for adults and children after hours. The Awardee will ensure proper set up of these medical practices to build a financially sustainable practice for both SBHCs and Primary Care. The services needed from this RFP include but not limited to credentialing with all Commercial and Medicaid payers for the SBHCs and providers, ensure proper set up of internal medical coding and billing processes, generate job aids for staff on commonly used billing references; ensure set up and training on charge reconciliation process, and denial management; educate staff on what services can and cannot be billed by a Health Department sponsored SBHC; and develop and train regarding Quality Reporting programs and Value Based Payment Modifying programs with the goal of optimizing the clinic billing capacity within a HPSA, medically underserved area. All services will be utilizing a grant award of up to \$25,000 for the fiscal year 2022.

ELIGIBILITY

To apply for the School Based Health Center Revenue Cycle Consultant, an organization/person must:

- Possess demonstrated expert knowledge on all required elements of program emphasis
- Be available to begin providing contractual services within 30 days of the notice of award

CONTACT

For more information contact:

Alicia Nelson, Division Director
Public Health Preparedness and Response Division
St. Mary’s County Health Department
21580 Peabody Street, PO Box 316
Leonardtown, Maryland 20650
Alicia.Nelson@Maryland.Gov
301-475-4330 Main Number

BACKGROUND

The St. Mary's County Health Department (SMCHD), in collaboration with the St. Mary's County Public Schools (SMCPS) and the St. Mary's County Sheriff's Office (SMCSO) [collectively comprising the St. Mary's County Equity Task Force] is working to operationalize two new School Based Health Centers (SBHCs) located at Spring Ridge Middle School and Margaret Brent Middle School. These buildings will operate as SBHCs during school hours and as Community Health Clinics after school hours, providing primary care health services to adults and children.

In 2020 as a collaborative initiative of the Equity Task Force, SMCHD, SMCPS, and SMCSO built two new SBHC facilities, fully equipped for the provision of comprehensive primary care services and biosafety level 2 laboratory services. SMCHD is ready to operationalize these SBHCs with the need for long term financial sustainability.

Spring Ridge Middle School (SRMS) is located in a federally-designated Health Professional Shortage Area (HPSA) for both primary care and mental health services. Margaret Brent Middle School (MBMS) is located in a HPSA for mental health services. These sites are designated as HPSAs due to the shortage of healthcare providers serving these portions of the county.

Primary Care is considered the backbone of any effective and cost-efficient health care system. Without adequate access to primary care, health care systems, the populations that utilize them, and their supporting governments experience avoidable high costs of care, poor quality of care, and worse population health outcomes. The two SBHCs will play a critical role in promoting access to health care services and preventive care for all students and community members, including those who may be the most vulnerable to poor health outcomes. The SBHCs will initially offer school nursing, behavioral health services, preventive care and health education programming. Future plans for the SBHCs include primary care services like asthma maintenance, nutritional counseling, and vaccinations, key to improving health outcomes for students who face barriers accessing health care.

The baseline population to be served by the SBHC's are the students of Spring Ridge Middle and Margaret Brent Middle as well as students from other schools in the area, out-of-school youth, faculty, and members of the community at large. Spring Ridge Middle has a population of 1,075 students and Margaret Brent Middle has a population of 996 students giving us a target population of 2,071 students to be enrolled in the SBHC by FY 2022.

Local data was also helpful in identifying child uninsured rates as a barrier to accessing healthcare. St. Mary's County has a 3.6% child uninsured rate which is higher than the average child uninsured rate in Maryland.³ In the 2019-20 school year SMCPS reported that 51 students were uninsured along with 49 others that were referred for insurance. Children that are uninsured, in addition to being located in a HPSA, are more vulnerable to negative health and academic outcomes. In addition to billing insurance payers for services provided, the SBHCs will be utilizing a sliding fee scale for its services to ensure that all patients can receive care.

GENERAL INFORMATION

The organization or service provider wishing to apply must:

- Meet the eligibility requirements listed in this document.

- Attend the Pre-Application Meeting
- Submit an application (Attachment 1)
- Designate one person (Program Director) to be the liaison with SMCHD PPHR Division Director to coordinate and report on the status of services provided.
- Commit to meet with the SMCHD Division Director on a biweekly schedule from the date of grant award to provide updates on project progress. Schedule may be modified based on performance.

GENERAL REQUIREMENTS

All provider proposals for funding must be reviewed and approved by the St. Mary's County Health Department. Providers/candidates selected must meet the eligibility criteria described below to be considered for funding.

FACILITY REQUIREMENTS

Funding is intended for developing and making recommendations for administrative/financial/quality operations of school-based health clinics as well as two primary care medical practices, sponsored by St. Mary's County Health Department.

DATA AND REPORTING

The Awardee will make any/all documents and records available for audit/evaluation to entitled Federal, State and County officials upon request. SMCHD will establish and conduct regular program monitoring calls and record reviews that will include assessing compliance with all Federal, State, and Local conditions of award, health and safety reviews, fiscal and data information, and quality management of service processes.

The Awardee will collect data and create and provide a monthly report to be submitted by close of business on the 15th day of the month to the SMCHD.

SMCHD reserves the right to adjust and change data reporting requirements as the project evolves and/or as MDH guidelines dictate.

GRANT AGREEMENT AND TERMINATION FOR NON-PERFORMANCE

The Awardee shall enter into a Grant Agreement with the SMCHD. Any Grant Agreement resulting from this RFP may be terminated by either SMCHD or the Awardee by giving sixty (60) days written notice to the other party.

If the Awardee shall fail to fulfill in a timely and proper manner its obligations under the Grant Agreement, or if the Awardee shall violate any terms of the Grant Agreement, within the sole discretion of the SMCHD, the SMCHD may immediately terminate the Grant Agreement by giving written notice to the Awardee.

INVOICING

The Awardee must submit an invoice at the time of grant award for no more than \$3,750.00 (15% of the total award amount) up to unless approved by the SMCHD PPHR Division Director. The Awardee must give bi-weekly reports of work, services and items that have been approved by the SMCHD PPHR Division Director per the project timeline and budget at biweekly meetings between the Awardee and SMCHD PPHR Division Director. Invoices for work, services and items not on the project timeline and/or not approved by the SMCHD PPHR Division Director may result in denial of further funding. Awardee must provide receipts and/or other documentation of expenditures. Receipts and proof of payment will be required for reimbursement.

Invoices are to be submitted monthly to:

Alicia Nelson, Division Director
Public Health Preparedness and Response Division
St. Mary's County Health Department
21580 Peabody St., PO Box 316
Leonardtown, Maryland 20650
Alicia.Nelson@Maryland.Gov
301-475-4330 Main number

REVIEW PROCESS

A panel of reviewers will conduct the application review process using the attached rating scale (Attachment 2). The decision to award funds of any amount will be based on the merits of the application. The decision of the reviewers will be final. Applications will be examined for:

- | | |
|---|-------------|
| 1. Provider Expertise & Organizational Capacity | (20 points) |
| 2. Project Description | (20 points) |
| 3. Performance & Outcome Indicators | (20 points) |
| 4. Timeline | (10 points) |
| 5. Plan for Sustainability | (10 points) |
| 6. Budget Narrative | (20 points) |

APPLICATION DEADLINE

One copy of the application for the Revenue Cycle Consultant must be emailed to Alicia Nelson at Alicia.Nelson@Maryland.Gov. A USB may also be used and should be mailed or hand delivered to Alicia Nelson, St. Mary's County Health Department, 21580 Peabody Street, Leonardtown, Maryland 20650 by January 2, 2022. Applications received after 04:30 PM on January 3, 2022 will not be considered for review. Faxed applications will not be accepted.

School Based Health Center Revenue Cycle Consultant APPLICATION TIMELINE

STEPS TO COMPLETION

COMPLETION DATE

Advertise RFP

November 22, 2021

Extended Application Submission Deadline

January 3, 2022

Deliver to:

St. Mary's County Health Department
Alicia Nelson, PPHR Director
Re: SBHC Revenue Cycle Consultant
21580 Peabody Street
Leonardtown, Maryland 20650

Review Committee

by January 7, 2022

Letters of Award Emailed

by January 10, 2022

Attachment 1:
ST. MARY'S COUNTY DEPARTMENT OF HEALTH
SBHC and Medical Practice Revenue Cycle Consultant

Fiscal Year 2022 SBHC and Medical Practice Revenue Cycle Consultant applications must not exceed ten (10), single-spaced pages using twelve (12) point Times New Roman font. Proposals exceeding the 10-page limit will not be considered. Please use headings that correspond to the evaluation criterion outlined below. The program budget and performance measures may be submitted as a separate attachment and will not count towards the 10-page limit. Please provide detailed information to address all the elements in the evaluation criteria.

1. Description of provider expertise and organizational capacity to provide consultation of SBHC and Medical Practice Revenue Cycle services:
 - a. Knowledge and experience working as a consultant of a new start up medical practice revenue cycle.
 - b. Prior or current experience with Reportable Quality Metrics and Value Based Payment Systems.
2. Description of the administrative process including sub-grantee monitoring of contract deliverables. Note: if awarded, a copy of the sub grantee contract and MOU agreements must be submitted to PPHR Division within 30 days of the award.
3. Provide a project work plan description of the services, including:
 - a. Timeline for services requested
 - b. Strategies and tasks that will be completed for a successful consultation.
4. Identification of performance and outcome indicators to be used to evaluate the program's effectiveness, including a description of the expected schedule for measuring performance and outcomes.
5. Submit a clear and concise timeline for the implementation of consultation.
6. A budget narrative that describes the funding needed to support the proposed services, including a timeline.

Attachment 2:
SBHC REVENUE CYCLE CONSULTANT

- | | |
|---|-----------------------------|
| 1) Provider Expertise & Organizational Capacity | Score _____
(0-20 TOTAL) |
| 2) Project Description | Score _____
(0-20 TOTAL) |
| 3) Performance & Outcome Indicators | Score _____
(0-20 TOTAL) |
| 4) Timeline | Score _____
(0-10 TOTAL) |
| 5) Plan for Sustainability | Score _____
(0-10 TOTAL) |
| 6) Budget Narrative | Score _____
(0-20 TOTAL) |
| | Total score _____ |

Attachment 3:
FY 2022 ST. MARY'S COUNTY SBHC REVENUE CYCLE CONSULTANT
GRANT APPLICATION COVER PAGE

PROJECT TITLE: _____

ORGANIZATION _____

AMOUNT OF GRANT FUNDS REQUESTED (Please indicate amount for each year of grant, if applicable) _____

CONTACT PERSON

(1) _____ TITLE _____

CONTACT PERSON

(2) _____ TITLE _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL ADDRESS _____

IS YOUR ORGANIZATION COMMUNITY-BASED? YES NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS? YES NO

DATE OF NONPROFIT STATUS _____

FEDERAL IDENTIFICATION NUMBER _____

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

PRINTED NAME _____

TITLE _____

SIGNATURE _____ DATE _____