Kansas Department for Aging and Disability Services  
Request for Application

<table>
<thead>
<tr>
<th>Participating Agency(s)</th>
<th>Kansas Department for Aging and Disability Services (KDADS)</th>
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<td>Request for Application Title</td>
<td>Supported Employment, Individual Placement and Support (IPS) Substance Abuse Block Grant (SABG) ARPA</td>
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<tr>
<td>KDADS Commission, Division, Unit</td>
<td>Behavioral Health Services Commission, Community Integration Division, Quality Assurance Unit</td>
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<tr>
<td>Announcement Type (New or Existing), Total Available Funding</td>
<td>New Announcement, $1,000,000.00</td>
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<tr>
<td>Funding Source, Federal Award #</td>
<td>Substance Abuse Block Grant ARPA, 1 B08 TI083940-01</td>
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<tr>
<td>Match Fund Requirement</td>
<td>None</td>
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**Purpose**  
This funding opportunity has been established to create, develop, or enhance an evidence-based supported employment program for individuals who meet SAMHSA’s Substance Abuse Federal Block Grant Eligibility. An evidence-based practice (EBP) refers to approaches to prevention, treatment, or recovery that are validated by some form of documented research evidence. Individual Placement and Support (IPS) is the preferred evidence-based program model.

**Eligible Applicants**  
Current Block Grant Eligible Licensed Providers for Substance Abuse and Licensed Community Mental Health Centers or Certified Community Behavioral Health Clinics that provide direct services and supports to individuals with a substance use disorder (SUD) or a co-occurring substance use disorder and serious mental illness (SMI).
RFA
Supported Employment, IPS, SABG ARPA Agreement

Posting Date
August 26, 2022

Application Due Date
Friday, September 30, 2022

### Key Dates

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<td><strong>Open Date (Earliest Submission Date)</strong></td>
<td>August 26, 2022</td>
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<td><strong>Letter of Intent and Questions Due Date(s)</strong></td>
<td>September 16, 2022</td>
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<td><strong>Posted Answers to Questions, if applicable, Date</strong></td>
<td>September 23, 2022</td>
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Announcement Full Text

Purpose
Kansas Department for Aging and Disability Services (KDADS) is currently soliciting applications for Individual Placement and Support (IPS) Supported Employment Grant Programming.

This funding opportunity has been established to create, develop, or enhance an evidence-based supported employment program for individuals who meet SAMHSA’s Substance Abuse Federal Block Grant Eligibility. An evidence-based practice (EBP) refers to approaches to prevention, treatment, or recovery that are validated by some form of documented research evidence. Individual Placement and Support (IPS) is the preferred evidence-based program model.

As an alternative to the IPS evidence-based model, eligible applicants may also submit a novel or promising practice program model for consideration. Alternative program applicants must demonstrate how individuals living with substance use disorder and/or co-occurring substance use disorder (SUD) and serious mental illness (SMI) would benefit from the proposed employment program model and how the model used will provide low barrier self-directed behavioral health support services and access to integrated employment opportunities.

Eligibility
To be considered for this funding opportunity, you must be an approved Licensed block grant provider for substance use disorder (SUD) and/or a Licensed Community Mental Health Centers (CMHC) or Certified Community Behavioral Health Clinics (CCBHC). All applicants must be in good contractual standing and provide documentation of such within the submission of this grant application.

Priority will be given to those SUD, CMHCs, or CCBHCs providers who will be providing specialized services and evidence-based programming to individuals within the target population. However, we encourage all to apply as consideration will be given to communities who are in most need.

Selected applicants shall sign a Notice of Grant Award (NOGA), an agreement that KDADS will provide. The application submitted to KDADS shall become part of the NOGA.

Applicants must be able to provide proof of System for Award Management (SAM) registration, Current Kansas Tax Clearance, Current compliance with Federal and State Laws, Regulations, and Administrative Codes for Behavioral Health Services Commission (BHSC). Applicant must also assure data reporting requirements, KDADS Behavioral Health Services Commission (BHSC) project and Quality Assurance unit and comply with Business Associate Agreements requirements.
Target Population

Funding for this programming effort will be directed to persons in need of behavioral health interventions and recovery support services who have a desire to enter or return to the workforce regardless of their sobriety or housing situations. The target individuals would meet one of the following Substance Abuse or Mental Health Services Administration’s (SAMHSA’S) Federal Block Grant criteria and/or KDADS Target Populations.

Substance Abuse:

Center for Substance Abuse Services (CSAT) with SAMHSA, has defined the target population as, “individuals that are; Pregnant women and women with dependent children, and Intravenous Drug users.” Individuals also eligible for services are low-income homeless or at risk of homelessness individuals and for whom health insurance coverage has been terminated for short periods of time. Substance abuse services that are not covered by Medicaid, Medicare, or private insurance or are not affordable based on the individual’s income and assets may also be included as part of the service provision plan.

Co-Occurring Mental Health:

Adults with serious mental illnesses (SMI). “Includes persons aged 18 who are un-insured or underinsured and have a diagnosable behavioral, mental, emotional, or co-occurring SMI and substance abuse condition—as defined by the Psychiatric Associations’ Diagnostic and Statistical Manual (DSM) of Mental Disorders. The condition above substantially interferes with, or limits, one or more major life activities, such as: Basic daily living (for example, eating or dressing), Instrumental living (for example, taking prescribed medications or getting around the community), or Participating in a family, school, or workplace”

KDADS:

Individuals who are exiting or at risk for placement in a State Nursing Facility for Mental Health or other Publicly Funded Institution/Facility, who have a co-occurring behavioral health and/or substance use disorder that may have contributed to the placement or risk of admission to a Nursing Facility for Mental Health or other publicly funded institution (including State Hospitals and State & County Correctional Facilities).

Individuals who are exiting Substance Abuse Detoxification, Residential, or Outpatient Care who are interested in participating in supported employment services and interventions that will assist them with obtaining and sustaining integrated employment within the community as part of the individual’s recovery plan.
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Terms of the Grant

The term of this agreement shall run as outlined in the Key Dates table, unless earlier terminated pursuant to the provisions in this Request for Application (RFA) and the Award Agreement. Programs are expected to begin to provide services to the intended population within 30 days upon final execution of grant agreement with Kansas Department for Aging and Disability Services (KDADS).

Deliverables and Reporting

Services to be provided by an IPS team

Services are individually tailored with the input of individuals through relationship building, individual assessment and planning, and active involvement with individuals for them to gain independence and maintain work in community jobs, better manage symptoms, and improve recovery outlook. Due to the intensity of the services individual to staff ratios are limited. Full time staff member to individual ratio is limited to 1 to 20, for full fidelity score.

Elements of the IPS model consist of Eight (8) evidence-based principles as stated in the IPS Employment Center website (https://ipsworks.org/index.php/what-is-ips/):

1. Competitive Employment  
2. Systematic Job Development  
3. Rapid Job Search  
4. Integrated Services  
5. Benefits Planning  
6. Zero Exclusion  
7. Time-Unlimited Supports  
8. Worker Preferences

The expected outcome of competitive employment for program eligible individuals includes:

- Individual jobs in the competitive workforce for which anyone can apply.
- The individual is compensated at a rate no lower than the state minimum wage.
- Compensation and benefits will not be less than the typical rate paid by the employer to persons without disabilities for the same or similar work who have similar training, experience, and skills.

Jobs created purposely for persons with disabilities and jobs where the individuals served are paid by the provider agency are not considered competitive employment and are not included in the scope of this RFA. Provider agency-employed and co-ops, as well as skill-building and out-of-home vocational habilitation, also fall outside the scope of this RFA.

Provider shall be able to demonstrate knowledge of, and experience with SAMHSA’s Federal Block Grant and Medicaid rules, regulations, and reporting requirements.
Provider shall be responsible for ensuring that IPS Supported Employment staff attend IPS KDADS approved Training Courses – The IPS Employment Center (ipsworks.org). (The cost for those trainings needed for enhancement or development of an IPS program may be included in line-item budget request.) *Courses and cost can be found on hyper-link above*

Provider shall create internal program policies to ensure that the targeted population is screened in, rather than screened out, for participation in Evidence-Based IPS Supported Employment programming and will share those policies so they can be submitted with the SAMHSA required program report.

If your current provider site does not have a SOAR worker or full IPS team the cost to add those positions may be included in your personnel costs.

Provider shall be responsible for ensuring that individuals in the IPS program are connected to a SOAR Specialist (SSI/SSDI Outreach Access and Recovery), if the IPS teams feel like the individual served may be eligible for Social Security Federal Entitlement Benefits.

SOAR staff will attend the WIP-C (Work Incentive Practitioner Training with Cornell University) eligibility specialist, so they are informed of Ticket to Work programs and other programs offered by the Social Security Administration.

Provider shall demonstrate knowledge of Person-Centered Planning and Trauma Informed Care processes and principles.

Provider shall engage in the development of relationships with the individual in his or her community and include the individuals other support teams in collaborative efforts and treatment planning.

Provider shall utilize creative and innovative means to meet the needs of each individual and shall understand the individualized needs and flexible array of mental health and substance abuse services available for persons at risk of admission to or discharging from a State Licensed NFMH.

Provider shall support individuals and/or family-controlled service arrangements as required to successfully reach the individuals’ goals and objectives.

Provider shall explore, and when possible, develop resources available in the community to benefit an individual or a group of individuals served in meeting identified goals and objectives.

Provider shall implement flexible staffing patterns to best meet the needs for each of the individuals served.

Provider shall employ staff who are knowledgeable and able to handle behavior problems with a challenging population. This population includes individuals who are homeless and have substance misuse diagnosis as well as individuals at risk of admission to or exiting a NFMH.
Reporting

Grant recipients will be required to meet Kansas Department for Aging and Disability Services (KDADS) reporting requirements within established guidelines, must be HIPAA (Health Insurance Portability & Accountability Act of 1996) compliant, and must be able to submit electronic service claims data to KDADS Behavioral Health Services Commission Program Staff in the required email format. General reporting requirements include, but are not limited to, the following:

1. Performance Reports and Financial Reports (including the supplemental narratives) shall be completed and submitted to KDADS, electronically, by the 15th of the month following the service month. On a quarterly basis (September, December, March, and June), the awarded applicant will submit fiscal documentation in addition to the monthly fiscal reports the 15th of the month following the service quarter.
2. Persons served Quality Indicators and Persons served Satisfaction Measures as required by SAMHSA and KDADS
3. Progress report to address improvements that are being made in the enhancement of the current program or development of new programs
4. Persons served demographic data as required by SAMHSA and KDADS
5. Persons served encounter/claims data
6. Performance indicators for persons served data for each quarter
7. Independent reviews and/or audits
8. Annual Quality Report and Annual Compliance Program Progress Reports in accordance with the contract
   a. Invoicing:
      i. Payment will not be made without the submission of an invoice.
      ii. All invoices submitted will be done in a format provided by KDADS or approved by KDADS.
      iii. The total amount of invoicing shall not exceed the amount of compensation agreed upon in the final, executed agreement.
   b. The following release shall be on final financial report: "Grantee hereby understands and agrees that final payment is being made in the amount above and it releases the Grantee and KDADS from any further claims under this Agreement, subject to KDADS agreement close-out procedures. After payment of the Final Financial Report (Final Payment), no further amount shall be due or payable by KDADS under this Agreement."

Following this grant period and along with CCBHC certification, the CMHC will be evaluated annually based upon The IPS Employment Center’s IPS Fidelity Scale.
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Application Review Information

A. Instructions:

1. Submit one electronic application to KDADS.QA@KS.GOV

2. Complete the required cover sheet.

3. Project Narrative to address each section above including:

   - Demonstrate organizational capacity to provide the services of IPS that meet fidelity.
   - A program description that includes, but not limited to, Methods planned for addressing the outcome goals, services & project proposal.
   - The number of persons served and how direct service and participant data will be defined, collected, and reported back to KDADS.
   - A general timeline for start and completion of the project. Must be completed by the end of this agreement term.
   - How eligible persons will be screened in and not screened out in a low barrier access, admission, and service delivery process.
   - Service Provision plan for assisting individuals interested in accessing employment programming while transitioning to the community from State Hospitals, Nursing Facilities for Mental Health, or State & County Correctional Facilities who struggle with substance use disorder and/or co-occurring substance use and serious mental illness.
   - Demonstrate how compliance with all federal and state rules, regulations, statutes, and guidelines will be accomplished. This includes knowledge of, and experience with SAMHSA’s Federal Block Grant and Medicaid rules, regulations, and reporting requirements.
   - The boundaries of the areas to be served and communities of focus. An explanation as to why the areas were selected (current service needs and gaps within the area). Any demographic data to support your selection, cite your sources.

4. Proposed Budget

   - Use of the KDADS provided budget form required (Excel format).
   - Adhere to any funding limitations that may be listed within the project description.
   - Budget may include personnel & fringe benefits, training, travel, supplies, and/or other related expenses.

B. Funds may not be expended through the grant or a sub-award by any agency which would deny any eligible client, patient, or individual access to their program because of their use of FDA approved medications for the treatment of substance use disorders.
C. No individual may be screened as in eligible for the following reasons, not employment or treatment ready, too symptomatic, not currently active in services, substance use or misuse, does not meet (SPMI) or (PRE) criteria.

D. The Grantee agrees to abide by all state, federal and local laws, rules, and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules or regulations may result in termination of this Grant.

E. Budget Information
KDADS Approved Budget Form Attachment (A) with a brief justification narrative for each line item. KDADS approved budget form shall be submitted with the grant proposal.

F. KDADS Staff Contacts
Behavioral Health Services Commission
Community Integration Division
Quality Assurance Unit
KDADS.QA@KS.GOV
Legal Name of Organization:

Official Administrative Address:

City, State, Zip+4:

Federal ID #:

Authorized Grant Agreement Signor & Title:

Contact for Application & Title:

Email Address:

Telephone:

Populations Served:

Counties Served: