

Pre-Admission Screening and Resident Review (PASRR):
Level I Reviews and Level II Mental Health Evaluations
PROPOSALS ARE DUE NO LATER THAN MAY 11, 2023 at 5:00PM CST

RFP #23RFP8633

BUYER: Department of Social Services
Division of Medical Services

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Q1: Can you please provide the name of the previous awarded vendor (incumbent) and the incumbent's award amount?

A1: *Not applicable. This will be the first contract for this scope of work.*

Q2: Would the State please allow the justification of proprietary information to be excluded from the page limits of the Executive Summary?

A2: *Please follow the RFP 5.2.2 instructions.*

Q3: Please confirm that Level I screens are only submitted through the existing State PASRR email.

A3: *A specific state level PASRR email will be established to accept all Level I screens.*

Q4: Please clarify how the vendor will be provided access to the State PASRR email.

A4: *Access will be provided through a state web portal with state issued credentials. See Exhibit 3 and 4 of the RFP.*

Q5: The RFP states that the vendor will notify affected parties appropriately in an agreed upon method regarding the determination of the Level I review. Does the State system have a mechanism for creating and sending PASRR determination notices?

A5: *Current notifications are sent through secure email, fax, or mail.*

Q6: The RFP states that the vendor will notify affected parties appropriately in an agreed upon method regarding the determination of the Level I review. Can the State confirm in circumstances where written notification is not required for the individual and legal representative that email notification is accepted?

A6: *Secure email notification is an accepted method.*

Q7: Will the vendor only be data entering information into the State's PASRR database to document all Level I reviews, or will we be required to upload required documentation?

A7: *Level I review data will be collected in a shared Excel file. The Level I review forms and documentation will be saved for record retention in an electronic filing system.*

Q8: Please confirm the method of accessing the State's PASRR database. For example, web browser, VPN?

A8: *Web browser/Citrix download to access the application.*

Q9: Please confirm the responsibility of the vendor if a current Psychological Evaluation performed by a Qualified Mental Health Professional is unavailable. Please explain the process for requesting a psychological evaluation. What are the responsibilities of the contractor and referring agency?

A9: *To clarify, the psychological evaluation was intended to mean a psychosocial evaluation of the person, including current living arrangements and medical and support systems; and a psychiatric evaluation including a complete psychiatric history, evaluation of intellectual functioning, memory functioning, and orientation, description of current attitudes and overt behaviors, affect, suicidal or homicidal ideation, paranoia, and degree of reality testing (presence and content of delusions) and hallucinations.*

The process will be negotiated upon award. It is intended the vendor will complete this evaluation, unless the individual selects another eligible professional outside of the vendor. The vendor should coordinate with the requesting facility to schedule. The vendor and other eligible professionals must meet qualifications for a Qualified Mental Health Professional defined by SDCL 27A-1-3.

Q10: When the vendor must request a Psychological Evaluation to be completed, please clarify the Vendor's required process (for example, should the Level II evaluation report process be put on hold pending receipt of the Psychological Evaluation?)

A10: *The process will be negotiated upon award. However, the psychological evaluation is a key component to the Level II PASRR process.*

To clarify, the psychological evaluation was intended to mean a psychosocial evaluation of the person, including current living arrangements and medical and support systems; and a psychiatric evaluation including a complete psychiatric history, evaluation of intellectual functioning, memory functioning, and orientation, description of current attitudes and overt behaviors, affect, suicidal or homicidal ideation, paranoia, and degree of reality testing (presence and content of delusions) and hallucinations. Eligible professionals must meet qualifications for a Qualified Mental Health Professional defined by SDCL 27A-1-3.

Q11: Is there a Level II evaluation report form available for review? Please provide a copy of the Level II Evaluation Report template.

A11: *This tool is under development. The selected vendor will have an opportunity for feedback prior to finalizing the tool.*

Q12: What method will the vendor use to refer positive Level I Reviews to SIDA? For example, secure email?

A12: *Secure email*

Q13: Please confirm that SIDA PASRR determinations are input into the State system by SIDA staff

A13: *Yes*

Q14: Please provide the required turnaround time for Level II evaluations for dual SMI and ID evaluations.

A14: *3-5 business days*

Q15: Please clarify the qualification requirements for the professional who completes the person-centered interview.
What types of licensed professionals may complete the Level 2 person-centered interview.

A15: *Eligible professionals must meet qualifications for a Qualified Mental Health Professional defined by SDCL 27A-1-3.*

Q16: Please confirm that the option to conduct interviews face-to-face or telehealth will remain after the Public Health Emergency ends.

A16: *Face-to-face or telehealth via live videoconferencing will remain an option following the Public Health Emergency if conducting a face-to-face interview would, due to resource limitations, geographical distances, or other circumstances prevention completion within the required timeframe.*

Q17: The RFP states that the vendor will “submit final Level II evaluation reports and supporting documentation to the SMHA for final determination.” Please confirm how the vendor will submit the Level II reports (email, upload, etc.)

A17: *Secure email*

Q18: Please confirm what the vendor is to document within the State database for completed Level II MH Evaluations. For example: Is the vendor to document or upload all Level II supporting information and vendor completed Level II forms? Is the vendor to coordinate with the SMHA to receive and document within the State’ database the SMHA’s final Level II decision and Evaluation Report?

A18: *The State database will be a shared Excel file collecting data elements specific to timeframes, number of PASRRs completed, PASRR outcomes, and Specialized Services. The completed Level II Mental Health Evaluation reports will be sent to the SMHA through secure email, including all supporting documentation. Final elements will be negotiated upon award.*

Q19: Please confirm the State system generates Level II Evaluation Reports and notices to be disseminated to required parties.

A19: *No, the State currently does not have an electronic PASRR system. All reports, notices, and other communication will occur through secure email, fax, or mail.*

Q20: Please confirm the entity responsible for sending Level II notices.

A20: *The final PASRR Level II Determination Notices will be sent by the SMHA and/or SIDA.*

Q21: If the vendor is responsible for sending Level II notices, please indicate how the notices are to be disseminated (mail, fax, secure email, etc.)

A21: *See Question and Answer #20.*

Q22: The RFP states that the vendor may be required to submit a copy of their most recent independently audited financial statements. Please advise whether the offeror should submit these with the proposal.

A22: It is only needed if requested by the State following the proposal submission.

Q23: The RFP allows for the submission of the cost proposal as either a price per review or a monthly cost. How does the State intend to ensure a fair evaluation of the cost proposal if vendors are permitted to submit various forms of pricing that will not be comparable?

A23: The State utilizes an evaluation tool that ensures fair evaluation of varying cost proposal submissions.

Q24: All Level I Reviews must be processed within one business day from the time of receipt of all required documents. Can the State confirm what documentation is required?

A24: Required documentation is all supporting medical documentation used by the requesting facility to complete the positive Level I screen.

Q25: All Level II Evaluations must be processed within 3-5 business days from time of receipt of the Level I screen. Can the State confirm this is from time of receipt of the Level I screen or is it from the time of the Level I determination?

A25: The three to five business days is from the time of receipt of the Level 1 screen.

Q26: The RFP requires that the vendor securely transfer any records, data, and communication with all responsible State agencies in an agreed upon method. Can the State support SFTP (FTP over SSH) for secure data transmission? If not, what methods are currently in place for accepting vendor data transmissions.

A26: Yes, the state supports SFTP.

Q27: Would the State please confirm that "Contract Start" date is the date implementation activities will begin?

A27: The start of the contract will not be the start of implementation of activities. An agreed upon timeframe will be included in the contract to allow for essential orientation, training, and finalization of forms and processes.

Q28: There were 7,751 Level 1 screenings in CY22. What is the projection for the next fiscal year?

A28: Level 1 screenings are projected to average similar to CY22 and CY21 as outlined in the RFP.

Q29: Please explain the notification process on Level 1 PASRR determinations as it relates to the client, the referring entity, and the State.

A29: If a categorical determination or exemption is applied, then a notification letter is sent by the vendor to the client, legal representative, requesting facility, as well as the State. If a categorical determination or exemption is not applied, then the Level II Evaluation process begins.

Q30: The contractor is to submit final Level 2 evaluation reports and supporting documentation to the SMHA for final determination. Is it the role of the contractor or SMHA to notify the client and referring entity of the findings in the Level 2 evaluation report?

A30: *It is the role of the SMHA.*

Q31: What are the guidelines for using telehealth? Can telehealth visits be done in the resident's home?

A31: *Telehealth should be completed in a HIPAA compliant manner. However, the majority of individuals will be residing in hospitals and nursing facilities.*

Q32: Are costs for the psychological evaluation reimbursed under fee-for-service by Medicaid or by the contractor?

A32: *The awarded vendor should anticipate incurring the costs. Cost proposal submissions should include the costs for the psychological evaluation. If the individual selects another eligible professional outside of the vendor, the eligible professional would be reimbursed under fee-for-service.*

To clarify, the psychological evaluation was intended to mean a psychosocial evaluation of the person, including current living arrangements and medical and support systems; and a psychiatric evaluation including a complete psychiatric history, evaluation of intellectual functioning, memory functioning, and orientation, description of current attitudes and overt behaviors, affect, suicidal or homicidal ideation, paranoia, and degree of reality testing (presence and content of delusions) and hallucinations. Eligible professionals must meet qualifications for a Qualified Mental Health Professional defined by SDCL 27A-1-3.

Q33: What types of licensed mental health professionals may complete the Level 2 psychological evaluation?

A33: *The mental health professional must meet the criteria to be a Qualified Mental Health Professional as defined by SDCL 27A-1-3.*

To clarify, the psychological evaluation was intended to mean a psychosocial evaluation of the person, including current living arrangements and medical and support systems; and a psychiatric evaluation including a complete psychiatric history, evaluation of intellectual functioning, memory functioning, and orientation, description of current attitudes and overt behaviors, affect, suicidal or homicidal ideation, paranoia, and degree of reality testing (presence and content of delusions) and hallucinations.

Q34: Is a psychological evaluation required prior to finalizing a Level 2 evaluation?

A34: *Yes. The psychological evaluation review is a required component of the Level II PASRR process.*

To clarify, the psychological evaluation was intended to mean a psychosocial evaluation of the person, including current living arrangements and medical and support systems; and a psychiatric evaluation including a complete psychiatric history, evaluation of intellectual functioning, memory functioning, and orientation, description of current attitudes and overt behaviors, affect, suicidal or homicidal ideation, paranoia, and degree of reality testing (presence and content of delusions) and hallucinations. Eligible professionals must meet qualifications for a Qualified Mental Health Professional defined by SDCL 27A-1-3.

Q35: What criteria are used for the psychosocial assessment?

A35: The final evaluation report, including the psychosocial assessment, is under development. The selected vendor will have an opportunity to provide feedback prior to finalizing the report.