

**TENNCARE**  
**REQUEST FOR APPLICATION**  
**FOR**  
**PSYCHIATRIC HOSPITALS GRANT**

**Please contact Sharon Way at (615) 339-1741 or [Sharon.D.Way@tn.gov](mailto:Sharon.D.Way@tn.gov) with any questions on this process.**

## **REQUEST FOR APPLICATION (RFA)**

### **STATE OF TENNESSEE**

### **DIVISION OF TENNCARE**

#### **I. BACKGROUND AND GOALS**

Psychiatric Hospitals provide the highest level of care for TennCare members with mental health or co-occurring substance use disorders during acute psychiatric crises and provide mental and physical health stabilization. Planning for discharge occurs at the time of admission, and the managed care organizations (MCOs) work with the hospital to develop appropriate discharge plans for the member. An essential element of discharge planning is the promotion of continuity of care post hospitalization. Continuity of care for members leaving psychiatric hospitalization is achieved through ongoing collaboration between Psychiatric Hospitals, Outpatient Behavioral Health Providers, and the MCOs. Through development of infrastructures that prioritizes the Outpatient Provider's and MCO's involvement in a member's admission, treatment, and discharge from psychiatric hospitals, readmission rates and follow-up after hospitalization rates are improved, leading to better outcomes for the member.

The Division of TennCare is working to improve access and quality of care for inpatient treatment for special and complex populations, as well as improve collaboration between providers across the continuum of care. Grants will be administered to Psychiatric Hospitals to improve access and enhance care provided to child, adolescent, and adult members. Hospitals will use funding to improve facilities to better accommodate patient needs, develop workforces, enhance relationships and collaborations with Outpatient Behavioral Health Providers, collaboration with MCO Case Management Teams, and other needed services/supports to care for the identified populations.

The stated purpose of the Psychiatric Hospitals grant is to:

- (1) Increase access to and quality of care for special and complex populations, and
- (2) Improve continuity of care for members through increased collaboration between Psychiatric Hospitals, Outpatient Behavioral Health Providers, and MCO Case Management Teams.

#### **Funding Parameters**

TennCare is seeking applications from Psychiatric Hospitals serving child, adolescent, and adult TennCare members who are interested in building the infrastructure of their programs as outlined in this RFA. TennCare will offer up to ten (10) grants for a one-year period; each awarded grantee may be eligible for an additional year of funding, pending renewal and approval for year two.

**Table 1: Psychiatric Hospital Funding Amounts**

Funding Year	Total Funding Amount
Year 1	\$1.5 million

## II. GRANTEE ELIGIBILITY AND REQUIREMENTS

### Eligibility:

Psychiatric Hospitals serving child, adolescent, and adult TennCare Members who are committed to infrastructure improvements, workforce development, and enhancing other clinical services and supports to care for the identified population are invited to apply. Further criteria for eligibility focuses on ensuring the grants are awarded to facilities that serve a significant TennCare population. Additional requirements include:

- Hospital must be located in Tennessee;
- Hospital must be contracted and credentialed for inpatient psychiatric service with at least one (1) of TennCare’s three (3) MCOs;
- Hospital must accept TennCare members; and
- Hospitals must permit or commit to permitting MCO Case Management teams on-site in order to promote quality treatment and discharge planning.

Ten (10) Psychiatric Hospitals will receive grants with initial projected allocation (pending applications) as follows:

- Five (5) grants to Psychiatric Hospitals serving children and/or adolescents;
- Five (5) grants to Psychiatric Hospitals serving adults or both adults and children/adolescents.

In addition to the above, selection criteria for applicants will give priority to:

- Hospitals that serve a higher volume and/or percentage of TennCare members. This will be self-reported by applicants and validated through claims data from the MCOs;
- Hospitals with plans to utilize funding to meet the unique needs of TennCare members;
- Hospitals that utilize the Patient Bed Matching application within the Health Resource Tracking System (HRTS) or Hospitals that demonstrate a commitment to adopt the use of the Patient Bed Matching application within the HRTS;

- Hospitals that currently serve or have plans to utilize funding to begin serving or enhance the services for the following complex and/or special populations:
  - Children, ages 5-11
  - Child and/or adolescent members with co-occurring SUD
  - Adult, child, and/or adolescent members with co-occurring IDD
  - Adult, child and/or adolescent members with complex medical conditions
- Hospitals that have demonstrated collaboration with Outpatient Behavioral Health Providers OR a commitment to establish or enhance collaborative relationships with outpatient providers in order to improve care coordination, treatment and discharge planning, and/or impact readmission rates and follow-up after hospitalization rates;
- Hospitals that have demonstrated collaboration with MCO Case Management Teams OR a commitment to establish or enhance collaborative relationships with MCOs in order to improve care coordination, treatment and discharge planning, and/or impact readmission and follow-up after hospitalization rates;
- Hospitals with coordinated efforts and/or established internal quality improvement processes to reduce readmission and/or improve follow-up after hospitalization rates; or hospitals that demonstrate a commitment to develop internal quality improvement processes to reduce readmission rates and/or improve follow-up after hospitalization rates.

**Allowable Expenses Include and Are Not Limited To:**

- Recruitment and hiring
- Training for supervisors who will oversee supervisees seeking professional licensure
- Workflow development
- Technology supports and integration
- Data analytics and outcome evaluation
- Targeted salary support for program management

**Non-allowable Expenses:**

- Lobbying

All items for advance payment must be for actual, reasonable, and necessary costs that are included in the Grant Budget Narrative and subsequent Grant Budget. All items must be in direct alignment with Section A of the Grant Scope of Services and be pre-approved by the State prior to the release of funding.

**Grantee Requirements:**

Please closely review the Grant Contract for specific details around grant requirements and funding structure for completion of required deliverables. High priority items are listed below for informational purposes, but the full requirements list is outlined in the Grant Contract for each grantee to review as part of this application.

**All awarded Grantees will be required to complete the following:**

All grantees must comply with requirements outlined in the Grant Contract and meet all deliverables in order to receive the full amount of funding outlined in this grant application.

**III. APPLICATIONS**

To respond to this RFA, please complete the **Application and Competitive Requirements**. The **Application** contains detailed questions about your organization’s background and the specifics of your proposed project.

Respondents must complete the **TennCare Blackout Period Attestation** associated with this RFA, which can be submitted online at: [Upcoming Procurements \(tn.gov\)](https://www.tn.gov) and is included as Attachment 4 to this RFA. The Attestation must be returned to the Solicitation Coordinator as soon as possible but no later than the Response Deadline listed in RFA Section IV below, Schedule of Events. If a Respondent fails to provide the Attestation by the deadline, the State, at its sole discretion, may determine that the Respondent is non-responsive to this RFA and reject the response.

**IV. SCHEDULE OF EVENTS**

The following is the tentative anticipated schedule for awarding grants for the Psychiatric Hospital grant. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		September 11, 2024
2. Pre-Response Conference	2:00 p.m. CST	September 18, 2024
3. Written “Questions & Comments” Deadline	2:00 p.m. CST	September 25, 2024

4. State Response to Written “Questions & Comments”		October 7, 2024
5. Deadline for Applications	2:00 p.m. CST	October 30, 2024
6. Evaluation Notice Released		December 6, 2024
7. Effective Start Date of Contract		January 1, 2025

**Pre-response Teleconference:**

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA Pre-Response Conference  
 Meeting number (access code): 252 816 871 390  
 Meeting password: WgpGBf  
 Meeting Link: [Join the meeting now](#)  
 Join by phone: +1-629-209-4396 #962642890# US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Sharon Way, Competitive Procurement Coordinator, listed below in Section V.

**Questions and Answers:**

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section V., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Coordinator. The State’s responses will be emailed and posted as an Amendment to the following website: <https://www.tn.gov/tenncare/information-statistics/upcoming-procurements.html>

**Deadlines stated above are critical.** If questions are submitted late, they will be deemed to be late and will not be accepted. Submission(s) are due by 2:00

p.m. CST in alignment with the date and time listed for the Questions and Comments Deadline found within the Schedules of Events.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

## V. SUBMISSION OF APPLICATIONS

Please email the completed application with all attachments to the Competitive Procurement Coordinator no later than the deadline specified in Section IV, Schedule of Events, in the form and detail specified in this RFA. If requested, the State can provide a cloud link to upload files for submission. This request must be received 24-hours prior to the submission deadline specified in Section IV, Schedule of Events.

The Competitive Procurement Coordinator at the address shown is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Sharon Way  
F&A TennCare  
310 Great Circle  
Nashville, TN 37243  
Phone: (615) 339-1741  
Email: Sharon.D.Way@tn.gov

### Checklist for Submission of Applications:

- Application (**Attachment 1**)
- Bio sketch(es) for key personnel
- Letters of Commitment from senior leadership at each organization
- Budget Narrative (**Attachment 2**) *Do not fill out the grant budget page within the Sample Grant Contract document. This will be filled out by the State after grants are awarded.*
- Statement of Assurance (**Attachment 3**)
- Blackout Attestation (**Attachment 4**)
- Competitive Requirements (**Attachment 5**)
- State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Mailed per instructions on form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

## VI. APPLICATION EVALUATION

An evaluation committee made up of at least three (3) representatives of TennCare will be established to judge the merit of eligible applications.

The committee shall review applications on the basis of the information requested in the RFA. No applicant obtains any right to a Psychiatric Hospital Grant based on submission of an application. Applications will be evaluated based on the following criteria:

- Level of projected impact
- Volume of TennCare members served
- Complex / special populations served
- Evidence of collaboration or commitment to collaborate with Outpatient Behavioral Health Providers and MCO Case Management Teams
- Established quality processes or commitment to develop quality processes to impact readmission rates and follow-up after hospitalization rates

The committee will evaluate and recommend for selection the applications which are most aligned with the State's goals and most responsive to the State's needs.

Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

## VII. SAMPLE GRANT CONTRACT

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**. The Sample Grant Contract represents the Grant Contract that will be issued to awarded applicants and the State's expectation is that the grant contracts will remain the same as the Sample Grant Contract; however, applicants may ask about changes to specific terms or conditions within the Sample Grant Contract during the Questions & Comments Period. **After the Questions & Comments Period, the State will not entertain any contract language changes to the Sample Grant Contract.**

It is imperative that each applicant review the entire Sample Grant Contract with their legal counsel prior to the Questions & Comments Period and ask the State during the Questions & Comments Period about any potential changes to specific terms or conditions. All proposed changes to the Sample Grant Contract language must be submitted with the Application for the Psychiatric Hospital Grant, and any proposed change to the Sample Grant Contract that was not asked about during the Questions & Comments Period may result in the



Application being deemed non-responsive and rejected. Additional information related to the Grant can be found on the Upcoming Procurements website.

**Upcoming Procurements:** <https://www.tn.gov/tenncare/information-statistics/upcoming-procurements.html>

## VIII. EDISON ID

Any applicant who does not already have an Edison Vendor ID/Supplier ID, will need to begin the process of signing up for one using the following link: [https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)  
To avoid any delays, applicants should begin this registration process immediately after submitting their application.

Once on the Edison supplier portal page, locate the middle column on the page where it says, “*Looking to do business with the State of Tennessee?*” under that should be a link that says, “*Register as a Supplier*”. Click this link and follow the steps for a new registration form.

The following are links to the IRS W-9 form required for registration with the State, and the Edison Supplier Portal Registration Manual. This manual may be useful to reference, for answers to questions about the registration process. These links can also be found on the Edison supplier portal page, located under the “*Register as a Supplier*” link.

[https://upk.edison.tn.gov/esupplier/IRS\\_W-9.pdf](https://upk.edison.tn.gov/esupplier/IRS_W-9.pdf)

[https://upk.edison.tn.gov/esupplier/Supplier\\_Registration\\_Instructions.pdf](https://upk.edison.tn.gov/esupplier/Supplier_Registration_Instructions.pdf)