



**Workforce Education and Training (WET)
Education Capacity – Psychiatric Mental Health Nurse Practitioner
Q and A's from Mandatory Bidders' Conference
Request For Application (RFA) #14-5338
October 15, 2014 – 10:30 AM**

Following are questions asked at the Mandatory Bidders' Conference held on October 15, 2014, and their respective answers.

Question: *Can you specify the type(s) of supervisor staff time allowed under this Request for Application (RFA)?*

Answer: On page 6 of the RFA, Section D, Item 1-c identifies the different types of supervisor staff time. Supervisor staff time includes:

- Co-located Psychiatric Mental Health Nurse Practice faculty
- Co-located Psychiatrist faculty
- Psychiatric Mental Health Nurse Practitioner clinician employed by the County/Community Based Organization
- Psychiatrist clinician employed by the County/Community Based Organization

Question: *Can you clarify what Co-located Supervisor Staff means?*

Answer: Co-located means supervisors who are stationed in the Public Mental Health System.

As defined on pages 24-25 of the RFA, "Co-located Supervisor Staff" can be either:

- A licensed psychiatrist practicing and employed in the Public Mental Health System who has a preceptorship agreement with an accredited program of Psychiatric Mental Health Nurse Practice in California or is employed by an entity that has a preceptorship agreement with an accredited program of Psychiatric Mental Health Nurse Practice in California; or
- A licensed Psychiatric Mental Health Nurse Practitioner practicing and employed in the Public Mental Health System who has a preceptorship agreement with an accredited program of Psychiatric Mental Health Nurse Practice in California or is employed by an entity that has a preceptorship agreement with an accredited program of Psychiatric Mental Health Nurse Practice in California; or
- Psychiatrist faculty from a psychiatric residency program in California who is co-located in the Public Mental Health System; or
- Psychiatric Mental Health Nurse Practitioner faculty from a Psychiatric Mental Health Nurse practice in California who is co-located in the Public Mental Health System.

Question: *Can you clarify what the Collaboration Agreement is?*

Answer: "Collaboration Agreement" means an agreement entered into between a Psychiatrist and a Psychiatric Mental Health Nurse Practitioner (PMHNP). Collaboration Agreements are required by Business and Professions Code (B&PC) Section 2836.1. If there is PMHNP supervisor onsite already, OSHPD does not require an additional agreement but does require that the PMHNP's agreement be consistent with Business and Professions Code (B&PC) Section 2836.1. If Proposer intends to hire a PMHNP supervisor who does not currently have a Collaboration Agreement, they may use the Collaboration Agreement funds to assist the PMHNP supervisor to enter into a Collaboration Agreement with a psychiatrist. Per B&PC

Section 2836.1, a psychiatrist may not have Collaboration Agreements with more than four Psychiatric Mental Health Nurse Practitioners at any given time. It includes:

- Collaboration on the development of the standardized procedure
- Approval of the standardized procedure; and
- Availability via telephone while the patient is being examined by the PMHNP

The non-administrative rate funds used for Collaboration Agreements (optional) is separate than the funds used for Co-located Supervisor Staff Time. In no instance shall a participating psychiatrist receive more than \$20,000.00 of non-administration rate funds and cannot exceed a total of \$40,000.00 per fiscal year. There is no restriction on the amount of your total grant funds to be used for the Co-located Supervisor Staff Time budget category.

If the proposer has an existing Collaboration Agreement with a psychiatrist and does not need to use the non-administration rate funds for this, it is not an issue. The Collaboration Agreement funds are only to be used if a Collaboration Agreement needs to be created.

Question: *What are the major budget categories of this RFA?*

Answer: There are three major budget categories outlined on page 10 of this RFA: 1) Co-located Supervisor Staff Time; 2) Non-administration rate funds used for Collaboration Agreements; and 3) Administration Rate

- Co-located Supervisor Staff Time: OSHPD shall prorate payments based on the actual number of supervisor staff hours provided by Grantee during each payment period (bi-annual) as a percentage of the total number of supervisor staff hours proposed by Grantee and identified in the Rate Application Worksheet for each fiscal year.
- Collaboration Agreements: In no instance shall a participating psychiatrist receive more than \$20,000.00 of non-administration rate funds and cannot exceed a total of \$40,000.00 per fiscal year.
- Administration Rate: Each fiscal year under this Agreement, Grantee may spend up to 15 percent of the total grant funding for each fiscal year.

Question: *What types of costs are included in the administration rate?*

Answer: Administration rate includes any dollars spent that is not a part of the co-located supervisor staff time and/or funds used for Collaboration Agreements. The administrative rate is used for functions that support the program including, but not limited to conferences, administrative staff, and filling out the progress reports. It is not intended for direct services such as stipends.

Question: *Can you clarify if the administration rate is 15 percent per year or per agreement?*

Answer: Each fiscal year under this Agreement, Grantee may spend up to 15 percent of the grant funding outlined for that fiscal year on the total administration rate.

Question: *Can a Psychiatric Mental Health Nurse Practitioner (PMHNP) Program collaborate with more than one county and/or community based organizations?*

Answer: Yes, that is allowed under this RFA. However, for each participating county or community based organization that a PMHNP Program proposes to collaborate with, there should be included a statement of agreement with their application.

Question: *How much total funding is available for this RFA and how much is available per potential grantee?*

Answer: A total of \$3 million is available for this RFA. Each Grant Agreement is for a total of three (3) Fiscal Years for an amount not to exceed \$750,000 per Agreement.

Question: *Should a PMHNP Program identify all students in the program or just those planning to work in the Public Mental Health System (PMHS)?*

Answer: Page 7 of the RFA outlines the students that must be included in the application. When reporting current students, applicant shall provide the number that are currently doing their preceptorships in the PMHS. When reporting future students, applicant shall provide proposed number of students that will perform their preceptorships in the PMHS.

Question: *If a potential organization has received OSHPD funds in the past, does that have any bearing on being selected for this RFA?*

Answer: No, this is a separate RFA and being awarded funds from other RFAs will not have any bearing during the evaluation process. However, funds cannot be co-mingled from past awards with this RFA.

Question: *If a PMHS employer contracts out for their psychiatry staff, does that count as an employee for the purposes of this RFA?*

Answer: Yes, that would count as an employee under this RFA as they are receiving PMHS funds.

Question: *Can you clarify what is meant by geographic representation?*

Answer: Geographic representation in the evaluation process is meant to take into account the different parts of California so that potential awardees do not just represent one particular area. Where possible, OSHPD would like the RFA to support the different geographic needs in California by a distribution of awards throughout the State.

Question: *Would furnishing be included as a part of the competencies covered in the PMHNP training?*

Answer: On page 3 of the RFA, there is a list of example competencies that training may cover, however it is not meant to be a comprehensive list. Furnishing may be included in the training should a program so choose.

Question: *Who has to attend this call to be eligible to apply?*

Answer: Only one authorized representative from each potential Applicant/Proposer is required to attend the mandatory pre-application conference. In the event a potential Applicant/Proposer is unable to attend the mandatory pre-application conference, an authorized representative may attend on their behalf. Subcontractors may not represent a potential Applicant at a mandatory pre-application conference. No application will be accepted unless the Applicant or his/her authorized representative is in attendance.