



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: March 06, 2007

PSC#739

MULTIDISCIPLINARY ASSESSMENTS FOR CHILD
DEVELOPMENT WATCH CLINIC

FOR

DIVISION OF PUBLIC HEALTH

Date Due: APRIL 10, 2007
11:30 AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID.

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Questions and Answers from Pre-Bid Meeting

March 6, 2007

1. Correction on page 12: contract may be renewed for 4 additional years after the initial year (not 2 years as stated)

2. Will subcontractors be permitted?

No, subcontractors will not be permitted for this contract.

3. Is this RFP for initial and annual evaluations?

Both – to determine initial/ongoing eligibility for Child Development Watch.

4. What are the number of evaluations anticipated per month?

Approximately 30 – 40 children per month.

5. Is there a required number of people on the evaluation team? What are the required disciplines? Is there a Special Educator?

A minimum of two people depending on the needs of the child. Therapists are individualized to the needs of the child. Typically, OT and/or PT, Speech, (CDW's Advanced Practice Nurses complete the Bayley); Usually there is a physician as part of the clinic team who sees the children: Neurology, Genetics, Developmental Pediatrician, Neonatologist.

6. Is the MDA billed as an event status or as hours?

It is billed as an event per child once annually, hourly for professional staff.

7. Are evaluations done separately?

There are different days for different clinics. Neonatology Clinic and Neurology/Genetics Clinic have OT or PT present. Developmental Clinic has the Developmental Pediatrician and Speech Therapist present. CDW Nurses attend all clinics.

8. Where are the clinics held?

Currently at Riverside Hospital.

9. The CDW nurse does the BayleyIII ?

Yes-she completes the Bayley to address the cognitive, adaptive and social emotional domains.

10. The Speech Therapist usually uses the PLS4, OT/PT use portions of the Peabody for a screening rather than a full evaluation currently. We are not sure that a screening is what we want, as children sometimes still need to be referred for a full OT or PT evaluation after the clinic visit.

11. All Neonates from the NICU at Christiana Care are referred to clinic for Neonatology Clinic for at least 1 evaluation (under WATCH rather than CDW). If these children do not have delays or an established condition, they are followed under WATCH). For neonates who are automatically eligible based on established condition (weighing less than 1000 grams at birth for example), they still receive MDA, but are already eligible for enrollment into CDW. We are required to do annual MDA regardless of eligibility criteria.

12. Is this an expansion of services? Are there other clinics in the state?

CDW South has different clinic settings. CDW North (New Castle County) currently uses Christiana Care for the CDW Clinic services. The contract is now up for bid again.

13. Who provides the physicians?

The Vendor provides the physicians and therapists. Nurses are provided by CDW. Currently, physicians include: Neonatology, Genetics, Neurology and Developmental Pediatrician. These are provided now by Christiana Care. The selected vendor for this contract would need to provide these physicians.

14. Is there a certain amount of time for the MDA's (Multidisciplinary Assessments) ?

This depends on the needs of the child. There is not a set time, but typically 60-90 minutes.

15. Are parents present?

Yes, along with CDW Family Service Coordinator.

16. Is there a written evaluation, if so, is there protocol for that?

Speech Therapist writes an evaluation, OT/PT use screening tool with standard form documents recommendations.

17. Clinic visit is not just for determination of eligibility, but also for recommendation for services?

Yes.

18. Where do children get their services?

Christiana Care Health System, DuPont Hospital for Children, Easter Seal Society, Ridgeway Philips, Bayada, DE Curative Workshop, University of DE ELS (agencies contracted with CDW to provide early intervention services). There are some shared vendors downstate, other are local to Kent/Sussex Counties.

19. Do we have set billing requirements – forms, electronic billing?

There is documentation on the number of children seen and number of children available to be billed. (Child's name, date of visit, etc.) No standard form.

20. In Pennsylvania, IFSP's are done. What about in DE?

The MDA and goals are also used for the IFSP. The clinic vendor does not write the IFSP.

21. Are there requirements for the physicians to be approved by the clinic itself? Would DuPont Hospital physicians be allowed on-site at CCHS Riverside?

CCHS owns and operates the building that we are currently using for clinics.

22. How often are clinics currently operating?

Mondays, Tuesdays, Thursdays, some Fridays.

23. Does the clinic set up the scheduling of appointments?

Yes – the Vendor's Clinic Coordinator does the scheduling. CDW staff can schedule appointments for Neonatology Clinic when the referral comes directly from Christiana's NICU.

24. What about "no shows?"

Vendor cannot bill for "no shows" but can overbook the schedule to help with the gap.

25. There has to be at least 2 people on the team?

Yes. For Neonatology Clinic, either OT or PT is acceptable.

26. Allocation of number of patients to discipline:

Speech Therapist usually is present 1 time per week and sees maybe 4 or 5 out of 10 children. OT/PT sees almost all children scheduled. Coverage: Tuesday and Thursday 8 hours, Neonatology Clinic 1 OT or PT, Developmental Clinic 1 Speech Therapist, Neurology Clinic 1 OT or PT, Genetics

27. If child does not need Speech, on a given day, would Speech Therapist need to attend the clinic?

Not if any of the scheduled children do not need to see Speech Therapist. The Vendor's Clinic Coordinator would need to advise staff if they are not needed.

28. Are there capped rates?

No – there is a contract rate. There is a flat rate per child. The current contract is for \$476,000 annually. Per child is the preferred billing method.

29. Can rate be different based on Speech Therapist vs. OT vs. PT vs. Physician?

The rate is all-inclusive.

Will CDW entertain a different way to do this?

Yes – we would consider it.

30. Is the current contract being terminated?

No – the contract is up for bid and the current contractor is also present at today's meeting.

31. How often is the contract up for bid?

The initial contract term is for 1 year, with the possibility of extension for 4 additional yearly extensions.

32. At what age do the children stop coming to clinic?

We serve children from birth to 3 years.

33. Is it possible to set up a rate escalation for years following the initial year?

This can be proposed in the RFP.

34. Do children return to clinic for yearly MDA's?

It depends on the need of the child. If child needs to see OT/PT, Speech, they may go to CDW's Limestone Clinic instead. In-home assessments are done by CDW staff as well.

35. How many children are booked in one day?

Approximately 10-15 children.

36. What is the average "no-show" rate?

Maybe 2%. Phone calls are made to remind families of appointments.

37. There is confusion regarding scheduling of children. If 10 – 15 children are scheduled per day, that would be 80 kids per month. Is this correct? Per month: Neonatology clinic is 4 days, Neurology clinic is ½ day, Genetics clinic is ½ day. Schedule sample?

38. Can we get a copy of a monthly clinic schedule for Riverside?

Yes. This will be provided.

39. What is the allowable administrative rate for the State?

15%

Response to Questions Regarding Riverside Clinics

1-Describe type and number of clinics and potential staffing needs:

The breakdown is as follows:

- First Friday of every month-Neurology (1/2 day clinic -8 children scheduled)
Staff-neurologist, PT, coordinators/APN from CDW)
- Second Tuesday of month-Neurology and Genetics (full day clinic-20 children scheduled)
Staff-neurologist, genetics specialist, OT, ST, coordinators/APN from CDW
- First, third, fourth and fifth Tuesday of month-Neonatal and Developmental clinic (1/2 day clinic-16 children scheduled)

Staff-neonatologist, developmental pediatrician, OT, ST, coordinators/APN from CDW.

- Fourth Monday of month-Neurology (1/2/ day clinic, 7 children scheduled)
Staff-neurologist, OT, coordinators/APN from CDW

- Second, fourth and fifth Friday of month- neonatology clinic (1/2 day clinic, 10 children scheduled)
Staff: -neonatologist, PT, coordinators/APN from CDW

****All clinics require the presence of the program coordinator or his designee and a secretary currently supplied by CCHS.

2- Staff privileges

Any staff capable of referring for medical reasons would require privileges at Dupont Hospital for Children and Christiana Care.