

November 8, 2021

To: Eastern Iowa Provider Organizations

From: Robert Young Center for Community Mental Health

**Re: EIR – DHS Child Protection Care Coordinator Liaison (EIR  
DHS CC Liaison)**



### **Who?**

The Eastern Iowa MH/DS Region (EI-Region) includes the counties of Cedar, Clinton, Jackson, Muscatine, and Scott. The Eastern Iowa Region is seeking committed community providers to deliver care coordination services to Eastern Iowa children, adolescents and their families who are experiencing mental and behavioral health crisis.

### **What?**

The purpose of the EIR DHS Care Coordinator Liaison is to provide a coordinated response to children, adolescents and their families experiencing a mental health crisis, who may be involved with DHS for child protection investigation services, or, youth who are determined to have mental health needs but are not eligible for child protection services (following a call to DHS by a parent or concerned community member). The EIR DHS - CC Liaison will work closely with youth, families, and DHS as indicated, to support the child/adolescent and their family to de-escalate the crisis and link the family to appropriate services in the community. The EIR DHS - CC Liaison will also assist the child/adolescent and their family with referrals to more supportive and intensive services as needed.

EIR - DHS Care Coordinator Liaison must provide the following services:

- Implement the principles of Trauma Informed Care (TIC)
- Act as point of coordination between the EI Region and the Department of Children and Family Services (unless family has an open case with DHS)
- Refer for a crisis assessment for each child/adolescent in crisis (or assure one has been completed in the prior 30 days)
- Safety Plan with youth and family as needed
- Provide referrals to appropriate care (Crisis Stabilization Residential, Children's MH Waiver, Community Based Crisis Stabilization, Therapy, BHIS, Hospital, etc.)
- Provide care coordination follow up support or, refer family to existing IHH agency, or, refer family for IHH enrollment.
- Build relationships with DHS personnel.
- Work cooperatively with court personnel for youth placed on outpatient committal who also interact with DHS.
- Work cooperatively with PMIC organizations to transition youth with DHS involvement.

- Work cooperatively with DHS for youth transitioning to adult services provided by the EI Region.

#### SCOPE OF WORK

- EIR - DHS Care Coordinator Liaison will receive referrals from DHS, families, EIR CC Care Coordinators, hospital, etc.
- EIR - DHS Care Coordinator Liaison will show ability to meet or exceed all performance benchmarks and service requirements.

#### ORGANIZATIONAL CERTIFICATION

Agency must certify or accredit under appropriate standard per their accreditation program (Chapter 24, CARF, COA, Joint Commission). Agency must show evidence of appropriate accreditation. Agencies who propose or utilize a Best Practice that requires approval or certification must provide documentation of authorization to provide service.

#### STATEMENT OF QUALIFICATIONS:

Proposals to the EI Region should include the minimum information:

#### STAFFING REQUIREMENTS

EIR - DHS Care Coordinator Liaison:

- Minimum of Bachelor's degree in human services or related field, Master's Degree preferred
- Minimum of 2 years of experience in child welfare services as well as minimum of 2 years' experience in the field of mental health; or any equivalent combination of training and experience.
- Valid Driver's License required.

#### ADDITIONAL INFORMATION

- Proposed organizational supervision of position
- Names and professional experience of key personnel who will be assigned to this project
- Procedure for managing individuals in emotional and behavioral crisis
- Proposed timeline for opening date of service
- Ability to serve all five EI counties
- Any evidence-based practices utilized or proposed to be utilized when delivering service
- Proposed "value added" services the organization can provide to population

- Proposed ability to develop staffing and financial efficiencies by also providing additional services by the agency (i.e., Crisis Stabilization Residential Services, day programming, drop-in center)

## PROPOSED COST OF SERVICES

Proposals to EI REGION should include:

- Proposed cost to accomplish all scope of work for activities outlined (annual program budget)
- Budget should also include any components of the service that are billable to Medicaid or other funding stream (current or in the near future)

## PROPOSAL EVALUATION

The EI REGION will evaluate proposals based on the criteria below:

Experience/expertise in serving target population	50 Points
Organizational use of Evidence Based or Best Practices	25 Points
Proposed Cost (including needed start-up funding)	25 Points
Total:	100 Points

Deadline for Submission – Proposals must be submitted by 12:00 (noon) on Tuesday, November 30, 2021. Proposals should be submitted to Robert Young Center, Attn: Christine Gradert, Jen Craft, 4600 3rd Street, Moline, Illinois, 61265.

Questions regarding this request for proposals should be emailed to Christine Gradert and Jen Craft at, [Christine.gradert@unitypoint.org](mailto:Christine.gradert@unitypoint.org); [Jennifer.craft@unitypoint.org](mailto:Jennifer.craft@unitypoint.org)