

**Wyoming Department of Health
Behavioral Health Division
Request for Application (RFA)**

Veterans Outreach and Advocacy Program

Program funding cycle: April 1, 2013 – June 30, 2014

Please submit application electronically **by 5:00 p.m. on January 30, 2013**
To Regina Dodson, regina.dodson@wyo.gov

Wyoming Department of Health
Behavioral Health Division
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Veterans Outreach and Advocacy Program For Wyoming OIF/OEF Veterans

Background/Introduction

The Wyoming Department of Health, Behavioral Health Division's (the Division) Veterans' Outreach and Advocacy Program's purpose is to provide outreach to OIF/OEF post 9/11 veterans and their families who may need mental health and/or substance abuse recovery services. The Veterans Advocate will provide case management and advocacy that support the veteran's in reintegration back into family, employment, and community and accept/screen quality of life applications for all war era veterans.

Objective

To assist the veteran and their family in meeting the challenges of integration to civilian and/or family life, by providing opportunities to achieve mental health and substance abuse recovery.

Definitions

OIF – Operation Iraqi Freedom

OEF – Operation Enduring Freedom

Coverage Area: Natrona, Niobrara, Weston, Crook, Campbell, Sheridan, Johnson, Washakie, Big Horn, Park and Hot Springs Counties. .

End of Quarter Dates- last day of June 2013, September 2013, December 2013, March 2014, and June 2014

Scope of Work for Lead Veterans Advocate

Overview:

(1) Provide services in Natrona, Niobrara, Weston, Crook, Campbell, Sheridan, Johnson, Washakie, Big Horn, Park and Hot Springs Counties. Given the large geographic area to be covered and the limited budget, it would be most beneficial if the advocate either lived in Casper or was willing to relocate.

(2) There is an expectation that the advocate will provide 40 hours of work per week, which will include travel throughout the service area designated. Quarterly reports will be due with the submission of the monthly invoice on last day of the quarter end.

Cover Sheet

Section I. Applicant Information

Name:

Email:

Mailing Address:

Phone Number:

Total Amount Requested: \$ (See Attachment A—Budget)

Name of Project: Veterans Outreach and Advocacy Program

Duration of Project: from April 1, 2013 to June 30, 2014

The source of funds for this Contract is State General Funds

Independent Contractor: The Contractor shall function as an independent contractor for the purposes of this Contract, and shall not be considered an employee of the State of Wyoming for any purpose. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract, and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Division, or to incur any obligation of any kind on the behalf of the State of Wyoming or the Division. The Contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents and/or employees as a result of this Contract.

Submission of this application certifies that the information set forth in this grant application is true and correct. Should a contract be issued, it will include additional information. This application alone is not a promise of contract or funding.

Request For Application Scoring (100 points possible)

A.	Outreach Services Plan	25 Points
	Case Management	25 Points
	Advocacy	25 Points
	Professional Development	10 Points
B.	Applicant Narrative	15 Points

Applications will be reviewed and requests for interviews will occur the week of February 4, 2013. Interviews will be conducted in Cheyenne during the week of February 11, 2013.

Veterans Advocate

General Description of Work: Provides overall case management of services and provides information and referral to appropriate community resources.

Essential Functions:

- Determines eligibility for the Veterans Outreach and Advocacy Program (VOAP).
- Provides services while collaborating with other state and community partners.
- Maintains computer databases and enters information into the Behavioral Health Divisions database, Wyoming Client Information System (WCIS).
- Conducts veteran interviews to determine eligibility and assessments to assist in determining best referral sources.
- Provides nonclinical crisis intervention services.
- Counsels veteran on problem resolution.
- Assess veteran's most basic needs, such as housing, food, etc. and making appropriate referrals and provides assistance in meeting those needs.
- Review and assist community clinicians in completing a Quality of Life application on behalf of the veteran.
- Carries a caseload.
- Interviews veteran, periodically reassessing needs and referring to community resources.
- Prepares assessments, designs care plans with veteran, evaluates progress of veteran and monitors recovery.
- Keeps all case file documentation current.
- Provides aftercare service to help veteran successfully reintegrate back into home, family and community.
- Ability to travel throughout assigned region and provide backup for other advocates.

Knowledge and Skills

- Knowledge of mental illness and substance use and medications.
- Knowledge of best practices in working with veterans.
- Knowledge of veterans issues, including the wounds of war such as PTSD and ABI.
- Knowledge of the Veterans Administration and services.
- Knowledge of HIPPA requirements.
- Knowledge of effective interviewing techniques including attitudes, behaviors and value judgments that affect the advocate-veteran relationship.
- Knowledge of community and governmental resources and programs and how to access them.
- Knowledge computer systems and their application.
- Knowledge of case management and the use of wrap-around services.

Preferences:

Preference will be given to applicants with Bachelor's Degree in Social Work and those who are detail oriented, multitask capable, organized and able to prioritize, good communicators both orally and written and have customer service experience.

A. For each of the deliverables listed in the table below provide a detailed plan on how you would meet each of the objectives (i.e. how would you find veterans who may need assistance, how will you go about learning resources within communities.) Complete each section in the space provided under Action Plan.

1: Outreach Services	Timeline	Strategies (25 points)
How are you going to engage and enroll 9 (or more) new OIF/OEF veterans per quarter in program	June 30, 2013 September 30, 2013 December 31, 2013 March 31, 2014 June 30, 2014	
How are you going to engage and enroll 5 (or more) new other war era veterans per quarter	June 30, 2013 September 30, 2013 December 31, 2013 March 31, 2014 June 30, 2014	

2: Case Management	Timeline/Due Date	Strategies (25 Points)
How will you provide assessments, planning, linkage, advocacy and coordination, and closure?	Minimum of 9 OIF/OEF per quarter and 3 per quarter for other war era veterans	
How will you provide a minimum of 3 (or more) follow-ups to 36 OIF/OEF veterans and 20 (or more) other war era veterans?	9 veterans per quarter (OIF/OEF) 5 veterans per quarter from other war eras	
How will you coordinate the writing of care plans for 90% of veterans served within 7 days of initial contact?	8 per quarter	
How will you provide continued follow up and case management to any open cases from your service area?		
Review and write QOL applications and submit to	Submission must	

BHD Veterans Program manager with 90% completeness and accuracy. How will you accomplish this?	occur within 30 days of initial contact	
Data entry into WCIS for all activities within 3 business days of contact. What will you need to do to accomplish this?		

3: Advocacy	Timeline/Due Date	Action Plan (25 Points)
Through partnership with the other Division veterans advocates, assess strengths of current communication between service providers that promotes continuity of care through implementation of consumer survey provided to each veteran who receives services. How will you accomplish this?	June 30, 2013 September 30, 2013 December 31, 2013 March 31, 2014 June 30, 2014	
How will you identify and do an in-person introduction to 3 new resources per each county served?	6 per quarter	
Provide 12 presentations about program to community providers, with at least one presentation per county covered. How will you accomplish this?	3 per quarter	
Participate in the State of Wyoming Continuum of Care (CoC) and activities associated with the CoC that address the homeless veterans issue in Wyoming, including the statewide Point in Time Count (PIT). What do you see as your role in the CoC?	CoC Annual Mtg. (2013) January 2013 PIT	

4: Professional Development	Timeline/Due Date	Action Plan (10 Points)
Attend 100% of veterans advocate meetings. a. Provide a brief written synopsis and	Planned for: October 2013	

presentation about each webinar, conference or training at the veterans advocate meetings that includes what was learned and how it was utilized in current scope of work. What do you see as the benefit of these meetings?	February 2014 May 2014 (\$635)	
Participate in a minimum of 8 online trainings or webinars. How will you benefit from these trainings and how will you work them into your schedule?	2 per quarter	

B. Please respond to the following questions. Put your responses under each question. (15 Points)

- 1) You will be working out of your own home office. Please describe the space you will utilize and whether or not you will be able to meet HIPPA requirements that all files and client information is kept in a secure locked filing cabinet, behind locked doors.
- 2) What do you perceive as the challenges associated with working out of your home? How will you address the challenges? Have you ever worked out of your home before? If yes, how successful were you in staying on task and meeting deadlines, etc.? If you have never worked out of your home be, tell how you plan to stay on task and meet deadlines.
- 3) Tell about your experiences in working with veterans, including any challenges you may have encountered.
- 4) How would you rate your expertise (**5 Expert, 4 Proficient, 3 Experienced, 4 Some Experience, 5 None**) for the following:

	Rating	Comments
Microsoft word		
Microsoft excel		
Microsoft Power Point		
Microsoft Publisher		
Data Entry		

Case Management		
Advocacy		

5. Please attach a current resume and indicate if you would not want us to contact previous employers.

Attachment A

This is a sample of the contract budget. Contracts are performance based. Salary will be invoiced monthly along with reimbursable expenses as found in the budget line items. **This is a 15 month budget with a projected April 1, 2013 start date.**

Veterans Advocate

COST DESCRIPTION	FY 2013 - 2014
PERSONAL SERVICES	
Salary (\$4,166 monthly)	65,500
SUPPORTING SERVICES	
Cell Phone w/modem (\$150 monthly)	2,250
TRAVEL/TRAINING/MTG.	
Mileage	4,375
Lodging	1,250
Per Diem	1,875
Misc. Mtg. Expenses	225
Training Fees	1,000
Veteran Emergency	300
Advocate Mtgs. (3x per year)	2,800
SUPPLIES	
Office (consumable)	350
Postage	100
Copying & Printing	500
TOTAL	80,525