



Wyoming Department of Health



Maternal & Child
Health

Funding Opportunity Announcement:

Wyoming Pediatric Mental Health Care Access (WY PMHCA)

New Area Expansion Grant (HRSA-21-122)

Request for Applications

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1. Overview Information

Participating Organization(s)	Wyoming Department of Health (WDH), Public Health Division (PHD)
Components of Participating Organization(s)	Maternal and Child Health Unit (MCH)
Funding Opportunity Title	Wyoming Pediatric Mental Health Care Access (WY PMHCA) New Area Expansion Grant
Announcement Type	New
Anticipated Number of Awards and Funds Available	One (1) award Up to \$300,000.00 annually
Number of Applicants	No limit
Funding Opportunity Purpose	<p>The Health Resources & Services Administration’s (HRSA) Maternal and Child Health Bureau (MCHB) has awarded funding to Wyoming through the American Rescue Plan Act (ARPA) for activities through September 30, 2026. The purpose of this funding is to improve pediatric access to mental health services using telehealth approaches. Required grant activities include:</p> <ol style="list-style-type: none"> 1. Convening and maintaining a project Advisory Board through the life of the grant-funded project; 2. Enrolling pediatric primary care providers in the grant program, including the use of a pediatric mental health teleconsultation service; 3. Providing training to pediatric primary care providers on delivering mental health services in a clinical setting; and 4. Evaluating the impact of grant activities. <p>The MCH Unit will award grants of up to \$300,000.00 each federal fiscal year. Federal fiscal years run from October 1st through September 30th. Applications will be reviewed and scored by a selection committee. Awardee will be selected amongst the highest-scoring applications. The final award amount will be subject to the Youth and Young Adult Health Program’s discretion. The MCH Unit reserves the discretion to award zero (0) grants if applications do not adequately meet the needs and requirements of this funding opportunity.</p>

	The awardee will serve as a subrecipient and will be required to adhere to the federal grant requirements and reporting expectations.
Key Dates	
Posted Date	May 15, 2023
Open Date (Earliest Submission Date)	May 15, 2023
Closing Date for Questions	May 26, 2023
Public Response to Questions Posted to Website	June 5, 2023
Application Due Date (Last Submission Date)	June 30, 2023
Advisory Committee Review	August 1, 2023
Earliest Start Date	October 1, 2023
Expiration Date	September 30, 2026

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2. Full Text Announcement

A. Funding Opportunity Description

i. Purpose

This Request for Applications (RFA) invites applications for coordination of the Wyoming Pediatric Mental Health Access grant to assure implementation of the work plan. The awardee will be expected to coordinate a range of activities, including but not limited to:

- Partnership access line outreach
- Telehealth use and support
- School-based health coordination
- Training
- Evaluation

Funding is available through September 30, 2026.

ii. Background

The Wyoming Department of Health, Public Health Division, Maternal and Child Health (MCH) Unit, seeks applications from organizations capable of acting as a subrecipient and grant project coordinator. All activities must comply with the Wyoming Pediatric Mental Health Care Access (WY PMHCA) New Area Expansion Grant (HRSA-21-122) and be in alignment with the Wyoming work plan and needs.

Grant priorities include:

- Improved access to pediatric mental health, including
 - Diagnosis
 - Appropriate medication management
 - Ongoing care
 - Resource referrals
- Workforce development and sustainability
- Expansion of activities to other settings, such as schools and emergency departments

iii. Requirements and Scope

The objective of this RFA is to assist the WY PMHCA Program (WY PMHCAP) in ongoing activities. The awardee will be expected to coordinate with these activities and related initiatives as appropriate.

Current and expected activities include:

1. WY PMHCAP is conducting needs assessments of the following, to address barriers to accessing tele-mental health care in a key settings.
 - a. Primary care providers
 - b. Mental health providers
 - c. Families and adolescents

WY PMHCAP will work with the awardee to use needs assessment results to inform grant implementation and coordination.

2. WY PMHCAP is building partnerships and promotion opportunities for the Partnership Access Line (PAL). WY PMHCAP will work with awardee to build on these activities in relation to the grant work plan. Currently, this includes:
 - a. Continuing and building Medicaid partnership.
 - b. Outreach to healthcare providers to promote the PAL
3. WY PMHCAP will consider grant funds for the purchase and support of telehealth technology, equipment, and support to assure reliable pediatric mental healthcare services. WY PMHCAP will work with awardee to continue coordination of related activities.
4. WY PMHCAP is working to integrate with Bright Futures guidelines to support adoption of guidelines for screening, diagnosis, and treatment of pediatric behavioral health conditions. WY PMHCAP will work with awardee to continue, advance, or further address this need.
5. WY PMHCAP will coordinate with existing or emerging school-based health initiatives. WY PMHCAP will work with awardee on coordination of these activities in alignment with grant goals.
6. WY PMHCAP will support healthcare provider training to support early identification, diagnosis, treatment, and referral to services for children with behavioral health conditions. WY PMHCAP will work with awardee to coordinate related activities.

Requirement 1: Coordinate ongoing required grant activities

- **Advisory meetings** – Awardee will convene a stakeholder advisory group representative of all groups involved and impacted by WY PMHCAP activities. This group will provide guidance on WY PMHCAP strategies. The group will also develop strategies to support the sustainability of key grant activities after the end of the award period. Groups participating in these meetings include:
 - Providers
 - Public health professionals
 - Wyoming Medicaid
 - Wyoming Department of Education (WDE)
 - Wyoming Department of Family Services (DFS)
 - Subject matter experts from the University of Wyoming
 - Family and youth representatives.
- **Provider recruitment and engagement** – Awardee will work to formally enroll Pediatric Primary Care Providers (PPCP) in WY PMHCAP to facilitate data collection. WY PMHCAP will rely on in-person relationship building, training, outreach campaigns, and provider peer to peer relationships to encourage enrollment in WY PMHCAP. The PAL is available to any provider in Wyoming. Providers will be incentivized to formally enroll with:

- Priority access to training and technical assistance
- Funding for telehealth infrastructure upgrades
- Hard copy resources including the PAL guide Primary Care Principles for Child Mental Health.
- Other incentives as identified in the Provider Needs Assessment
- **Annual meeting attendance** – Awardee will attend annual all-recipient meetings.
- **Work plan tracking and development** – The WY PMHCAP has an existing work plan for the cycle of the grant. The awardee will be expected to track progress against the work plan, work with MCH on necessary adjustments, or modify to meet emerging developments and needs.
- **Reporting** – The awardee will work with MCH to establish reporting templates, timelines, and commitments required by the grant to assure complete and accurate reporting.

Requirement 2: Provide regular training to providers on pediatric mental health topics

- **Subcontracting** – Awardee may subcontract training coordination and provision.
- **Virtual training** – The awardee will develop a virtual training plan following the Project ECHO model, and will provide facilitation, resources, and support to encourage and empower PPCPs. Training may be provided as time-limited single- and multi-session opportunities to providers on specific project elements and topics. PPCPs and Licensed Mental Health Providers (LMHP) should be able to request follow up technical assistance (TA) as needed. Training and TA will be provided by a range of specialists, including PAL staff. All training will include evaluation components, including attendance tracking and pre- and post-tests. Training topics may include
 - Diagnostic screening using validated screening tools
 - Referring out for follow up care
 - Engaging in care coordination
 - The relationship between Adverse Childhood Experiences (ACEs) and pediatric mental health.

Awardee will work with MCH to assure training coordination, scheduling, and completion.
- **Training PPCP on PAL access and usage** – Early training and technical assistance opportunities will focus on increasing PPCP utilization of the PAL, and best practices for engaging in mental health care through telehealth. Training and TA will also include support for PCPPs on:
 - When to access PAL consultative services
 - How to access PAL consultative services
 - A virtual introduction to PAL providers
 - Additional methods to encourage PPCP use of the PAL.

Awardee will source or provide training and TA to improve PAL access and use.

- **Developing on-demand training resources** –Awardee will develop asynchronous training opportunities and resources that can be available to PPCPs on demand.

Requirement 3: Evaluation of all grant activities

- **Subcontracting** – Awardee may subcontract evaluation services. Working with MCH, the awardee will determine the full scope of evaluation services needed prior to entering into any subcontracts.
- **Data collection and reporting** – Awardee will assist in data collection and review for grant reporting, including any necessary outreach to and follow up with enrolled PPCPs. Year Five of the award period will include a follow up needs assessment of providers and families to provide direction for ongoing efforts after the award period has ended.
- **Quality Improvement** – The evaluator will also work to identify and inform quality improvement (QI) needs, opportunities, and strategies.
- **Key indicators** – Awardee will work with MCH to define key indicators in alignment with the WY PMHCAP work plan, based on existing available data as well as data collection tools developed for the WY PMHCAP.
- **Evaluation plan** – Awardee will work with evaluator and MCH to develop an evaluation plan that includes but is not limited to establishing evaluation question(s), methods for data collection and analysis, communicating key findings, and providing recommendations for future implementation.

Requirement 4: Collaborate with other PMHCA-funded activities and partners

- **Website** – Awardee will work with MCH to develop and promote a WY PMHCAP website with resources for the public, pediatric patients and their families, and providers. The site will include project information and data, including an updated list of enrolled PPCPs and the number of youth served by the project to date. The site may also include additional resources, including LMHPs, out of state pediatric mental health providers licensed in Wyoming and available via telehealth, and information about specific mental health diagnoses in children.
- **Support Referrals between PPCPs and LMHPs** – Awardee will support WY PMHCAP with local care coordination efforts between and among PPCPs and LMHPs. This includes the use of telehealth approaches to engage in “warm handoffs,” and providing TA to communities to identify policies and partnership strategies to remove some of the burden of referral follow through from patients. The awardee may advise on the development of a referral assistance program (RAP) to operate in partnership with the PAL.

B. Award Information

Funding Instrument	Subrecipient award (grant agreement)
Anticipated Number of Awards and Funds Available	One (1) award Up to \$300,000.00 annually
Award Budget	Funds may be used only for those expenses that are directly related and necessary to the project.
Award Project Period	The duration of the entire award may not exceed September 30, 2026. All funds must be spent by September 30 of each budget period.

C. Eligibility Information

Eligible applicants include any domestic public or private entity.

D. Application and Submission Information

Applications shall be submitted to: mchinfo@wyo.gov by 5:00 pm on June 30, 2023.

Applications must include all of the following:

1. Cover Page:

- a. Applicant legal name and address;
- b. Name, title, and contact information of the individual authorized to negotiate grant agreement terms;
- c. Applicant Unique Entity ID (UEI, formerly DUNS Number) (if organization does not have one, one will need to be obtained prior to entering into a grant agreement if selected);
- d. Tax ID Number; and
- e. Certificate of Good Standing from applicant's primary state

2. Table of Contents: The table of contents should include all items listed in this section.

3. Applicant Qualifications, Capacity, and Experience: In five (5) pages or less, describe the applicant's qualifications and capability to successfully perform the requirements of the project. This may include the organizational capacity to provide grant coordination and project management services, including personnel, fiscal accountability, ability to manage contracts, ability to meet federal reporting requirements, and ability to facilitate this project within the scope of the agency, facilities, equipment, and maintenance of confidential records.

4. **Project Plan:** In five (5) pages or less, describe how the applicant would work with MCH staff to complete this project. Include the below information.
 - a. Describe overall plan for meeting the requirements described in *Section 2(A)(iii) Requirements and Scope*. Include any expectation of subcontracting for any portion of services.
 - i. Coordinate ongoing required grant activities
 - ii. Provide regular training to providers on pediatric mental health topics
 - iii. Evaluation of all grant activities
 - iv. Collaborate with other PMHCA-funded activities and partners

5. **Staffing:** MCH expects a minimum of one (1) full-time equivalent (FTE) will need to be assigned to grant coordination to meet the requirements. Please describe in two (2) pages or less how applicant will staff the project. Include CVs as appendices.

6. **Budget:** Please provide a detailed budget and justification that includes:
 - a. Salaries and Wages
 - b. Fringe Benefits
 - c. Supplies (e.g., office supplies, outreach supplies, enrollment incentives)
 - d. In-State Travel (e.g., provider recruitment/enrollment)
 - e. Out-of-State Travel (e.g., grant-related meetings)
 - f. Subcontracts (e.g., evaluation or training services)
 - g. Other Categories (if necessary)
 - h. Indirect or Administrative Costs (should not exceed 10%)

Projects exceeding the \$300,000.00 annual funding maximum will not be considered.

7. **References and Letters of Support.** In five (5) pages or less, please share a minimum of two relevant examples of similar projects or services, and/or provide references from other entities for which your organization has provided similar services. You may also include letters of support from partners or anticipated subcontractors.

Applicants are encouraged to format their applications in a manner that reflects the enumerated elements above. For example, the application should provide the entity's Tax ID Number under section or paragraph "1.d," or a reasonable alternative. This will assist the review to ensure the application is complete. Please be advised if an application is not well-organized, does not clearly address all of the enumerated elements above, or is otherwise of a lower quality, the application may receive a lower score compared to other submissions and may not be awarded.

E. Application Review & Selection Information

Each application will be reviewed and scored by a selection committee established by MCH. This committee may include members outside of the MCH, including community and stakeholders. The scoring of applications will be based on a rubric that accounts for how well the application satisfies the elements established under this RFA.

1. **Scoring** – Applications will be evaluated on the following criteria and relative weights:

<u>Factor</u>	<u>Points Possible</u>
1. Qualifications, experience, and capacity of the applicant, in general; and capacity of staff to implement proposed plan.	30
2. Previous experience with similar projects and familiarity with grant coordination and implementation	25
3. Project plan is clear and will meet the needs of MCH as outlined within the RFA	30
4. Itemized budget provided and is reasonable for delivery of services	15
TOTAL POSSIBLE POINTS	100

F. Award Administration Information

Any grant awarded under this RFA is subject to the terms and conditions imposed by the HRSA PMHCA funding award. Award is also subject to State of Wyoming contracting and vendor management requirements.

G. Agency Contacts

Questions regarding this RFA may be submitted to Megan Selheim, Youth and Young Adult Health Program Manager at megan.selheim@wyo.gov.

H. Right to Amend or Withdraw

At all times, the MCH reserves the right to amend or withdraw this RFA. In the event the MCH substantially changes application criteria and an applicant has already submitted an application, the MCH will provide the applicant notice of the change and an opportunity to supplement the application, as necessary.

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