

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
Office of Student Wellness  
101 PLEASANT STREET  
CONCORD, NEW HAMPSHIRE 03301

**System of Care Expansion and Sustainability Cooperative  
Agreements Evaluator**

**REQUEST FOR INFORMATION  
RFI #OSW 2016-1**

**Deadline for Receipt of Information:** 4:00pm March 31, 2016

Information Inquiries: All questions about this Request for Information (RFI) should be submitted in writing by e-mail or fax (include your fax number) to:

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The deadline for receipt of Inquiries is 4:00pm, Thursday, March 31, 2016. Inquiries must begin with the heading "**System of Care Expansion and Sustainability Cooperative Agreement Evaluator.**" The Department of Education (NHDOE) will address inquiries received by the deadline, in writing, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline to all who submitted inquiries. In addition, any modifications to the specifications contained in this RFI shall be made only in writing by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be posted on the New Hampshire Department of Education website ([www.education.nh.gov](http://www.education.nh.gov)). Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (State).

All advisory committees are encouraged to distribute this Request for Information (RFI) to any/all qualified individuals/organizations.

**Grant Award:** If awarded the SOC grant, the Department of Education (NHDOE) expects to award a nineteen (19) month contract starting January 1, 2017 or upon Governor & Council approval, whichever is later, to the successful applicant, with the option to review for two (2) additional years (October 1, 2018 through September 30, 2020) if services are determined to be satisfactory and submission and acceptance of an evaluation/summary of activities completed during the previous year. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall be determined based on grant award, but not to exceed 15% of the total grant award.

## Purpose and Priorities

The purpose of this RFI is to seek information and bids from individuals, agencies, or organizations to provide comprehensive project evaluation of the **"System of Care (SOC) Expansion and Sustainability Cooperative Agreement"**. The NH Department of Education is applying for this grant by the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA). The purpose is to systematically assess the ongoing status of the SOC grant by providing timely information for creating strategic plans, measuring progress, and keeping the project focused on the overall objectives. Specifically, the successful applicant will be responsible for contributing to and ensuring the successful local and regional implementation effort through process and outcome data collection and regular feedback of information. The project evaluation must be designed to determine achievement of the goals, objectives and outcomes of the grant and if adjustments need to be made to the project. Specifically, the project evaluator will ensure that NH Department of Education (NHDOE) and Seven (7) Local Education Agencies (LEAs) data goals are being met and will coordinate all data collection and implementation strategies among the SEA and the three (3) regions across the state. The project evaluator will collect and submit all data to ensure efficient and confident transfer of all data and execution of data analyses and interpretation. The project evaluator will support the NHDOE and the seven local school districts in authoring manuscripts for peer-reviewed publications and presentations of project findings. Priority will be given to Institutes of Higher Learning with an Institutional Review Board (IRB).

The project evaluator will provide consult and support to the NHDOE, NH Department of Health and Human Services, the seven local school districts and three regions in the state to discuss progress on evaluation efforts and ensure that the evaluation team is meeting SOC requirements. The successful bidder will describe the evaluation planning process, including but not limited to how data will be collected, reported, and analyzed for the required local performance measures and *Government Performance and Results Act (GPRA)*; and how the project evaluation will support data-driven decision-making with the goal of a continuous improvement process. The evaluation plan must describe the specific strategies used to implement both process and outcome evaluations. The project evaluation must include plans for collecting the data on the required performance measures and GPRA.

**Contract Period:** If awarded the SOC grant, the Department of Education (NHDOE) expects to award a nineteen (19) month contract starting January 1, 2017 or upon Governor & Council approval, whichever is later, to the successful applicant, **with the option to review for two (2) additional years (October 1, 2018 through September 30, 2020) if services are determined to be satisfactory** and submission and acceptance of an evaluation/summary of activities completed during the previous year. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall be determined based on grant award but not to exceed 15% of the total grant award.

## 1.0 SERVICES TO BE PROVIDED

1.1 The successful applicant will develop and implement an evaluation plan for collecting and reporting data as required by PMs and GPRA. The successful applicant's comprehensive evaluation plan will outline method(s)/process(s) for collecting, management, analysis, and reporting data for the population served by the infrastructure program. Specifically, the evaluation plan will:

- Support the NHDOE to report quarterly on the following performance measures
  - The number of policy changes completed as a result of the grant
  - The number of organizations or communities implementing mental health-related services as a result of the grant
  - The number of youth/family members/peers who provide mental health-related services as a result of the grant.
  - The number of agencies/organizations that entered into formal written inter/intra organizational agreements (e.g. MOUs/MOAs) to improve mental health-related practices/activities as a result of the grant
  - The number of individuals contacted through program outreach efforts
  - The number of individuals referred to mental health or related services

- For services, evaluator will be expected to report on the following performance measures:
  - Mental illness symptomatology
  - Employment/education
  - Crime and criminal justice
  - Stability in housing- access, i.e., number of persons served by age, gender and ethnicity
  - Rate of readmissions to psychiatric hospitals
  - Social support/social connectedness
  - Client perception of care
- Collect data on the following specific outcomes questions:
  - What was the effect of intervention on key outcome goals?
  - What program/contextual/cultural/linguistic factors were associated with outcomes
  - What individual factors were associated with outcomes, including race/ethnicity/sexual identity (sexual orientation/gender identity)?
  - How durable were the effects?
- Collect data on the following process questions:
  - How closely did the implementation match the plan?
  - What types of changes were made to the originally proposed plan?
  - What types of changes were made to address behavioral health disparities, including the use of National CLAS standards?
  - What led to the changes in original plan?
  - What effect did the changes have on the planned intervention and performance assessment?
  - Who provided (program staff) what services (modality, type, intensity, duration), to who (individual characteristics), in what context (system, community), and at what cost (facilities, personnel, dollars)?
- Include or outline a process for developing NHDOE, local districts and regions required/requested specific tools and surveys that will be used to collect data related to project outcomes. Tools and surveys must adhere to National Culturally and Linguistically Appropriate Services (CLAS) Standards.
- Inform continuous quality improvement through CANS – MH data, use of state performance measures, and GPRA data.
- Provide aggregate data back to participating schools and the Core Management Team in each LEA and regional teams on a regular basis to inform mid-course corrections in implementation of Evidence Based Practices.
- Include an established tracking system to guide school behavioral health staff to conduct follow-up assessments and will use evaluation reports to monitor program implementation and improve processes as needed.
- Provide technical assistance to seven LEAs and providers in participating schools from the evaluation team to integrate GPRA data collection into their electronic health record (EHR), when applicable, and into their typical student and system data collection procedures.
- Collect information from various information systems that collect and report state education outcome data on bullying, suspensions, and expulsions, and other data points as needed.
- Support seven LEAs in collecting Youth Risk Behavior Survey data throughout the SOC effort.
- Provide technical assistance to seven LEAs and providers in participating schools around meeting, assessment process, and school behavioral health services to be provided to students, youth and families.
- Provide technical assistance to seven LEAs in method(s)/process(s) for obtaining consent for participation and HIPAA authorization to participate in the evaluation and obtainment of transfer data from each youth/caregiver.
- Provide sample/template information for seven LEAs and providers to use/share with youth/caregivers about the evaluation, the purpose of, degree of participation needed, potential risks and benefits of participation, confidentiality of the data and all other issues related to informed consent.
- Process for obtaining IRB approval for consent, HIPAA, and disclosure forms prior to the start of the evaluation effort.

- Provide sample consent form and assent form that detail the study procedures, risks and benefits, alternatives to treatment, and participation rights and confidentiality.
- Providing security of data both electronically and in hard copy format.

1.2 The successful applicant will provide a timeline for the 4 year contract period that includes when goals and objectives will be accomplished, and when all activities will begin and end based on the SOC grant. This timeline must include the activities that will be implemented; the resources that will be used to implement them, and the expected outcome(s) of each activity. All documents used in technical assistance activities must be submitted to the SOC Project Director prior to dissemination. All documents created shall be the property of the SOC SEA grant.

1.3 The successful application will include a detailed plan for evaluating the overall effectiveness of the SOC in meeting the grant's objectives. The plan will describe the method used to collect and analyze data specific to goals, objectives, activities and outcomes as part of an on-going measure of the effectiveness of this initiative. The method should include a description of how the results of the evaluation will inform decisions regarding possible revisions to the overall model or any of its components, e.g., training, staffing, materials, implementation, etc. The evaluation plan should take into account existing data, data to be collected in forthcoming survey administrations, and other sources of data that can provide convergent evidence of the efficacy of the project in developing, supporting, and evaluating improvement strategies. The plan will also include process assessment that evaluates the SOC increase in collaboration, coordination, and sharing across agencies serving children, youth, adolescents, and their families and will examine the approaches that facilitate or inhibit such collaboration at the state and local level.