

Concept Paper: Coordinated Intake and Referral for Home Visiting Services

OVERVIEW

On November 13th, the New York City (NYC) Department of Health and Mental Hygiene (DOHMH) released a concept paper proposing a forthcoming Request for Proposals (RFP). This RFP would fund one eligible organization in each NYC borough to operate a coordinated intake and referral (CI&R) system for maternal and child home visiting services.

The goal of this program is to ensure that residents of NYC, particularly those who are Medicaid-eligible or who face significant social, economic, and health challenges, have access to evidence-based or evidence-gathering home visiting services during pregnancy and early childhood. DOHMH intends to award a total of approximately \$30 million over six years to five eligible organizations through this proposed RFP.

The concept paper is available [here](#).

FUNDING

DOHMH anticipates awarding one organization per NYC borough with an approximate annual budget of \$1 million. The payment structure of the contracts is expected to be performance-based. Contracts will last for six years.

ELIGIBLE APPLICANTS

Applicants must be appropriately qualified in the NYC Health and Human Services (HHS) Accelerator System. Only organizations with approved HHS Accelerator Business Application and Service Applications for one or more of the following service areas are eligible to propose:

- Outreach Services
- Caregiver Support
- Case Management
- Child Care
- Parenting Services
- Family Planning
- Pregnancy Services
- Preventive Services

Applicants should also have experience:

- Providing maternal and child health social services and/or nurse home visiting or comparable services to low-income families;
- Collaborating effectively with and demonstrating linkages to other health and human service providers on behalf of low-income families; and
- Implementing community engagement strategies and practices.

PROGRAM COMPONENTS

Awarded organizations will be responsible for implementing, operating, and managing the CI&R system in their assigned borough. This system should use a standardized risk assessment, should centralize client and family intake, and should address the social determinants of health and mental health challenges of clients and families by connecting them to appropriate city and community services.

Awarded organizations will also be responsible for:

- Partnering with community-based organizations that currently deliver home visiting services;
- Working closely with DOHMH, Community Advisory Committee social service agencies, and community-based organizations to guide development and implementation of the CI&R system and provide ongoing output; and
- Conducting data entry and management for the entire process (from receipt of the referral to home visiting program assignment and communication back to the referral source, if authorized).

DOHMH will provide the technology infrastructure, including hardware and software, for system operations and data management and tracking.

APPLICATION

Proposals will be evaluated based on the following:

- Relevant experience;
- Approach to the scope of services;
- Approach to program monitoring;
- Data management and reporting;
- Organizational capacity, including proposed staffing plan; and
- Proposed approach to budget management.

Timeline

Interested parties may submit comments on the proposed RFP until December 26th to RFP@health.nyc.gov with “CI & R Concept Paper” in the subject line. DOHMH will also hold provider conferences to gain feedback from the provider community on CI&R during the following dates/times:

- Monday, November 18th 2pm-4pm at Brownsville Neighborhood Health Action Center (258 Bristol Street, Brooklyn, NY 11212)
- Wednesday, November 20th from 10am-12pm at Tremont Neighborhood Health Action Center (1826 Arthur Avenue, Bronx, NY 10457)

Interested parties may RSVP to either of the conferences by emailing RFP@health.nyc.gov with the attendee name and “CIR RSVP” in the subject line. Only one individual per organization will be permitted to attend.