

Request for Applications

I. General Information

AUSTIN-TRAVIS COUNTY MENTAL HEALTH AND MENTAL RETARDATION CENTER, dba INTEGRAL CARE (“Integral Care” or “Local Authority”) is the Health and Human Services Commission (“HHSC”) designated Local Authority established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and intellectual and developmental disabilities services for the residents of Travis County, Texas. Integral Care receives funding from many different sources that enables it to provide a variety of services for people who have needs related to behavioral health and/or intellectual/developmental disabilities.

Integral Care’s Mission:

To improve the lives of people affected by behavioral health and developmental and/or intellectual challenges.

Integral Care’s Vision:

Healthy Living for Everyone

Pursuant to 25 Texas Administrative Code §412.55 and 40 Texas Administrative Code §412.754, the Local Mental Health Authority has the authority to acquire community services for individuals with behavioral health needs and/or intellectual/developmental disabilities by certain procurement methods. This Request for Applications (RFA) invites and encourages the submission of applications (each, an “Application” and collectively, the “Applications”, and any party submitting an Application, an “Applicant”) from those interested in entering into one or more contracts (each a “Contract” and collectively the “Contracts”) with Integral Care. Each qualified Applicant(s) under this RFA (each a “Successful Applicant” and collectively, the “Successful Applicants”) will be eligible enter into a Contract with Integral Care to provide one or more of the community-based services more specifically described herein in Section VI. (“Services”). The individuals to be served under this arrangement (each, a “Client” and collectively, “Clients”) must always

(a) meet the then-current requirements of the funder of the services, and (b) reside in Travis County, Texas. Designation of an individual as a Client may only be made by the Local Authority, and must be documented in that individual's record.

This RFA invites the submission of Applications from those interested in being considered for a Contract with Integral Care for the purpose of offering Services for (as applicable) to Clients.

II. Eligibility Requirements

To be eligible to receive a Contract with the Local Authority, an Applicant must:

- 1) Demonstrate the ability to provide Services in compliance with Local Authority's Contract requirements; and
- 2) Comply on an ongoing basis with the then-current version of Local Authority's Provider Manual, Attachment B.
- 3) Meet minimum training, educational, licensing and credentialing requirements for Services delivered under this RFA, as described in this RFA.
- 4) Provide official documentation indicating Applicant and, as applicable, each employee of Applicant who will provide Services, has undergone screening for tuberculosis within the prior year and thereafter complete such screening on an annual basis. Furthermore, Applicant shall follow Local Authority's policies and procedures for further requirements if screening results in a positive reading.
- 5) Notwithstanding the above, Applicants must be eligible or registered to do business in Texas. In any situation where a consortium of providers plans to submit a single Application in response to this RFA, a single entity responsible for Services must be identified to be the party to the Contract, and must demonstrate, to the Local Authority's reasonable satisfaction, the ability to manage funds.

III. Required Provider Training

In order to be eligible to provide Services under a Contract with Integral Care, a Successful Applicant is required to, among other things, successfully complete mandatory training in 1.) Client Rights, Abuse,



Neglect, Exploitation, Client Grievance, 2.) HIPAA/Confidentiality, 3.) Infection Control, 4.) Corporate Compliance, 5.) Non-violent Verbal Crisis Intervention, 6.) Physical Protection and Restraint Skills (for applicants providing IDD and/or YES Waiver services), 7.) CPR, and 8.) Standard First Aid. There is a \$41.50 charge for CPR/Standard First Aid payable at the time the class is taken if this class is taken at Integral Care. The applicant does not have to take this class at Integral Care, but the CPR and Standard First Aid classes the applicant takes must be affiliated with either the American Heart Association and/or American Red Cross. Successful Applicants providing services through the Child and Family Services Managed Service Organization are also required to complete training in the Child and Family Team process. Additionally, Successful Applicants applying to provide YES Waiver Services are required to complete YES Waiver specific training and Wraparound Training for YES Waiver Providers.

Information on options for completing these trainings, as well as information on any additional training requirements specific to the Service(s), is available in the Verification Checklist forms and may also be sent to the Applicant once the Application has been received and processed.

Successful Applicants who receive a Contract must complete annual refresher training in Client Rights, Abuse, Neglect, Exploitation, Client Grievance, HIPAA/Confidentiality, Infection Control, Corporate Compliance, Non-violent Verbal Crisis Intervention, and Physical Protection and Restraint Skills (for applicants providing IDD and/or YES Waiver services). Refresher training can be completed in class at Integral Care or by accessing Integral Care's web-based training. Successful Applicants must maintain current certification in CPR and First Aid at all times. Integral Care will not accept CPR, First Aid, Non-violent Verbal Crisis Intervention, and Physical Protection and Restraint Skills courses completed online. **Proof of completion of refresher training must be submitted by the Successful Applicant annually, as requested by Integral Care, and at the time of Contract renewal.**

IV. Responsibilities

Local Authority Responsibilities

The Local Authority will ensure provision of service coordination/case management and facilitate a Client's selection of Service providers, authorize Services, review claims and pay for appropriate, authorized Services rendered by the Service providers in its network. The Local Authority is also responsible for utilization management and quality assurance. The Local Authority ensures that contracted Services addressing Client needs are provided as required by Texas Health and Human Services Commission (HHSC), and other funders. The Local Authority does not guarantee that any referrals will be made to any service provider within its network of providers.

Service Provider Responsibilities

Each Successful Applicant must submit all original documentation reflecting Service provision and will maintain additional secondary records regarding treatment and/or Services rendered to Clients, and allow the Local Authority access to such records upon request. Each Successful Applicant is required to comply with all state and federal laws regarding the confidentiality of Clients' records and nondiscrimination. Successful Applicants providing Services will actively assist in the disbursement of Client and advocate satisfaction surveys, and will obtain prior authorization, provide acceptable levels of care, and maintain acceptable levels of liability insurance, and appropriate licenses and accreditations. Each Successful Applicant also agrees that its name, contact information and certain other pertinent information may be used, along with a description of its facilities, care, and services, in any information distributed by the Local Authority listing its Service providers. Successful Applicants must comply with the rules and standards adopted under Section 534.052 of the Texas Health and Safety Code, applicable local, state, and federal laws, rules and regulations, and the applicable contract between the Local Authority and HHSC and/or any other funding entity, as applicable.

V. Instructions for Submission of Applications

To facilitate and ensure an objective review, Applicants must follow the instructions below Application submission. Integral Care expressly reserves the right not to evaluate any Application that is not submitted according to the instructions below.

The following six attachments are provided to assist in the application process:

Attachment A: Key Persons List

Attachment B: Local Authority's Provider Manual

Attachment C: Local Authority's Bars to Employment/Contracting

Attachment D: E-Verify Information

Attachment E. Acronyms Glossary

Attachment F: Safe Driving Standard: Poor Driver Guidelines

Applicants must submit the completed Application with all required attachments online via the appropriate form (e.g. Application for Individuals or Application for Organizations).

Applications will be processed upon receipt. In the future, other open enrollment periods for various services may be announced to ensure availability of adequate numbers of Service providers to meet the volume of demand for those services.

False statements or information provided by an Applicant may result in disqualification from or termination of enrollment into the network. The Local Authority reserves the right to reject any and all Applications, to waive technicalities, and to accept any advantages deemed beneficial to the Local Authority and the Clients.

Each Applicant is responsible for ensuring that documents for potential enrollment are submitted completely and on time. The Local Authority expressly reserves the right not to evaluate any enrollment documents that are incomplete or late. Any attached form(s) must be completed by each Applicant to be considered for possible enrollment in the network.

Each Application shall be subject to disclosure as provided by the Texas Public Information Act, Chapter 552 of the Texas Government Code, and any other applicable laws, rules and/or regulations. Applicants must clearly identify any claimed trade secrets and confidential information contained in the Application.

VI. Services/Rates

Applicant agrees that, if chosen to receive a Contract, it will accept the fees listed below as payment in full for approved Services contained within the Contract. Successful Applicants shall ONLY submit a claim or bill or collect compensation from Local Authority for any Service for which it has submitted an Application, been approved, and given a Contract to provide. Applicant agrees that compensation for providing services not covered by its approved Application and Contract will be solely between the Client and the Applicant. The Client must be informed in writing of his/her obligation to pay for services not included in Applicant’s approved Application and Contract before they are provided, and that the Local Authority is not responsible for payment for such services.

Behavioral Health Services (Adult)	Service Type	May be Provided By	Rate
Psychological Testing and Evaluation (PhD)	Licensed or Professional	Individuals or Organizations	\$75.00 per hour with a maximum of five (5) hours

Behavioral Health Services (Licensed Home Health Agency)	Service Type	May be Provided By	Rate	Additional Rate Information
Home Health Aide	Licensed or Professional	Organizations Only	\$40.00 per hour	Rates apply to Services received by uninsured Clients
Skilled Psychiatric Nursing (RN) Comprehensive Assessment	Licensed or Professional	Organizations Only	\$130.00 per assessment	Rates apply to Services received by uninsured Clients
Skilled Psychiatric Nursing (RN) Visit	Licensed or Professional	Organizations Only	\$120.00 per visit	Rates apply to Services received by uninsured Clients

Texas Health and Human Services Commission (HHSC) Services for Adults & Children	Service Type	May be Provided By	Rate
Group Counseling CBT (Adults)	Licensed or Professional	Individuals or Organizations	\$14.81 per hour per person up to a maximum of 8 covered individuals per group
Group Counseling CBT (Children/Adolescents)	Licensed or Professional	Individuals or Organizations	\$15.46 per hour per person up to a maximum of 8 covered individuals per group
Individual Counseling CBT (Adults)	Licensed or Professional	Individuals or Organizations	\$41.08 per hour
Individual Counseling CBT (Child/Adolescent)	Licensed or Professional	Individuals or Organizations	\$43.15 per hour

Child and Family Services (CFS, Children’s Partnership, Youth and Family Assessment Center, Travis County Family Drug Treatment Court)	Service Type	May be Provided By	Rate	Additional Rate Information
Advocacy	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
After-School Group Supports	Non-Traditional	Individuals or Organizations	\$15.00 per person per hour	N/A
Animal Assisted Therapy – Equine EAGALA Certified	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Animal Assisted Therapy – Equine PATH Certified	Licensed or Professional	Individuals or Organizations	\$72.00 per hour	\$77.00 per hour if services provided in a language other than English
Animal Assisted Therapy – Pet Therapy	Licensed or Professional	Individuals or Organizations	\$50.00 per hour	\$55.00 per hour if services provided in consumer’s home and/or in a language other than English
Aquatic Therapy	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	\$70.00 per hour per hour if services provided in consumer’s home

				and/or in a language other than English
Art Therapy	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Audiology	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	\$70.00 per hour per hour if services provided in consumer's home and/or in a language other than English
Behavioral Aide	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour per hour if services provided in a language other than English
Behavioral Support/Therapy	Licensed or Professional	Individuals or Organizations	\$75.00 per hour	N/A
Camp (Full-Day)	Non-Traditional	Individuals or Organizations	\$90.00 per day	N/A
Case Management	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Counseling Individual/Family	Licensed or Professional	Individuals or Organizations	\$70.00 per hour	\$75.00 per hour per hour if services provided in consumer's home and/or in a language

				other than English
Counseling, Group	Licensed or Professional	Individuals or Organizations	\$17.00 per hour per person up to a maximum of 7 covered individuals per group	N/A
Crisis Support	Non-Traditional	Individuals or Organizations	\$25.00 per hour	N/A
Dance/Movement Therapy	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Dietary Services	Licensed or Professional	Individuals or Organizations	\$55.00 per hour	\$60.00 per hour if services provided in consumer's home and/or in a language other than English
EDMR Therapy	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Employment Assistance	Non-Traditional	Individuals or Organizations	\$22.00 per hour	\$27.00 per hour if services provided in a language other than English
Family Mentoring	Non-Traditional	Individuals or Organizations	\$30.00 per hour	\$35.00 per hour per hour if services

				provided in a language other than English
Family Partner (must be or have been the primary caregiver to a child diagnosed with a Severe Emotional Disturbance)	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour per hour if services provided in a language other than English
Individual Mentoring	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Life Skills Training	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Massage Therapy	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	\$70.00 per hour per hour if services provided in consumer's home and/or in a language other than English
Music Therapy	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Nursing (RN)	Licensed or Professional	Individuals or Organizations	\$60.00 per hour	\$65.00 per hour if services provided in consumer's home and/or in a language other than English

Occupational Therapy	Licensed or Professional	Individuals or Organizations	\$80.00 per hour	\$85.00 per hour if services provided in consumer's home and/or in a language other than English
Parent Coaching (Bachelor's Level Curriculum Based Certification)	Licensed or Professional	Individuals or Organizations	\$40.00 per hour	\$45.00 per hour per hour if services provided in consumer's home and/or in a language other than English
Parent Coaching (Non-Curriculum Based)	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Physical Therapy	Licensed or Professional	Individuals or Organizations	\$80.00 per hour	\$85.00 per hour if services provided in consumer's home and/or in a language other than English
Play Therapy	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Pro-Social Skills Acquisition Group (Curriculum Based)	Non-Traditional	Individuals or Organizations	\$22.00 per hour, per person, up to 6 people per group	N/A

Psychological Counseling/Therapy (PhD)	Licensed or Professional	Individuals or Organizations	\$80.00 per hour	\$85.00 per hour per hour if services provided in consumer's home and/or in a language other than English
Recreation Therapy	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	\$70.00 per hour if services provided in a language other than English
Respite Level I – Hourly	Non-Traditional	Individuals or Organizations	\$13.00 per hour	\$18.00 per hour if services provided in a language other than English
Respite Level I – Daily	Non-Traditional	Individuals or Organizations	\$130.00 per day	\$135.00 per day if services provided in a language other than English
Respite Level II – Hourly	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Speech Therapy	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	\$70.00 per hour per hour if services provided in consumer's home and/or in a language other than English

Supported Employment	Non-Traditional	Individuals or Organizations	\$22.00 per hour	\$27.00 per hour if services provided in a language other than English
Team Meeting	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Therapeutic Parent Coaching	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	\$70.00 per hour per hour if services provided in consumer's home and/or in a language other than English
Trauma Informed Therapy	Licensed or Professional	Individuals or Organizations	\$85.00 per hour	N/A
Tutoring	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Other Evidence-Based Therapy (must specify in application)	Licensed or Professional	Individuals or Organizations	\$65.00-\$85.00 per hour	\$70.00-\$85.00 per hour if services provided in consumer's home and/or in a language other than English

Child and Family Services (Early Childhood Intervention Services)	Service Type	May be Provided By	Rate	Additional Rate Information
Audiology	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	N/A
Behavioral Support/Therapy	Licensed or Professional	Individuals or Organizations	\$75.00 per hour	N/A
Counseling (Individual/Family)	Licensed or Professional	Individuals or Organizations	\$75.00 per hour	N/A
Dietary Services	Licensed or Professional	Individuals or Organizations	\$55.00 per hour	N/A
Non-Certified Applied Behavioral Analysis (ABA) Support	Non-Traditional	Individuals or Organizations	\$25.00 per hour	N/A
Nursing (RN)	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	N/A
Occupational Therapy	Licensed or Professional	Individuals or Organizations	\$80.00 per hour	N/A
Physical Therapy	Licensed or Professional	Individuals or Organizations	\$80.00 per hour	N/A
Speech Therapy	Licensed or Professional	Individuals or Organizations	\$65.00 per hour	N/A

Child and Family Services (Youth Empowerment Services Waiver)	Service Type	May be Provided By	Rate	Additional Rate Information
Animal Assisted Therapy – Equine EAGALA Certified	Licensed or Professional	Individuals or Organizations	\$77.44 per hour	N/A
Animal Assisted Therapy – Equine PATH Certified	Licensed or Professional	Individuals or Organizations	\$77.44 per hour	N/A
Animal Assisted Therapy – Pet Therapy	Licensed or Professional	Individuals or Organizations	\$77.44 per hour	N/A
Art Therapy	Licensed or Professional	Individuals or Organizations	\$77.44 per hour	N/A
Community Living Supports (Bachelors)	Non-Traditional	Individuals or Organizations	\$25.00 per hour	\$30.00 per hour if services provided in a language other than English
Community Living Supports (Masters)	Non-Traditional	Individuals or Organizations	\$33.00 per hour	\$38.00 per hour if services provided in a language other than English
Dietary Services	Licensed or Professional	Individuals or Organizations	\$55.28 per hour	N/A
Employment Assistance	Non-Traditional	Individuals or Organizations	\$22.00 per hour	N/A
Family Supports (Must be or have been the primary caregiver to a child diagnosed with a Severe	Non-Traditional	Individuals or Organizations	\$24.00 per hour	N/A

Emotional Disturbance)				
In-Home Respite	Non-Traditional	Individuals or Organizations	\$16.00 per hour	N/A
Music Therapy	Licensed or Professional	Individuals or Organizations	\$77.44 per hour	N/A
Out-of-Home Respite – Accredited Full-Day Camp	Licensed or Professional	Organizations Only	Not to exceed \$9.84 per hour	N/A
Out-of-Home Respite – DFPS Licensed General Residential Operational (GRO) Facility	Licensed or Professional	Organizations Only	\$115.00 per day	N/A
Out-of-Home Respite – DFPS Residential Childcare – Child Placing Agency	Licensed or Professional	Organizations Only	\$67.98 per day	N/A
Out-of-Home Respite – DFPS Residential Childcare – Foster Family	Licensed or Professional	Individuals or Organizations	\$88.62 per day	N/A
Out-of-Home Respite – Licensed Childcare Center	Licensed or Professional	Organizations Only	\$5.32 per hour (ages 3-5), \$5.17 per hour (ages 6 and older)	N/A
Out-of-Home Respite – Licensed Childcare Center (TRSP Certified)	Licensed or Professional	Organizations Only	\$5.61 per hour (ages 3-5), \$5.54 per hour (ages 6 and older)	N/A
Out-of-Home Respite – Licensed Childcare Home	Licensed or Professional	Individuals or Organizations	\$4.90 per hour (ages 3-5), \$4.86 per hour (ages 6	N/A

			and older)	
Out-of-Home Respite – Licensed Childcare Home (TRSP Certified)	Licensed or Professional	Individuals or Organizations	\$5.62 per hour (ages 3-5), \$5.17 per hour (ages 6 and older)	N/A
Out-of-Home Respite – Registered Childcare Home	Licensed or Professional	Individuals or Organizations	\$4.75 per hour (ages 3-5), \$3.83 per hour (ages 6 and older)	N/A
Out-of-Home Respite – Registered Childcare Home (TRSP Certified)	Licensed or Professional	Individuals or Organizations	\$4.99 per hour (ages 3-5), \$4.08 per hour (ages 6 and older)	N/A
Paraprofessional Services	Non-Traditional	Individuals or Organizations	\$24.00 per hour	N/A
Recreation Therapy	Licensed or Professional	Individuals or Organizations	\$77.44 per hour	N/A
Supported Employment	Non-Traditional	Individuals or Organizations	\$22.00 per hour	N/A
Supported Family Based Alternatives – Child Placing Agency	Licensed or Professional	Organizations Only	\$67.98 per day	N/A
Supported Family Based Alternatives – Foster Family	Licensed or Professional	Individuals or Organizations	\$69.25 per day	N/A

Intellectual and Developmental Disabilities (IDD) Services	Service Type	May be Provided By	Rate
Audiology	Licensed or Professional	Individuals or Organizations	\$65.00 per hour
Behavior Support/Therapy	Licensed or Professional	Individuals or Organizations	\$69.00 per hour
Community Support	Non-Traditional	Individuals or Organizations	\$16.00 per hour
Community Support – Bill Payer	Non-Traditional	Organizations Only	\$81.00 per month
Community Support – Representative Payee	Non-Traditional	Organizations Only	\$141.00 per month
Community Support – Representative Payee and Bill Payer Combination	Non-Traditional	Organizations Only	\$175.00 per month
Day Habilitation	Non-Traditional	Organizations Only	LON 1: \$22.18 per day, LON 5: \$24.69 per day, LON 8: \$29.88 per day, LON 6: \$40.28 per day, LON 9: \$133.91 per day
Dental Services	Licensed or Professional	Individuals or Organizations	Maximum of \$1,000.00 per individual per individual plan of care year

Dietary Services	Licensed Professional or	Individuals or Organizations	\$55.00 per hour
Occupational Therapy	Licensed Professional or	Individuals or Organizations	\$80.00 per hour
Physical Therapy	Licensed Professional or	Individuals or Organizations	\$80.00 per hour
Psychological Counseling/Therapy (PhD)	Licensed Professional or	Individuals or Organizations	\$75.00 per hour
Psychological Testing and Evaluation (PhD)	Licensed Professional or	Individuals or Organizations	\$75.00 per hour with a maximum of five (5) hours
Respite, hourly	Non-Traditional	Individuals or Organizations	\$8.50 per hour
Respite, daily	Non-Traditional	Individuals or Organizations	\$85.00 per day
Speech Therapy	Licensed Professional or	Individuals or Organizations	\$70.00 per hour
TXHML Transportation	Non-Traditional	Individuals or Organizations	\$16.00 per hour

Substance Use Services (SAMSO)	Service Type	May be Provided By	Rate
Acu-detox	Licensed or Professional	Individuals or Organizations	\$25.00 per treatment
Alcohol/Drug Addiction Evaluation and Management (Residential Setting)	Licensed or Professional	Organizations Only	\$300.00 per day
Group Psychotherapy	Licensed or Professional	Individuals or Organizations	\$19.00 per person per hour
Intensive Outpatient Services	Licensed or Professional	Organizations Only	\$119.00 per day
Intensive Residential Treatment	Licensed or Professional	Organizations Only	\$190.00 per day
Medication Assisted Therapy	Licensed or Professional	Organizations Only	\$17.00 per day for methadone bundled treatment, \$24.00 per day for buprenorphine bundled treatment
Observation Services	Licensed or Professional	Organizations Only	\$225.00 per day
Other Adjunctive Therapies	Licensed or Professional	Individuals or Organizations	\$15.00-\$65.00 per hour or per treatment depending on therapy modality
Preventative Medicine Group Counseling	Licensed or Professional	Organizations Only	\$19.00 per person per hour

Psychiatric Diagnostic Evaluation – No Medical	Licensed Professional or	Individuals or Organizations	\$48.00 each
Psychiatric Diagnostic Evaluation – With Medical	Licensed Professional or	Individuals or Organizations	\$48.00 each
Psychotherapy Over 53 Minutes	Licensed Professional or	Individuals or Organizations	\$51.00 each
Residential Treatment, Level II	Licensed Professional or	Organizations Only	\$125.00 per day
Residential Treatment (women accompanied by dependent child(ren))	Licensed Professional or	Organizations Only	\$178.00 per day
Self-Help/Peer Services	Non-Traditional	Individuals or Organizations	\$25.00 per hour
Self-Help/Peer Services, Group	Non-Traditional	Individuals or Organizations	\$25.00 per hour
Supported Residential Treatment (High Risk Alcohol/Drug Treatment)	Licensed Professional or	Organizations Only	\$100.00 per day
Transitional Housing	Non-Traditional	Individuals or Organizations	\$31.00 per day
Transitional Housing (women accompanied by dependent child(ren))	Non-Traditional	Individuals or Organizations	\$60.00 per day

Attachment A: Key Persons List

Key Persons List – January 12, 2017

Name	Title	Business Address	Business Phone #
James G. Baker, MD	Systems Chief Medical Officer	1430 Collier St. Austin, TX 78704	(512) 440-4000
Marlon Ball	Director of MIS	1430 Collier St. Austin, TX 78704	(512) 440-7725
Mesha Barnes	Executive Manager	1430 Collier St. Austin, TX 78704	(512) 440-4031
Sherry Blyth	Director of Practice Management	1430 Collier St. Austin, TX 78704	(512) 472-4357
Lesa Brown-Valades	Associate Director of Utilization Management	1700 S. Lamar Blvd., Austin, TX 78751	(512) 703-1332
Dianne Burditt	Business Manager	5225 N. Lamar Blvd., Austin, TX 78751	(512) 483-5863
Darilynn Cardona-Beiler	Director of Practice Management	1430 Collier St. Austin, TX 78704	(512) 440-5052
Kathleen Casey	Director of Practice Management	1430 Collier St. Austin, TX 78704	(512) 445-7771

Kurt Cousins, MD	Psychiatric Team Lead	1430 Collier St. Austin, TX 78704	(512) 440-7749
David L. Evans	Chief Executive Officer	1430 Collier St. Austin, TX 78704	(512) 440-4031
Craig Franke, MD	Psychiatric Services Medical Director	1430 Collier St. Austin, TX 78704	(512) 804-3828
Rodney Guinn	Director of Human Resources	1430 Collier St. Austin, TX 78704	(512) 445-7764
Dawn Handley	Chief Operations Officer	1430 Collier St. Austin, TX 78704	(512) 804-3492
Frances Irwin	Resource Development Officer	1430 Collier St. Austin, TX 78704	(512) 440-4051
Nancy Jones	Credentialing Coordinator	1700 S. Lamar Blvd. Austin, TX 78704	(512) 445-7787
Christine Laguna	Practice Manager	5015 South IH-35, Suite 200 Austin, TX 78744	(512) 804-3227
Lisa Ott Laky	General Counsel	1430 Collier St. Austin, TX 78704	(512) 440-4016
Louise F. Lynch	Provider Network & Authority Officer	1430 Collier St. Austin, TX 78704	(512) 445-7731
Brooke Martin	Director of Operations	1430 Collier St. Austin, TX 78704	(512) 804-3496
Karissa Morton	Health Informatics Coordinator	1430 Collier St. Austin, TX 78704	(512) 445-7743

Melody Moscal	Quality Management Program Manager	1700 South Lamar Blvd. Austin, TX 78704	(512) 440-4049
Beth O'Neal	Practice Administrator	403 E. 15 th Street Austin, TX 78701	(512) 804-3391
Melody Palmer-Arizola	Practice Administrator	2410 E. Riverside Dr., Suite G-3 Austin, TX 78741	(512) 804-3055
Ellen V. Richards	Chief Strategy Officer	1430 Collier St. Austin, TX 78704	(512) 440-4083
Hugh Simmons	Director of Child and Family Services	1430 Collier St. Austin, TX 78704	(512) 440-4056
Donna Spencer	Director of Facilities	1700 S. Lamar Blvd. Austin, TX 78704	(512) 445-7724
Sheri Stiffler	Practice Administrator	56 East Avenue Austin, TX 78701	(512) 703-1389
Della M. Thompson	Director of Budget and Financial Analysis	1700 S. Lamar Blvd. Austin, TX 78704	(512) 440-4006
David Weden	Chief Administrative Officer/Chief Financial Officer	1430 Collier St. Austin, TX 78704	(512) 440-4001
Bill Wilson	Director of Practice Management – Clinical Operations	1430 Collier St. Austin, TX 78704	(512) 440-4095
Phyllis Wolf	Ombudsman	1700 S. Lamar Blvd. Austin, TX 78704	(512) 440-4086
Robert T. Chapa, Jr.	Board Secretary/Treasurer	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031

Exalton A. Delco, PhD	Board Member	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031
Richard E. Hopkins	Board Vice Chair	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031
Hal Katz	Board Member	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031
Matthew Snapp, PhD	Board Chair	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031
Vincent Torres	Board Member	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031
Tom Young	Board Member	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031
Guadalupe Zamora, MD	Board Member	P.O. Box 3548 Austin, TX 78764-3548	(512) 440-4031

Attachment B: Local Authority's Provider Manual

To access the most up-to-date version of the Provider Manual, please access the following link:

http://www.integralcare.org/sites/default/files/provider_manualjune_2017.pdf

Attachment C: Local Authority's Bars to Employment/Contracting

The names of all Integral Care prospective employees and contract providers are cleared through a pre-employment/contracting criminal history and registry clearance. The clearance will search data from the Texas Department of Public Safety, the U.S. Department of Health and Human Services Office of the Inspector General (OIG) List of Excluded Individuals, the DADS Nurse Aide Registry and Employee Misconduct Registry, and the DSHS Client Abuse and Neglect Reporting System ("CANRS"). Additionally, a Federal Bureau of Investigation (FBI) fingerprint clearance is conducted for those individuals who have resided outside the state of Texas within the two years immediately prior to the Application date. A conviction for any of the offenses listed below is a bar to employment with and to providing services under a Contract with Local Authority:

- Kidnapping and unlawful restraint (Penal Code, Chapter 20);
- Criminal homicide (Penal Code, Chapter 19);
- Indecency with a child (Penal Code, §21.11) or continuous sexual abuse of young child or children (Penal Code, §21.02);
- Sexual assault (Penal Code, §22.011);
- Aggravated assault (Penal Code, §22.02);
- Injury to a child, elderly individual, or disabled individual (Penal Code, §22.04);
- Abandoning or endangering a child (Penal Code, §22.041);
- Aiding suicide (Penal Code, §22.08),
- Agreement to abduct from custody (Penal Code, §25.031);
- Sale or purchase of a child (Penal Code, §25.08);
- Arson (Penal Code, §28.02);
- Robbery (Penal Code, §29.02);

- Aggravated robbery (Penal Code, §29.03);
- Indecent exposure (Penal Code, §21.08);
- Improper relationship between educator and student (Penal Code, §21.12);
- Improper photography or visual recording (Penal Code, §21.15);
- Deadly conduct (Penal Code, §22.05);
- Aggravated sexual assault (Penal Code, §22.021);
- Terrorist threat (Penal Code, §22.07);
- Online solicitation of a minor (Penal Code, §33.021);
- Money laundering (Penal Code, §34.02);
- Medicaid fraud (Penal Code, §35A.02);
- Cruelty to animals (Penal Code, §42.09); or
- A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed under this paragraph; and
- A conviction of any of the following offenses during the five years before proposed employment or contract issuance:
 - (A) Assault that is punishable as a Class A misdemeanor or as a felony (Penal Code, §22.01);
 - (B) Burglary (Penal Code, §30.02);
 - (C) Theft that is punishable as a felony (Penal Code, Chapter 31);
 - (D) Misapplication of fiduciary property or property of a financial institution that is punishable as a Class A misdemeanor or felony (Penal Code, §32.45);
 - (E) Securing execution of a document by deception that is punishable as a Class A misdemeanor or a felony (Penal Code, §32.46),
 - (F) False identification as a peace officer (Penal Code, §37.12); or
 - (G) Disorderly conduct (Penal Code, §42.01(a)(7), (8), or (9))

In addition, ATCIC will not enter into a Contract with an Applicant that:

1. Has been convicted of other types of criminal offenses that may be considered a contraindication to contracting with Local Authority, in Local Authority's sole discretion;
2. Is listed as "revoked" in the Nurse Aide Registry;
3. Is listed as "unemployable" in the Employee Misconduct Registry; or
4. Is listed as having a confirmed finding with CANRS.

Attachment D: E-Verify

E-verify is an Internet-based system that allows businesses to determine the eligibility of individuals to work in the United States. Integral Care requires proof of US citizenship and/or other authorization required by law to legally work in the United States. Organizational applicants are required to submit I-9 verification information through the E-verify system on each organizational group member applying for credentialing under the contract. Individuals applying for contracting will be required to show original I-9 documents and sign the I-9 form in person at Integral Care. For a list of acceptable I-9 documents go to: <https://www.uscis.gov/i-9-central/acceptable-documents>. Integral Care will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each prospective individual contractor's Form I-9 to confirm work authorization through the E-verify System.

Attachment E: Acronyms Glossary

CANRS	Client Abuse and Neglect Reporting System
DADS	Department of Aging and Disabilities Services
DARS	Department of Assistive and Rehabilitative Services
DSHS	Department of State Health Services
HHSC	Health and Human Services Commission
IDD	Intellectual and Developmental Disabilities
RFA	Request for Application
YES	Youth Empowerment Services
YFAC	Youth and Family Assessment Center

Attachment F: Safe Driving Standard – Poor Driver Guidelines

These guidelines apply to any Successful Applicant who will drive an automobile that transports Clients as part of any services under a Contract with Integral Care.

If any Successful Applicant has four (4) or more points based on this list, they CANNOT TRANSPORT CLIENTS.

Listed below are guidelines that the Texas Council Risk Management Fund, which provides liability insurance for Integral Care, follows to determine whether someone is a “poor driver” from review of the **motor vehicle record or driver’s record** from the Texas Department of Public Safety (“MVR”). Integral Care follows these guidelines for Successful Applicants who will drive an automobile that transports Clients, whether as part of or incidental to the Contract services.

Based on a point system, a driver with four (4) or more points (as indicated below) is considered a “poor driver.” Please note that if a driver can provide an accident report clearly showing that the driver was not at fault for an accident violation, two points will not be assessed. Applicants who intend to provide services through the Applicant’s employees (“Organizations”) need to request each such employee’s driver record from the Texas Department of Public Safety and review those records against the guidelines above. Applicants who are not Organizations must request their own Texas DPS driver’s record and submit a copy to Integral Care’s Credentialing Department. Here are the guidelines used to determine a “poor driver”:

Guidelines – Based on Citations During the Previous Three (3) Years

At-fault accident	2 points
Moving violation	1 point
<i>No Motor Vehicle Insurance Violation</i>	2 points
Driving while intoxicated (DWI)	4 points
Driving under the influence (DUI)	4 points

Incidents involving BOTH at-fault accident and a moving violation	2 points
Incidents involving <i>No Motor Vehicle Insurance</i> violation and a moving violation on the same day	2 points
Incidents involving BOTH an at-fault accident AND a <i>No Motor Vehicle Insurance</i> Violation	4 points
Drug offense	4 points
All MVRs that come back with a driver's license status of EXPIRED, DENIED, CANCELLED, SUSPENDED, or REVOKED	Automatic Exclusion

For online drive record info from the Texas Department of Public Safety contact:
<http://www.texasonline.state.tx.us/NASApp/txdps/TXDPSLicenseeManager>

(Poor Drive Guidelines Rev. 4/21/05)