

**BIH-RSI Questions from Bidder's Conference
March 6, 2015**

- 1. How can we hire any staff without the funds to cover the salaries. We don't get our allocation until July 1st? We don't have money to cover the salary and benefits until July 1st. (fiscal)**

If LHJs do not have current funds to fill required BIH positions, MCAH-BIH will expect sites to begin the hiring process July 1, 2015. If staff has not been hired by the time the training takes place in June, MCAH-BIH will conduct additional trainings in FY 15-16 for newly hired staff.

- 2. So groups cannot be conducted if we don't have at least 8 women enrolled? Are there any exceptions (ie. multiple deliveries before group 1?)**

Group series' are to consist of no less than 8 women and no more than 12 women per group series. It is expected that the Community Outreach Liaison will recruit enough women to meet this requirement. The primary role of the Community Outreach Liaison is to continuously recruit throughout the year.

- 3. What is the State's expectations with conducting sessions in a culturally competent space.**

All BIH Group sessions should be held in a culturally-affirming environment which is welcoming to all participants. The room should contain items reflecting the African-American culture (e.g., artwork, pictures, posters, African-Inspired fabric that may be used as tablecloths or wall hangings, music, maps depicting originating geographic areas, books, magazines, etc.).

- 4. Is there a minimal percentage of time the BIH Coordinator must be included on the budget?**

BIH Coordinators must be at least .5FTE on the budget per the BIH RSI.

- 5. You're training dates don't make sense. We won't even have staff hired by then. My county will not let me hire staff until we have money to cover these positons, which is July 1st??**

If staff has not been hired by the time the training takes place in June, MCAH-BIH will conduct additional trainings in FY 15-16 to train newly hired staff.

- 6. If the Mental Health Worker is not required until July 1st, but the training is June 23, will other orientations occur in the future?**

If staff has not been hired by the time the training takes place in June, MCAH-BIH will conduct additional trainings in FY 15-16 for newly hired staff.

7. Your answer was not clear regarding if we can use funds for incentives, foods, give-a-ways.

Yes, if additional funding is available through matching Title XIX funds and/or local funds. LHJs are required to match a minimum of 30% Title XIX, if this does not allow a site sufficient funds to purchase food or incentives, then the site may opt to match additional Title XIX and/or utilize local funds to purchase food or incentives.

8. Hello. Is it possible for us to get the PowerPoint emailed to us with the answers to the questions included?

The PowerPoint is posted on the BIH website along with the Q&A document.

9. Is there a form for the position requirement waiver? If so, how do we access it?

No "official" form will be created for those sites requesting a waiver for staff positions. All information related to waivers should be placed on official LHJ letterhead.

10. What will be the closure process for those sites that will no longer be funded to provide BIH services? Is there a proposed timeline for enrolling/no longer enrolling clients?

The BIH State Team is working on a timeline to provide those sites whose funding ends this fiscal year with a process for closing out BIH participants.

11. Please clarify if it is an allowable expense to budget for food and incentives?

Yes, if additional funding is available through matching Title XIX funds and/or local funds. LHJs are required to match a minimum of 30% Title XIX, if this does not allow a site sufficient funds to purchase food or incentives, then the site may opt to match additional Title XIX and/or utilize local funds to purchase food or incentives.

12. Can the PHN conduct the enrollment activities instead of a MHP?

No. Sites may not utilize the PHN to conduct the mental health or intake assessment. The purpose of having the MHP available as participants enroll in the program is to ensure that each participant receives BIH Program information and the intake assessment in a standardized manner. MCAH expects LHJs to ensure that mental health issues raised by participants during the intake process and/or

throughout program participation are addressed specifically by the MHP. The role of the PHN is to address health-related issues for the participant and her baby.