

REQUEST FOR PROPOSALS



Date Issued:

October 1, 2020

Proposals Due:

2:00 PM on
October 29, 2020

Bidders must submit four (4) hard copies in a sealed envelope entitled:

Children Services Medical Info and Related Services Commissioners Office c/o Commissioners Clerk Bev Adzic, 20 S. 2nd Street 4th Floor, Newark, Ohio 43055

NOTE: Four (4) hard copies must be received by the submission date at the address listed above in order to be considered. Faxed or emailed proposals will not be accepted.

Bidders' Conference

2:00 PM
October 14, 2020
Virtual Meeting through
Microsoft Teams

For invite, email
Nathan.Keirns@jfs.ohio.gov

Or:

Join by calling 614.721.2972
Conference Id: 775 695 978#

(If unable to attend virtually,
please contact Nathan Keirns
at Nathan.Keirns@jfs.ohio.gov
or 740.670.8726

Adoption Child Medical Summaries & Medical Information Case Management Services

PURPOSE

Licking County Job and Family Services is currently soliciting proposals to select a vendor to assist in the management of information needed for the adoption of children as well as other child related medical information management. Services include, but are not limited to, establishing time lines, task management, complying with applicable law or rule related to adoptive child information, researching children's medical records and providers, obtaining necessary medical, dental, vision, and other health records, reviewing the health records, compiling records in a fashion needed for the appropriate management of children services medical information, and other duties as it relates to the management of children services medical information.

The vendor will assist Licking County Job and Family Services (LCJFS) with the following medical information management task, including but not limited to:

1. Research, compile information, and complete child medical summaries for adoption.
2. The administrative review and consultation of psychotropic medication for children in the care/custody of Licking County Job and Family Services.
3. Coordinate medical services with managed care (ie, health insurance) providers on behalf of Licking County Job and Family Services and children in custody.
4. Establish and maintain case management systems to monitor, manage, and document routine medical, dental, and vision screenings.
5. Provide general medical oversight and guidance related to the care of children being served by Licking County Job and Family Services.
6. Other medical related information and services needed for the provision of agency services, safety/protection of customers and employees, and related services as needed.

Details regarding services identified above.

1. Child Summaries for Adoption

Child summaries are required to be compiled as part of the adoption process. Medical information may be gathered from a variety of sources, including but not limited to, the child's parent, caregiver, guardian, or other relative or responsible adult familiar with the child's health history; the child (if age appropriate); medical providers; mental health providers; medical records; school personnel and records; County Children and Families First Council; early intervention coordinators; public children services agency (PCSA), private child placing agency (PCPA), or private noncustodial agency (PNA) case records; and other social service agency personnel and records.

To expedite the adoption process, LCJFS is interested in partnering with a qualified provider to research and compile necessary medical information as part of child summaries that are required for adoption finalizations.

Considering the volume of medical information that must be researched, reviewed, and incorporated into the child summary, LCJFS will require these services to be provided by an individual who is, at a minimum, qualified as a Registered Nurse.

Medical information needed for child summaries is guided by rule through the Ohio Administrative Code (OAC). This may include, but is not limited to, the following:

1. OAC 5101:2-38-08 (Child's Education and Health Information)
2. OAC 5101:2-42-66.1 (Comprehensive Health Care for Children in Placement)
3. OAC 5101:2-42-66.2 (Documentation of Comprehensive Health Care for Children in Placement)
4. OAC 5101:2-48-03 (Requirement of Social and Medical History)
5. OAC 5101:2-48-15 (Provision of Information to Prospective Adoptive Parent Matched with a Specific Child)

Each child's medical summary shall contain at least the following, when applicable (additional information may be requested/required by LCJFS):

1. A listing of a child's most recent and current medical, mental health, dental, and other health care providers including early and periodic screening and diagnostic treatment (EPSDT)/Healthchek providers.
2. A record of immunizations and dates of immunizations
3. A record of a child's illnesses, hospitalizations, surgeries, impairments, injuries, and other significant medical problems and dates for each event.
4. A record of physical health examinations and treatment.
5. A record of dental examinations and treatment.
6. A record of vision examinations and treatment.
7. A record of speech and hearing assessments and therapy/treatment.
8. A record of developmental assessments and therapy/treatment.
9. A record of mental health assessments and therapy/treatment.
10. A record of drug screenings, assessments, and therapy/treatment.