

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

REQUEST FOR LETTERS OF INTEREST

***EVIDENCE-BASED PRACTICE
INITIATIVE: OPIOID AND
OTHER SUBSTANCE USE DISORDERS***

January 4, 2022

Valerie L. Mielke, Assistant Commissioner
Division of Mental Health and Addiction Services

TABLE OF CONTENTS

Purpose and Intent	3
Background.....	4
Funding Availability.....	4
Applicant Requirements	4
Proposal Requirements.....	6
Submission Instructions	6

Purpose and Intent

The Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) is issuing a Request for Letters of Interest (RLI) from licensed substance use disorder (SUD) provider agencies to be considered for participation in an *Evidence-Based Practice Initiative* (EBPI), a statewide plan to enhance workforce competence in evidence-based practices (EBPs). In conjunction with other treatments, including medications for SUD, this plan will fulfill two (2) purposes:

1. To improve provider agencies provision of Motivational Interviewing (MI) and Cognitive Behavioral Therapy (CBT); and
2. To improve clinical, direct-care staff skills in practicing therapeutic approaches that ensure outcomes meaningful to the people they serve.

Through the EBPI, provider agencies will fully support staff efforts to provide improved and innovative services that sustain clients' recovery. Provider agencies participating in this initiative may gain the following benefits:

- Strategies for systematically and sustainably implementing MI and CBT within all levels of your organization by incorporating the EBPs as part of your policies, procedures, and workflow, thus contributing to the culture change necessary to accomplish the goals of the EBPI;
- Standardized level of expertise in MI and CBT;
- Increase in the number of qualified staff who support clients' motivation and healthy decision-making;
- Strategic planning for sustaining the EBPI after the initiative at your organization has been completed; and
- Improved outcomes and client satisfaction.

JBS International (JBS), a recognized leader in sustainable change within behavioral health organizations, was chosen by DMHAS through a Request for Proposals process to offer consultation across provider agencies' organizational structure, provide training in MI and CBT, and address policies and practices related to implementation and sustainability of the EBPI.

The EBPI RLI timeline is anticipated as follows:

- January 4, 2022: Release of RLI
- January 24, 2022: Deadline for receipt of Letters of Interest (LOIs) – no later than 4:00 pm EST
- February 14, 2022: Announcement of selected agencies
- February 21, 2022: Technical Assistance Start Date

Background

In the United States, more than 14,500 specialized drug treatment facilities provide counseling, behavioral therapy, medication, case management, and other types of services to persons with SUD (NIDA, 2018). Using the EBPs as part of treatment can enhance clinicians' competency in establishing positive therapeutic relationships with clients. Employing these practices ensures that a treatment plan is developed cooperatively with the person seeking treatment, that the treatment plan is followed, and that the client clearly understands the treatment expectations.

Overdose deaths in New Jersey continue to be a statewide public health problem that impacts too many lives. As the number of people needing treatment for SUD continues to rise, the need for treatment plans that include expert use of the EBPs also becomes exponentially greater. For these reasons, DMHAS' response to the opioid crisis in New Jersey includes this robust plan for provider agency and workforce development in MI and CBT.

Funding Availability

There is no funding to support an agency's participation in the EBPI.

JBS will assume all costs related to the logistics throughout the grant period, including, but not limited to, training space, equipment, marketing, purchase of the EBP copy written training materials, registration and tracking of participants, refreshments, hiring and payment of consultants, and cost of electronic training and consultation tools.

Applicant Requirements

All provider agencies that are licensed in New Jersey to provide SUD treatment to people 18 years and older are eligible to respond to this RLI.

Your submission must indicate that your agency will participate fully in all technical assistance activities designed to ensure that MI and CBT are integrated into your agency's work in the following six (6) key areas:

1. Policies and procedures
2. Workforce development
3. Supervision
4. Workflow
5. Employee recruitment and orientation
6. Admission and termination criteria of clients managing SUD and/or co-occurring mental health disorders

The EBPI requires significant commitment at all levels of an agency including, but not limited to:

- Executive leadership
- Clinical supervisors

- Credentialed, clinical staff
- Non-clinical staff who work directly with clients

Your LOI must include Attachment B, *EBPI Participant Roster*, which will clarify for DMHAS your understanding of the commitment to the mission of this initiative among all levels of staff at every site you propose. Attachment B **will not** count in the 3-page limit of your LOI.

Executive Leadership

- Attendance at a kick-off and end-of-year in-person/virtual meeting
- Participation in an online survey to determine a baseline of your provider agency's current integration of MI and CBT
- Attendance at an in-person/virtual meeting to create a *Readiness Building Plan*
- Attendance at an online introduction to MI
- Participation in weekly meetings to assess ongoing progress

Clinical Supervisors

- Participation in all requirements of credentialed, clinical staff including fidelity monitoring (see list below), **as well as:**
- Participation in an online preliminary assessment designed to provide a baseline of the training needs of staff working in supervisory roles
- Participation in separate training specifically designed to ensure that supervisors can support credentialed, clinical staff in their direct work offering MI and CBT
- Participation in a second assessment of supervisors' skill in implementing MI and CBT in their respective programs

Credentialed, Clinical Staff (Include as many as necessary to achieve full implementation at your agency)

- Participation in a pre- and post-assessment of knowledge of and skill in delivery of MI and CBT
- Completion of an online introduction to MI
- Completion of 30 hours of intensive, in-person/virtual training in MI and CBT
- Participation in at least four (4) coaching sessions
- Submission of at least four (4) audio tapes of clinical sessions with current clients to ensure fidelity to the models of MI and CBT. JBS has security protocols in place to ensure safety of client recordings, privacy and confidentiality.
- Administration of a *Client Perception Survey*

Non-Clinical Staff Who Work Directly with People You Serve

- Participation in introductory training in MI consistent with the staff person's background and role at your agency. This less intensive training will require one (1) to six (6) hours of virtual training.

Proposal Requirements

LOIs must be written in 12-point Times New Roman font and be no longer than three (3) pages, not including attachments. The letter must be double-spaced with one-inch margins and numbered. Your letter must describe ***in the following order and formatted with the following numbered headings***:

1. **Why** your provider agency wants to be part of this initiative
2. Your **rationale** for choosing the site(s) that will participate
3. **How** you will give all staff the time and flexibility needed to complete all initiative activities within the timelines required
4. Your agency's capacity to use **virtual training**
5. Your agency's capacity to **record clinical sessions**
6. Your agency's **space** for in-person training
7. **Actions** that need to be taken by your agency to sustain MI and CBT in the long term.

Submission Instructions

DMHAS assumes no responsibility and bears no liability for costs incurred by your agency in the preparation and submittal of the LOI.

In addition to your letter, all submissions must include:

- Attachment A – *Proposal Cover Sheet*, as provided in this RLI
- Attachment B– *EBPI Participant Roster*, as provided in this RLI
- Attachment C – An organizational chart, showing executive leadership and an indication of which sites/programs will participate in the EBPI

DMHAS will select agencies based on the criteria outlined in the *Applicant and Proposal Requirement* sections of this RLI.

Submit LOIs by 4:00 pm on January 24, 2022, by emailing to:

Carol Pitonyak, Executive Assistant
Division of Mental Health & Addiction Services
carol.pitonyak@dhs.nj.gov

DMHAS will notify agencies by **February 14, 2022**, after which time JBS will contact the person indicated as the Agency Contact on the *Proposal Cover Sheet* to begin work on the EBPI.

Attachment A – Proposal Cover Sheet

Date Received _____

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**
Division of Mental Health and Addiction Services

Name of RLI: **Evidence-Based Practice Initiative: Opioid and Other Substance Use Disorders**

Incorporated Name of Agency Submitting LOI: _____

Type: Public _____ Profit _____ Non-Profit _____

Address of Participating Agency: _____

Executive Director Name and Title: _____

Phone No.: _____ Email Address: _____

Agency Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Authorization: Executive Director (printed name): _____

Signature: _____ Date: _____

Attachment B – EBPI Participant Roster

State of New Jersey
Department of Human Services
Division of Mental Health and Addiction Services

Sites Participating: Please list all sites that will participate in the EBPI. If you propose multiple sites, you must have participation of Executive Staff, Clinical Supervisors and Credentialed, Clinical Staff **at all** of those sites.

Site Name	Site Address	County(ies) Served by Site	Services offered at site

(Please add more rows as needed)

Executive Leadership: This is the team of staff in positions that allow them to successfully carry out the EBPI initiative and make plans for how the work will be sustained into the future. This list should include staff who have decision-making authority.

Name	Title	Site	Role

(Please add more rows as needed)

Clinical Supervisors: These are staff who directly supervise or manage credentialed clinical staff. You must include supervisors to ensure that they gain the skills necessary to supervise the any staff implementing the EBPs. Depending on your agency’s structure, some supervisors also provide therapeutic sessions. If that is the case, please indicate Y or N.

Name	Title	Site	Also provide therapeutic sessions? (Y or N)

(Please add more rows as needed)

Credentialed, Clinical Staff: These are staff who have the credentials to provide therapeutic sessions. The goal of the EBPI is to train and measure fidelity to the EBP models across your agency. As such, your roster should include as many credentialed, clinical staff as necessary to achieve full implementation.

Name	Credentials	Title	Site	Clinical Supervisor (yes/no)

(Please add more rows as needed)

Other Staff Who Work Directly with the People You Serve: These are staff at your agency who could benefit from learning MI approaches, e.g., medical staff (prescribers, nurses, medical assistants), group leaders, peer specialists or administrative staff (assistants, front-desk staff, registration personnel) or ancillary service staff (cafeteria workers, van drivers).

Name	Credentials	Title	Site	Type

(Please add more rows as needed)