



Illinois Children's  
Healthcare Foundation

## **Request for Proposals**

# **“Ensuring Clinical Skills of the Children’s Mental Health Workforce in Illinois – Evaluation”**

An informational conference call will be held 5/16/2022  
Electronic Applications are due 6/14/22



## **Request for Proposals**

### **“Ensuring Clinical Skills of the Children’s Mental Health Workforce in Illinois – Evaluation”**

#### **INTRODUCTION**

The Illinois Children’s Healthcare Foundation (ILCHF) is a statewide private foundation that is focused on increasing children’s access to healthcare throughout the State of Illinois. ILCHF concentrates its funding primarily in the areas of children’s oral health and mental health. The vision of the foundation is that every child in Illinois grows up healthy.

The children’s mental health workforce in the State of Illinois is in crisis. ILCHF grantees and all public systems providing mental health care for children and families are struggling to find qualified clinicians to hire and retain. Many factors have led to this crisis, including low pay, dangerous work conditions, bureaucratic obstacles and deterioration of funding for the community mental health training pipeline as a result of the transition to fee-for-service funding of behavioral healthcare. ILCHF has adopted development of the children’s mental health workforce as a priority area for grantmaking.

#### **CBHA – Workforce Initiative**

ILCHF has funded a grant to the Community Behavioral Healthcare Association (CBHA) to test a process for strengthening the capacity of community mental health centers and behavioral health centers to train and support multi-disciplinary child mental health clinicians. With this grant, CBHA will issue an RFP and provide 2 years of funding to 6 mental health agencies to support protected time for a .5 FTE Senior Child Clinician to provide training and clinical supervision for 4 student interns and also for 2 early career staff members preparing for independent licensure. The community grants will be initiated in August 2022 and conclude in July 2024. The evaluation period should generally coincide with these timeframes, beginning on 9/1/2022, which will allow for 6-8 weeks following the second cohort of students to write the final report.

This RFP seeks to identify an independent evaluation team to document the process of implementing these grants and ascertaining any results from the grants. This will include mixed-methods data collection processes and analysis.

Draft evaluation questions:

- 1) Have CBHA grantees been able to hire and retain a Licensed Professional of the Health Arts (LPHA) to provide training and supervision?
- 2) Describe the demographics of the supervisors, students and early career staff being supported through the grants.
- 3) Has a funding model of \$40,000 per year been adequate to provide supervision for 4 interns and 2 early career staff?
- 4) Has there been a change in the capacity and culture of the agency related to staff retention and workforce development?
- 5) How has the \$2,500 annual stipend for students, impacted the students?
- 6) What supervision models and schedules have been developed and how have stakeholders experienced their levels of sufficiency?
- 7) What public funding may be available to sustain these workforce resources?

The allowable budget for the CBHA Workforce evaluation is in the range of \$31,000. The evaluation budget submitted should include a \$1,000 stipend for each agency to participate in evaluation interviews and data collection.

## REQUEST FOR PROPOSALS

If your organization is interested in pursuing this opportunity, please provide responses to questions below and submit answers into the ILCHF electronic grant application system through [this link](#).

### **I. Title Page**

- 1) Organization Name
- 2) Project Title
- 3) Project Abstract
- 4) Total Project Budget
- 5) Request Amount

The allowable budget for the CSWI evaluation is in the range of \$62,000. If an applicant for this work believes a larger budget is required in order to provide a quality product please delineate the suggested budget and rationale for that budget in the budget narrative.

- 6) Project Start Date
- 7) Project End Date

### **Lead Organization Information**

- 8) President/CEO/Executive Director First Name
- 9) President/CEO/Executive Director Last Name
- 10) President/CEO/Executive Director Title
- 11) Prefix
- 12) President/CEO/Executive Director E-mail
- 13) Tax ID

- 14) Organizational Background

Please provide a brief description of your organization, including mission and population/communities served.

- 15) Annual Budget
- 16) Address
- 17) City
- 18) State
- 19) Postal Code
- 20) County
- 21) Phone
- 22) WWW Address

#### **Application Primary Contact Person Information**

This person will receive all communication related to the application.

- 23) Last Name
- 24) First Name
- 25) Prefix
- 26) Title
- 27) E-mail
- 28) Office Phone
- 29) Extension
- 30) Mobile Phone

#### **Project Director Information**

This person will be the staff person in charge of operational management and implementation.

- 31) Last Name
- 32) First Name
- 33) Prefix
- 34) Title
- 35) E-mail
- 36) Office Phone
- 37) Extension
- 38) Mobile Phone

#### **Organizational Diversity**

Illinois Children's Healthcare Foundation is on a journey to learn, understand and embed the concepts of equity, diversity and inclusion more intentionally into our work. As part of our learning, we are seeking to have a deeper understanding of the approach our grantees are taking regarding equity, diversity, and inclusion and about the diversity of the staff and leadership of organizations we fund. ILCHF values board, management and staff diversity among its grantees that is reflective of and/or responsive to the people our grantees are serving. The Foundation recognizes that diversity is expressed in different ways, including race, gender, religion, ability, economic status, sexual orientation, language, national origin and age. Collecting this data will help us have a deeper understanding of and help us to learn from the organizations that apply for funding.

The following questions are in narrative form because ILCHF is interested in understanding more about your organization in terms that are relevant to your work and enable you to share what is important to you. In addition to the data related to race/ethnicity and gender, for each of the questions below please

share any other information you would like to share regarding the diversity of the people involved with or impacted by your work.

### **Population Served**

39) Describe the demographics of the population you serve. Include the total numbers served annually and numbers/percentages of those served according to race/ethnicity and gender.

### **Board of Directors**

40) Describe the demographics of your Board of Directors or comparable governing body. Include the total number of members and numbers/percentages of members according to race/ethnicity and gender.

### **Management**

41) Describe the demographics of the people in management positions within your organization. Include the total number of members of this group and numbers/percentages of members according to race/ethnicity and gender. Clearly identify how the organizational leader (CEO, Executive Director, President, etc.) fits within the reported demographics.

### **Staff**

42) Describe the demographics of staff members within your organization. Include the total number of staff and numbers/percentages of members according to race/ethnicity and gender. Do not include anyone counted as part of Management in the previous question.

### **Additional Diversity (optional)**

43) Please use this space to describe any efforts you have taken, are currently taking, or plan to take in order address the concepts of equity, diversity and inclusion in your organization, both internally and as related to the populations you serve.

44) Please use this space to provide a description of additional forms of diversity present within the organization that are relevant to your proposal or are important for you to share with us as we consider your proposal.

## **II. Project Definition**

The draft evaluation questions are as follows:

- 1) Have CBHA grantees been able to hire and retain a Licensed Professional of the Health Arts (LPHA) to provide training and supervision?
- 2) Describe the demographics of the supervisors, students and early career staff being supported through the grants.
- 3) Has a funding model of \$40,000 per year been adequate to provide supervision for 4 interns and 2 early career staff?
- 4) Has there been a change in the capacity and culture of the agency related to staff retention and workforce development?
- 5) How has the \$2,500 annual stipend for students, impacted the students?
- 6) What supervision models and schedules have been developed and how have stakeholders experienced their levels of sufficiency?
- 7) What public funding may be available to sustain these workforce resources?

45) Background and Expertise.

Who will serve as the Principal Investigator and what is their experience in evaluation, particularly as related to work in children's community mental health, or training mental health clinicians? Who else will participate in the evaluation team?

46) Defining the Evaluation Approach

Take the draft evaluation questions and provide a draft plan, with possible associated metrics, to answer the questions. Identify any additional questions of interest. (Note that a final evaluation plan will be developed after the award is made in consultation with the project stake holders).

47) Timeline

Provide a draft timeline that covers the work of the project over two years. Data collection should occur in Fall 2022, Spring 2023, Fall 2023 and Spring 2024 to cover two cycles of internships.

**VIII. Budget Narrative**

Propose a two-year budget for this work that includes any necessary planning and phase-in, training, and any other key components of your proposed approach. Use the budget template provided and the space for the budget narrative below.

48) Provide a budget narrative - delineate details associated with the budget, clarify the calculations leading to the budget numbers and provide details that do not fit within the Budget Template.

**Attachments.**

Please be sure to press "Upload" as you attach each document. The document name will change to a hyperlink when attached. If one of the required documents is not applicable for your organization please attach a note in its place explaining why the document cannot be provided.

A) Proposed Budget

Propose a two-year budget for this work that includes any necessary planning and phase-in, training, and any other key components of your proposed approach. Use the budget workbook and budget narrative provided.

B) Letters of Recommendation

Provide up to three letters of recommendation from partners with whom you have worked to evaluate strategic initiatives within child and family serving systems.

C) Additional Attachments

1) Principal Investigator's curriculum vita - limit 4 pages 2) Curriculum vita from any additional lead evaluation staff - limit 4 pages each 3) Project Staffing Chart 4) Officer's Certification Form 5) Board List 6) IRS Letter of Exemption 7) Most Current Audited Financials and Auditor's Management Letter 8) Most Current Form 990 and AG990-IL

**TIMELINE**

<b><i>When</i></b>	<b><i>What</i></b>
April 25, 2022	RFP is issued
May 16, 2022 at 10am	Informational Conference Call
June 14, 2022	Applications Due
August 26, 2022	Award notification
September 1, 2022	Evaluation Begins

We will host a conference call on **Monday May 16, 2022 at 10am** for applicants to pose questions before submitting information. Please email [amystarin@ilchf.org](mailto:amystarin@ilchf.org) to RSVP for the call.

Many thanks for considering this opportunity – we are excited to hear from you!