

State of Louisiana – Department of Health and Hospitals
Louisiana Children’s Health Insurance Program
Request for Applications
Community Canvassers

All Interested Organizations:

The Louisiana Department of Health and Hospitals (DHH) is seeking applications from community-based nonprofit organizations to perform targeted outreach and enrollment assistance to children eligible but not enrolled in Medicaid or LaCHIP. It is the intent of DHH to award contracts through grant funding to provide these services.

A. Background

In February 2009, President Obama signed the Children’s Health Insurance Program Reauthorization Act (CHIPRA). CHIPRA reauthorizes the Children’s Health Insurance Program (CHIP) through Federal fiscal year (FFY) 2013, providing an additional \$35 billion in federal funds to enable States to maintain their current CHIP programs and increase enrollment in Medicaid and CHIP. CHIPRA provides funding for grants for fiscal years 2009-2013, expressly for the purpose of funding activities to find and enroll eligible but uninsured children in coverage with a particular focus on those who are the most difficult to reach.

The Louisiana Department of Health and Hospitals (DHH) has been awarded a CHIPRA Outreach and Enrollment Cycle I grant for funding through Federal Fiscal Year 2011. CHIPRA Outreach Grant-funded strategies will focus on rural areas with high percentages of uninsured children, the Hispanic community (including children in families with mixed immigration status and migrant workers) and families displaced or adversely impacted by Hurricanes Katrina, Rita and Gustav (cross-border populations). DHH will contract with community-based groups to provide outreach and application assistance to enroll a total of 10,000 children from targeted geographic areas.

B. Purpose and Scope

1. Purpose

The purpose of this Request for Information is to identify qualified organizations which can show a demonstrated capacity to provide outreach and enrollment assistance in one or more of the listed geographic areas within the targeted Hispanic, Rural and Cross-Border populations.

Hispanic	Rural	Cross-Border
Iberia Parish	Pointe Coupee Parish	Plaquemines Parish
Livingston Parish	Tangipahoa Parish	St. Bernard parish
Lake Charles MSA	Union Parish	Terrebonne Parish
Lafayette MSA	Washington Parish	
Shreveport/Bossier MSA		
*Other areas in which both need and a demonstrated capacity to provide outreach and enrollment assistance to a targeted population is supported		

2. Scope

DHH anticipates entering into fifteen-month contracts with up to twelve organizations to provide targeted outreach and one-on-one application assistance in one or more of the parishes or Metropolitan Statistical Areas (MSAs) listed above with the objective being to complete and submit applications for Medicaid or LaCHIP which result in the enrollment of one or more children under age 19. Organizations may apply for contracts in more than one geographic area but must submit a separate application for each. One contract will be awarded to each of the geographical areas.

The goals and objectives of the Community Canvasser Project contractors include:

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- a. Develop a work plan within 30 days of contract issuance including a plan for technical assistance if needed
 - b. Certification as Medicaid Application Center within 90 days of contract issuance
 - c. Conduct outreach activities in one of the targeted geographic areas and provide one-on-one in-person assistance to Medicaid or LaCHIP applicants
 - d. Share best practices and lessons learned at annual statewide convenings with all Community Canvasser contractors and other interested organizations

Each contract will be for the amount of up to \$40,000. In addition to the base amount, each partner will be eligible, as determined by DHH, for up to \$3,000 in supplemental grants to fund mobile outreach and other innovative outreach techniques. Applicants must use the attached budget format to detail how all funding will be spent.

DHH currently contracts with over 500 community-based agencies throughout the state that serve as certified Medicaid Application Centers. These centers provide one-on-one, in person assistance to applicants. Upon the submission of a completed application, a certified Medicaid Application Center receives a payment of \$14. We will facilitate the enrollment of LaCHIP Community Canvassers that are not already enrolled in becoming certified Medicaid Application Centers by completing the standard application process. Each Community Canvasser will be paid the standard \$14 rate for a submitted application plus \$21 per application that results in enrollment for a total \$35 possible per completed application. For an application to be considered complete, and to be eligible for the full \$35 amount, at least one child under 19 must be enrolled as a result of the application.

C. Response Content

1. The response must be in the format of the attached application form which can be accessed at:
<http://www.dhh.louisiana.gov/offices/page.asp?id=92&detail=9132>
2. Priority will be given to responses that show substantial demonstrable evidence that the entity:
 - a. Has a comprehensive plan and budget demonstrating how the funds will be utilized to increase enrollment in LaCHIP or Medicaid;
 - b. Includes staff who have access to, and credibility with ethnic or low income populations in the targeted geographic areas;
 - c. Has a plan to address barriers to enrollment, such as the lack of awareness of eligibility, stigma concerns and punitive fears associated with receipt of benefits, and other cultural barriers to applying for and receiving child health assistance or medical assistance;
 - d. Plans to include mobile or other innovative outreach strategies to address transportation or other access barriers; and
 - e. Agrees to participate in quantitative and qualitative evaluation methods as directed by DHH.

D. Administrative Information

1. RFA Coordinator:

Katie Baudouin
Louisiana Department of Health and Hospitals
P.O. Box 91278
Baton Rouge, LA 70821-9278
Telephone: 225-342-0456
Email: katie.baudouin@la.gov

2. All questions pertaining to this RFA should be directed in writing to the RFA coordinator. Questions must be received by the date and time indicated on the Schedule of Events. All questions and answers will be posted by the date indicated in the Schedule of Events to the following web link:

3. **Schedule of Events: DHH reserves the right to deviate from this schedule**

Event	Tentative Schedule
Release of RFA	November 4, 2009
Submission of Questions	4:00pm CT November 13, 2009
Answers to Questions Posted	November 20, 2009
Response to RFA Due	4:00pm CT December 11, 2009
Oral Presentations	TBA
Contract Award	TBA

E. Response Submittal

1. Applicants to this RFA must submit responses containing information specified no later than the deadline for response as stated in the Schedule of Events. Applicants should allow sufficient mail delivery time to ensure receipt of responses by the time specified. The response must be delivered at the applicants' expense to the RFA coordinator. It is solely the responsibility of each responder to ensure that its application is delivered prior to the deadline for submission. Responses not received by the deadline will not be considered.
2. Written responses should be submitted with 10 copies, and one electronic copy to:

For Mail Delivery: Katie Baudouin Louisiana Department of Health and Hospitals P.O. Box 91278 Baton Rouge, LA 70821-9278	For Courier Delivery: Katie Baudouin Louisiana Department of Health and Hospitals Medicaid Eligibility Supports Section 628 N. 4 th Street, 6th Floor Baton Rouge, LA 70802
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3. Please note all responses are subject to Louisiana's public records law.
4. The following must be included in the response:
 - a. Date of submission
 - b. Name of organization
 - c. Mailing address and contact information (telephone and fax numbers, and email address)
 - d. Printed name and title of Authorized Representative
 - e. Signature of Authorized Representative
 - f. Qualifications of the organization to work with targeted population
5. The Department may invite qualified organizations to make oral presentations and participate in an individual question and answer session concerning their responses. Organizations should indicate in their responses if they are willing to participate in an oral session.