

MATCH-ADTC Training and Implementation Initiative Request for Qualifications

Application Deadline: Thursday, April 5, 2018 at 5:00 PM

I. OVERVIEW

Judge Baker Children's Center (JBCC), with the support of donors from our Hopes & Dreams Gala, is offering a **no-cost training** in the evidence-based model, [MATCH](#) (*Modular Approach to Therapy for Children with Anxiety, Depression, Trauma or Conduct Problems*). The goals of the MATCH-ADTC Training and Implementation Initiative is to improve the knowledge and skill of providers regarding the treatment of children with anxiety, depression, trauma, or conduct problems. This **MATCH-ADTC Training and Implementation Initiative Request for Qualifications** (hereafter referred to as the "Initiative") serves as the application process for this training.

JBCC has received funding to sponsor up to twenty-four (24) Master's and/or Doctoral-level clinicians/supervisors from local mental health provider organizations. Staff from the provider agencies will be trained in MATCH for children, adolescents, and their families. **Selected agencies will receive the entire MATCH training and consultation series at no cost.** The clinical training and consultation will start June 25, 2018. This implementation experience will be an excellent opportunity for selected agencies to embed MATCH within their treatment program and to become leaders in this highly supported evidence-based practice.

The Initiative will include the following components, all of which will be mandatory for participating agencies:

- 5 consecutive days of MATCH training (June 25th – 29th, 2018) that will cover treatment for anxiety, depression, trauma, & conduct; and
- Weekly MATCH clinical consultation calls with a MATCH expert, which gradually transition into biweekly consultation. (25 group calls total).

The training and consultation will include:

- A MATCH manual and training materials;
- Access to the *Treatment Response Assessment for Children* (TRAC) – a web-based electronic measurement feedback system for a child's response to treatment – for all participants during their participation in the initiative;
- Individualized training and consultation; and
- Ongoing implementation and quality improvement consultation to help implement and sustain the MATCH intervention with fidelity and good outcomes, including support for senior leaders.

II. BACKGROUND

Nationally, there has been a growing emphasis on the use and implementation of evidence-based practices (EBPs) to improve the quality of mental health care for children and families. Children's mental health treatment often lags behind other fields in the uptake of applying research to practice. A large number of EBPs for child and adolescent mental health disorders have emerged, yet most are limited to specific disorders (e.g., treatments exclusively for depression). A limited number of these evidence-based models are available in specific provider organizations. Children and adolescents seeking treatment often experience a variety of co-occurring problems (e.g., depression and conduct) and the course of treatment may need to change over time. Research has shown strong support for the clinical effectiveness and provider acceptance of the MATCH intervention, which addresses these concerns.

The MATCH intervention includes: (1) the MATCH treatment protocol and (2) TRAC

1. MATCH can be used with children aged 6-17. Unlike most EBPs, which focus on single disorder categories (e.g., anxiety only), MATCH is designed for multiple disorders and problems encompassing anxiety, depression, post-traumatic stress, and conduct problems. MATCH is composed of 33 modules. The various modules can be organized and sequenced flexibly to tailor treatment to each child's characteristics and needs.
2. TRAC provides weekly monitoring of each child's treatment response in two forms: (a) changes on the Brief Problem Monitor (BPM) and (b) changes in severity of the top treatment concerns identified by youths and caregivers. At the end of treatment, TRAC provides a complete record of the child's treatment response across all weeks of treatment.

III. TARGET POPULATION

The focus of the Initiative is to implement MATCH within treatment programs for children, adolescents, and families who are being seen for treatment and present with anxiety, depression, trauma, and/or conduct problems.

IV. OVERVIEW OF TRAINING & IMPLEMENTATION

1. Training. Participating agencies will identify and select interested and motivated clinicians to receive intensive training in MATCH and TRAC. Training will be a total of five (5) days over one week that will take place June 25th – 29th, 2018. Attending the entire training is mandatory for all participants. Since successful implementation requires top-level support, senior agency administrators are expected to attend the morning of the first training day for an overview of MATCH and the implementation fundamentals. The training will be held in a site centrally located for the participating agencies (TBD).

2. Clinical Consultation. Clinicians will also receive weekly, and then bi-weekly, case consultation from a MATCH expert at JBCC to support the implementation of the MATCH protocol with fidelity. Participants will receive 16 weekly consultation calls over the first 4 months following the training, and then 9 biweekly consultation calls of the next 4 and a half months (25 group consultation calls total). Participants and are expected to use the TRAC system to monitor client progress and response to treatment.
3. Implementation. Participating agencies will receive implementation support from JBCC. Specific activities will include biweekly coordinator calls with JBCC staff and monthly implementation meetings between senior leaders and JBCC staff. Participating agencies will identify a member of the senior leadership (e.g., children's services director) who oversees clinical activities and is responsible for organizational changes necessary to support MATCH implementation.

The entire length of the initiative, including pre-implementation preparation, is expected to be between 9 and 12 months.

V. SELECTION CRITERIA

Each of the following criteria must be met for successful participation in this Initiative. In order for the implementation of the Initiative to be effective, there are two key considerations: (1) sufficient service volume to support a pool of eligible clients and (2) sufficient number of motivated, interested, and experienced clinicians who can be trained in a central location. Selected agencies must:

1. Have a sufficient service volume of currently enrolled families that are MATCH eligible.
2. Maintain an active caseload of families that are receiving the MATCH intervention.
3. Identify experienced clinicians who express commitment to this Initiative and to the use of EBPs in their work.
4. Agree and commit to fully implement the MATCH intervention and TRAC system and collaborate with partners on implementation and quality improvement processes.
5. Modify productivity expectations of salaried staff or provide support for fee-for-service staff to attend the 5-day training and 25 one-hour consultation calls.
6. Support organizational staff in participating in the bi-weekly coordinator calls and monthly implementation meetings.

VI. AVAILABLE FUNDS

Through a generous private donation to JBCC through our Hopes & Dreams Gala, the MATCH training and consultation series are being provided **free of charge** to qualifying agencies.

VII. IMPORTANT DATES

Task	Date
RFQ Published	Friday, March 2, 2018
Q & A Conference Call	Monday, March 19, 2018 from 10:30 – 11:30 am
Submission of E-Mail of Intent	Thursday, March 29, 2018
Application deadline	Thursday, April 5, 2018 at 5:00 PM
Agency notification of selection	Thursday, April 19, 2018
Start of contract between JBCC & selected agencies	April – May 2018
MATCH clinical training	June 25 – 29, 2018
MATCH clinical consultation begins	Week of July 9, 2018

VIII. QUESTIONS

If you have any questions, please contact:

Dan Cheron, Ph.D., ABPP
 Director of Training
 Judge Baker Children's Center
training@jbcc.harvard.edu
 Office: (617) 278-4265

IX. HOW TO APPLY

1. Submit an E-Mail of Intent by Thursday, March 29, 2018 at 5:00 PM, identifying your agency, the contact person, contact information, and your agency's intent to respond to the RFQ. The E-Mail of Intent must be submitted to:

Dan Cheron, Ph.D., ABPP
Director of Training
Judge Baker Children's Center
Email: training@jbcc.harvard.edu

2. Interested agencies are encouraged to participate in a Q & A Conference Call on Monday, March 19, 2018 from 10:30 – 11:30 am during which we will answer any questions about the RFQ:

Calling instructions:

Dial: 877-522-2669

Conference ID: 945399#

3. Complete the attached application form (see Sections 1 – 4). Section 2 should address each of the questions posed in the application. The narrative should be limited to 5 pages, 1.5 line spacing, 1" margins, 12 pt. font.
4. The contact person (see below) must receive one (1) electronic copy of the application sent no later than **Thursday, April 5, 2018 at 5:00 PM**, at the following location:

Dan Cheron, Ph.D., ABPP
Director of Training
Judge Baker Children's Center
53 Parker Hill Avenue
Boston, MA 02120
training@jbcc.harvard.edu

E-mail of Intent and an electronic application must be sent to: training@jbcc.harvard.edu

Please note that faxed versions of the application will not be accepted. Also, no applications will be accepted or considered for review after the due date and the time stated above.

X. GENERAL APPLICATION NOTICES & REQUIREMENTS

1. Evaluation and Selection. The review panel, consisting of staff from JBCC, will review applications and select the agencies for participation in the Initiative. It is the intent of the review panel to conduct a comprehensive, fair and impartial evaluation of applications received in response to this RFQ. Only applications found to be responsive to the RFQ will be evaluated and scored. A responsive proposal must comply with all instructions listed in this RFQ.
2. Applicant Presentation of Supporting Evidence. An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFQ.
3. Rejection of Qualified Applications. Applications are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
4. Contract Execution. The pursuant contract developed as a result of this RFQ is subject to JBCC contracting procedures. The contract will not be considered valid until fully executed.
5. Limitations. JBCC reserves the right to reject any and all applications, or portions thereof, received as a result of this request, or to negotiate separately any required services. JBCC reserves the right to contract for all or any portion of the scope of work contained within this RFQ in order to meet the goals of this demonstration.
6. Insurance. The Respondent will carry insurance (liability, fidelity bonding or surety bonding and/or other), during the term of this contract according to the nature of the work to be performed to “save harmless” Judge Baker Children’s Center from any claims, suits or demands that may be asserted against it by reason of any act or omission of the Respondent, sub-Respondent or employees in providing services hereunder, including but not limited to any claims or demands for malpractice. Certificates of such insurance shall be filed with Judge Baker Children’s Center prior to the performance of service.

APPLICATION

MATCH Implementation Initiative Request for Qualifications Checklist	
<input type="checkbox"/>	Email of Intent sent by Thursday, March 29, 2018
<input type="checkbox"/>	Application submitted by Thursday, April 5, 2018 at 5:00 PM <ul style="list-style-type: none"><input type="checkbox"/> Section 1: Cover Page<input type="checkbox"/> Section 2: Brief Narrative Response<input type="checkbox"/> Section 3: Table of Possible Staff<input type="checkbox"/> Section 4: Appendices<ul style="list-style-type: none"><input type="checkbox"/> Organizational Chart<input type="checkbox"/> Current Organizational Certificates of Accreditation and Licensure

**Judge Baker Children's Center
MATCH Implementation Initiative Application**

Section 1: Cover Page

Date: _____

Organization Information

Please answer all questions on this page. Do not refer to attachments.

Provider Agency Name

Legal Name of Organization (if different from above)

Address of Organization

Authorized Officer and Title (Chief Executive/President/Executive Director)

Tax ID #

Telephone

Fax

E-mail

Contact Person and Title for the Application, if Different from Authorized Officer

Address of Contact Person if Different from Authorized Officer

Telephone

Fax

E-mail

Program Director

Catchment Area (Cities and Towns)

Site Location

Section 2: Brief Narrative Response

Please provide the following information in a narrative (limit the entire Brief Narrative Response to 5 pages or less [excluding Cover Page and Appendices], 1.5 line spacing, 1" margins, 12 pt. font).

1. Provide a brief description of your organization including years in operation, mission, client population, numbers served, ages, and the current range of services and/or activities provided.
2. Describe why you would like to participate in this Initiative and the benefits/opportunities you foresee relative to improved access, quality, and outcomes for children and families. How do you see MATCH fitting into your program, including the challenges and benefits?
3. Provide a brief description of:
 - a. The number of children and adolescents served annually by your treatment services
 - b. The number of FTE clinicians (licensed and non- licensed) at your agency.
 - c. The number or percent of children and adolescents in services who present with problems related to anxiety, depression, trauma, or conduct.
 - d. How do you currently assess for these types of problems? What standardized assessment tools do you use to monitor clinical progress and outcomes?
4. Describe your organization's experience with implementing EBPs.
 - a. What EBPs have been implemented at your agency?
 - b. What type of formalized training in EBPs has staff received?
 - c. Has staff utilized EBPs in practice? If so, which EBPs have been used in practice?
 - d. Has staff received supervision or consultation on specific EBPs? If so, which EBPs?
 - e. What kind of ongoing support for these EBPs has your staff received?
5. Learning and implementing a new intervention takes time, planning, and consultation. How will you provide administrative support, including modification of clinician schedules/responsibilities (including productivity requirements, if necessary) in order to accommodate for the time required to:
 - a. Implement a new practice
 - b. Receive training in MATCH and TRAC
 - c. Receive weekly/bi-weekly consultation from expert MATCH consultants
 - d. Utilize TRAC in clinical practice
 - e. Engage in implementation and quality improvement activities
6. At the completion of the Initiative, what mechanisms will you have in place to ensure that clinicians will maintain fidelity to the MATCH model?
7. Describe your agency's plan for assuring that the practice will meet the cultural and linguistic needs of the target population, including use of effective family engagement practices. Please identify the

ethnic/racial demographics of the target population and specify how you will accommodate these needs and ensure that families in your catchment area have access to services.

8. Using the attached table (Section 3), please provide a list of both clinicians you believe are appropriate candidates for the Initiative. Please complete all fields within the table.

Section 3: Table of Possible Staff

Please provide a list of clinicians– you believe are appropriate candidates for the Initiative. Please complete all fields. Add additional rows to the table if needed.

Name	FTE	Current position*	Degree	Active with another provider? (Y/N)	Licensed? Highest license	Bilingual? Specify language	Caseload? Number	Staff training & use in EBPs? List all EBPs by staff
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

*Please note if the person has any administrative/senior leader responsibilities within your organization.

Section 4: Appendices

Please include as an appendix to this application the following supporting documents:

Appendix 1 Organizational Chart

Appendix 2 Current Organizational Certificates of Accreditation and Licensure