

## Questions From Interested Practices Received via Email and HealthySteps National Office Responses (updated January 13, 2022)

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- Is there a PDF Copy of the interest form available to share?
  - National Office response:
    - For your reference, a [PDF version of the Site Interest Form](#) is available online for applicants to review. This PDF is for review only, as applicants will be required to complete and submit the Site Interest Form and upload a Letter of Commitment by January 25, 2022, no later than 5:00pm PST.
- Where can I download the Practice Assessment?
  - National Office response:
    - For your reference, a [PDF version of the full application](#), with the Practice Assessment questions embedded, is available online for applicants to review. This PDF is for review only, as applicants will be required to complete and submit the full application online by February 4, 2022, at 5:00pm PST.
- Is there a budget ceiling for this Request for Proposals (RFP)?
  - National Office response:
    - The funding allocation has been designed with the baseline assumption of six sites needing everything for staffing at least one HealthySteps (HS) Specialist (i.e., HS Specialist salary and fringe benefits, printing/copying expenses, lap-top and other technological items, possible local travel between sites if applicable) and costs for onboarding (e.g., training, and technical assistance provided by the HS National Office). Our goal is to be able to onboard more than six sites; therefore, to maximize the opportunity and extend the funding as far as possible, we encourage applicants to assess their current staffing and identify what exactly they will need to become a HS site. It is possible that applicants may have licensed behavioral health professionals already employed that can be trained to serve as HS Specialists. Staffing considerations for applicants include:

- Total number of *existing* licensed behavioral health professionals that can independently bill for their services and will be trained as HS Specialists (including total full-time equivalents) as well as details on how existing licensed behavioral health professionals are funded.
  - If applicable, total number of licensed behavioral health professionals **to be hired** with existing allocated funding (from a grant or other funding source) that can independently bill for their services and will be trained as HS Specialists (including total full-time equivalents) and how they will be funded.
  - If applicable, the total number of licensed behavioral health professionals **to be hired** can independently bill for their services and will be trained as HS Specialists and amount of funding requested for the position(s).
- What is the cost of attending the HealthySteps Institute?
    - National Office response:
      - Training costs can vary depending on the number of sites participating. Applicants do not need to include the cost of attending the HealthySteps Institute in their proposed budgets as these costs have already been accounted for by the National Office.
  - Is a Project Coordinator/Manager an allowable expense?
    - National Office response:
      - To reach our goal of funding the onboarding of more than six HS sites in Los Angeles County, we encourage applicants to assess their existing staffing models and utilize available funding and resources to support the role of the HS Specialist as needed. The National Office did not factor in the additional cost of a dedicated Project Coordinator/Manager into the overall project budget.