

## FFT Questions and Answers

- The RFP states there needs to be full time therapists, but her staff are all contract workers, would they still qualify?
  - o Yes- since this is a rate based service and not having to be billed through Medicaid, contract workers would meet the criteria
- Is there a component to FFT that a small agency may qualify for instead of all of the program?
  - o Ultimately OJA wants our youth and families across Oklahoma served. We don't want to disqualify anyone due to their size and encourage all applicants to be creative in a way they could serve our families and youth no matter their size.
- Training for one year is paid for by OJA but does the agency need to build in years 2 and 3 training into their budget?
  - o Yes but only as a backup. Since this is new funding being received by OJA we wanted to make sure if this funding went away FFT would be sustainable. However, if OJA continues to receive the funding we will continue to pay for the FFT training.
- Does the salary of \$55,000 for the therapist reflect a specific number of hours of face-to-face services rendered?
  - o The \$55,00 is an example amount within the document to assist the agency in identifying the salary they plan to pay the clinicians, not direct client contact. This should assist the agency when they are submitted the requested 12-month cost outline/budget.
- Is that salary based on 50 weeks of work and a two-week vacation?
  - o The numbers identified within the document are solely examples for the agency when planning for the financial component of this incentive. It is not a directive for the agency to establish per week. This would be up to the receiving agency.
- For the supervisor's salary of \$65,000, what is the required or recommended number of face-to-face hours for services rendered, and what is the expected number of hours and duties of administration at that salary?
  - o The requirements for both the supervisor and the clinician will be guided by FFT based on the number of referrals and associated work. This question can be addressed during the oral interview between FFT & the applying agency.
- Regarding the 12-month costs outline, how do we anticipate or project the billing revenue, and what is the 'choice' referred to in this bullet?
  - o The cost outline/budget is the applying agencies estimated cost. The rates attached to the RFP will be used to determine the projected income from the billing revenue. The revenue associated for the project will not be by choice, at this time, it will be through a secondary contract for reimbursement of services rendered with OJA.
- Does the agency bill for the unit of service as the services are rendered?
  - o The receiving agency would turn in an invoice of services rendered to OJA for cost reimbursement.

- Does OJA pay the salaries up front, prior to the services rendered?
  - o OJA will be paying for services rendered and the FFT training, not the salaries.
- We are to list specific salary for personnel costs. Does this include the agency administrative costs and what is the recommended or average cost for due incurred by the agency administration for this program?
  - o The administrative cost is something that the applying agency would figure into their 12-month cost outline/budget and not set by OJA.
- What are considered fringe costs?
  - o Fringe benefits would be extra benefits supplementing an employee's salary, example would be health insurance, retirement fund, vacation/personal days off.
- What is the rate that the 30% of fringe cost is being calculated from?
  - o This rate would be set by the receiving agency.
- What is the rate the admin percentage default of 35% being calculated from?
  - o This rate would be set by the receiving agency.
- Can an agency have more than one team?
  - o Yes
- Would all referrals come from OJA?
  - o Yes
- How does OJA want a referral to be completed? Who needs to be included in the release of information?
  - o OJA has set an identifying source for our JSU workers to establish which youth and families would be eligible to receive FFT services. The release of information should be for OJA.
- With the format of FFT being brief therapy, if the client wants to continue therapy is there a referral process for them to continue services?
  - o After FFT is concluded, if a family would want to continue therapy with the receiving agency they would become the referral source.
- Regarding a crisis, will the FFT program have a contracted or specific agency or hospital for the clients to be referred to?
  - o No, the process for this would be the same as any other client in crisis.
- In an emergency, a bachelor's level can be used? What entails an emergency situation where a bachelor's level can be utilized? Can a master's level BHCMII be trained to be a provider with FFT?
  - o Most FFT therapists are master's level, but the criteria for hire can vary from site to site and bachelor's level can be used if hiring master's level in certain geographical areas is difficult. Master's level is required for the person who will become the FFT Site Supervisor in Phase 2. The most important things to consider when hiring therapists are: Do they want to learn FFT? Are they comfortable and have clinical experience working with families, particularly in challenging and complex situations? Will they meet with families in their homes? Will they work nontraditional hours when families are available? Each therapist must have a caseload of at least 6-7 cases at any given time (part time 20 hours per week), and up to 10-12 cases at any given time (full time – 40

hours/week). Therapists can expect to complete a case in approximately 3-5 months. So, a full time FFT therapist can expect to complete 30-48 cases during the course a year.