



**Community Based Care of Brevard, Inc.  
dba Brevard Family Partnership**

**REQUEST FOR INFORMATION (RFI)**

**FOR**

**INDEPENDENT CONTRACTORS FOR  
TARGETED CASE MANAGEMENT**

**Closing Date: ONGOING**

## **STATEMENT OF PURPOSE**

Brevard Family Partnership (BFP) is soliciting information from individuals and/or organizations that have an interest in providing targeted case management services as part of the Brevard CARES service array. The Targeted Case Manager (TCM) will conduct client assessments, develop the recipient service plan and serve as the liaison with the recipient's family to address issues related to implementation of the service plan. The TCM will link and facilitate service recipients with appropriate services and resources identified in the service plan through referrals to reach each desired goal while advocating for necessary services. The TCM will provide Crisis Intervention Support to families in need by assisting recipients in crisis with getting the necessary resources in order to cope with the situation. The TCM coordinates and monitors the delivery of services as specified in the service plan with the help of the recipient, the recipient's family and the recipient's natural support system. The TCM will participate in the development of the recipients individualized treatment plan and conduct clinical care Medicaid recipient staffings for any one of the recipient's treatment team members. The TCM will arrange for and coordinate after-care services upon discharge from a residential or outpatient facility when discharge planning is not covered by the facility per diem and provides mental health targeted case management services in preparation for a recipient's discharge from BHOS or SIPP.

For purposes of this RFI, BFP is seeking to pre-qualify candidates who would like to be considered for TCM duties.

Compensation for services performed shall be \$30 per hour. Eligible units of service submitted for payment will be a minimum of fifteen (15) minute units and paid at a rate of \$7.50 per fifteen (15) minute units of service. Billable services shall not include travel time or mileage but shall include actual time spent engaging with recipients, family members, treatment team members, providers and others in planning, developing, coordinating and documenting services and plans for the recipient.

## **OVERVIEW/PROJECT DESCRIPTION**

While the following list is not exhaustive of all the requirements, the following are key requirements:

- (1) Bachelors' Degree in Social Work, Psychology, or related field from an accredited institution of higher learning.
- (2) Agency for Health Care Administration (AHCA) approved Mental Health Targeted Case Management Training: Candidates for this position must have completed AHCA approved case management training or will complete AHCA approved case management training within three months.
- (3) Knowledge of available community resources in the service area for children with serious emotional disturbances.

(4) It is required to have knowledge of and be willing to comply with State and federal Statutes, Rules and Policies that effect the target population.

(5) Must have own Professional Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate annual limits.

(6) Level 2 employment screening results, as specified by Chapter 435, F.S.

(7) Local background screening

Interested parties should respond to the following:

1. Resume and Cover letter.
2. Description of availability for regular business hours or after-hours/weekend calls for service.
3. Provide copies of Professional Liability Insurance coverage.

All submissions shall become the property of Brevard Family Partnership. Submissions should be submitted ONGOING to the attention of Amy Moseley, Director of Contracts & Compliance, BFP, 2301 W. Eau Gallie Blvd, Ste 104, Melbourne, FL 32935. BFP reserves the right to award a contract based on the results received from the posting of this RFI to one, all, or none of the individuals that respond. This RFI should not be construed as a solicitation or as an obligation on the part of BFP.