



**Drug and Alcohol Clinical Program
Mental Health and Drug and Alcohol Office**

NSW Department of Health on behalf of the
Health Administration Corporation invites
applications for the

**Provision of dedicated Residential Rehabilitation
drug and alcohol treatment services for clients of
the Magistrates Early Referral Into Treatment
(MERIT) Program**

February 2010

Specifications Document

Tender RFT: HAC 10/05

SPECIFICATIONS

Title: Provision of dedicated Residential Rehabilitation drug and alcohol treatment services for clients of the Magistrates Early Referral Into Treatment (MERIT) Program.

1. Lodgement of Applications

Tenders must be completed and submitted in ELECTRONIC FORMAT to the Health eTender website located at <https://tenders.nsw.gov.au/health>

Contact Officer

Michelle Tjhin
Senior Project Officer
Treatment Services and Implementation Team
Mental Health and Drug and Alcohol Office
NSW Health
Locked Mail Bag 961 (Level 3, 73 Miller Street)
NORTH SYDNEY NSW 2060
Telephone: (02) 9391 9280
Email: mtjhi@doh.health.nsw.gov.au

The closing date for receipt of proposals is the 16 March 2010.

Late applications will not be accepted.

2. Program Background

The NSW Government's Magistrates Early Referral Into Treatment (MERIT) Program is currently available in 63 Local Courts across New South Wales. The program is now funded under the Australian HealthCare Agreement (previously funding came through the Illicit Drug Diversion Agreement). The MERIT program has operated since 2000, with progressive expansion to the current number of courts.

The program offers eligible defendants with drug problems the opportunity to undertake an intensive treatment program of up to 12 weeks duration prior to sentencing.

Successful completion of the MERIT program allows the defendant to demonstrate their potential for rehabilitation and can be considered by a magistrate in determining a final sentence if the defendant is found guilty.

To be eligible for the program, a defendant must:

- be an adult
- be eligible and suitable for release on bail
- have a treatable drug use problem
- give informed consent to participate.

A defendant will not be eligible for the program if he/she:

- has a current or outstanding offence involving sexual assault or significant violence
- is charged with wholly indictable offences including drug offences
- is on any other court-ordered treatment program.

The key objective of the MERIT program is to engage clients in intensive, time limited drug and alcohol treatment. Whilst the MERIT program is offered on a voluntary basis, it is likely that clients will have varying levels of motivation to engage in treatment. Treatment and case management plans involve a range of treatment options, including residential rehabilitation for some MERIT clients.

MERIT Residential Rehabilitation Services

Drug and alcohol residential rehabilitation has been an integral part of MERIT service delivery since the programs initiation in 2000. There are currently 16 drug and alcohol residential rehabilitation NGOs providing 53.6 MERIT beds for use by program participants. These organisations are currently funded until 30 June 2010.

Expressions of Interest (EOIs)

NSW Health is calling for expressions of interest to deliver drug and alcohol residential rehabilitation treatment programs to MERIT clients for remainder of the current Australian Healthcare Agreement funding period (from 1 July 2010 to 30 June 2013).

The maximum number of MERIT beds to be funded across NSW through this tender process is 47. (The decrease in bed numbers when compared to previous funding cycles is due to the increase in bed per day rates, historic under utilisation of some MERIT beds, as well as changes to program priorities over time (for example, an increased focus on treatment for alcohol misuse and ensuring the program meets the specific needs of Aboriginal clients).

Successful applicants will be contracted to deliver residential rehabilitation and related programs of up to 12 weeks duration that aim to reduce drug use and criminal offending, and improve health and social functioning. Funding will be provided on a per bed basis, at a rate of \$85 per day.

Clients will be referred to funded residential services based on assessment by MERIT case management teams. Funded beds will be dedicated for use by MERIT clients from across the state and will not be restricted to MERIT clients in one particular Health Area.

All drug and alcohol NGOs (whether currently funded to provide MERIT beds or not) are eligible to submit EOIs.

NSW Health also intends to trial a new model of service delivery within the MERIT NGO component of the program. It is anticipated this will improve the utilisation of NGO services by the MERIT program.

3. Terms of Reference

Successful applicants will be contracted through NSW Health under an NGO grants funding and performance agreement (attachment 1). The service will be monitored by the NSW Health Department.

Successful applicants will provide half yearly statistical reports to the NSW Department of Health.

3.1 Key Program Objectives

a. Provide dedicated residential rehabilitation treatment programs of up to 12 weeks duration in accordance with the objectives of the Magistrates Early Referral Into Treatment Program (MERIT)

- Treatment service need to be provided within the context of therapeutic jurisprudence for clients with complex needs who:
 - i. Are on bail;
 - ii. Require time limited treatment;
 - iii. Are court referred;
 - iv. Are closely monitored;
 - v. Will report back to the court upon completion of the rehabilitation process;
 - vi. Are likely to be in the early stages of the rehabilitation process;
 - vii. May have had limited prior involvement in structured drug and alcohol treatment programs and;
 - viii. May be undergoing pharmacotherapy treatment.

b. Provide quality therapeutic services and related services that strengthen the health and well being of people with substance abuse problems referred through the MERIT program by:

- Providing treatment services that address substance use problems; including access to education and information.
- Providing treatment services within a joint case management system with the MERIT case management team;
- Providing activity programs that are cognisant of and responsive to a client's individual level of motivation and;
- Providing treatment services as a part of collaborative network of community and partner agencies.

c. Develop the capacity of the treatment service to work with clients referred from the criminal justice system to provide a managed service that meets good practice standards as identified in the NGO Grants Operational Guidelines and the NSW Health Drug and Alcohol Treatment Guidelines for Residential Settings(attachment 2) through:

- An effective and accountable board of management;

- Proven measures to ensure safety of residents, staff and visitors;
- Established accountability systems;
- Adhering to the MERIT Operational Manual for MERIT client case management and cross agency communication principles and;
- Proven good practice approaches in the area of intake policies, residential program 'house rules', group program objectives and staff position descriptions;
- Work according to the MERIT residential rehabilitation guidelines: a guide for MERIT teams and residential treatment providers (this may be accessed at http://www.nada.org.au/downloads/NSW_AOD/MERITResidential.pdf).

d. Provide weekly reports to MERIT case management teams on client progress including:

- Verbal and written reports of progress and other clinically relevant information to the referring MERIT case management team, upon request;
- Ensuring that MERIT case management teams can access information relating to service protocols, entry criteria and availability of beds and;
- Notifying the MERIT case management team of client non-attendances within identified timeframes.

3.2 Key objectives of MERIT Program for clients

Clinical and related services should be provided to MERIT clients with a view to achieving the following:

- Reduction in use of drugs and alcohol
- Improved physical and psychological wellbeing
- Reduction in risk behaviours

4. Basis for considering applications

Only **not for profit** non-government organisations from NSW or ACT*, which are appropriately constituted, are eligible to apply for funding. It is a requirement for organisations to be incorporated. All funding is to be provided on a basis consistent with *NSW Health Operating Guidelines for NGO Programs* and the principles underpinning the *MERIT Operational Manual* including the following conditions:

- Treatment services need to be appropriate for clients who are subject to bail conditions;
- Unless otherwise negotiated with NSW Health, all service entry and administration fees will be waived for MERIT clients;
- Treatment services will be provided to clients referred from any MERIT case management team across NSW and;
- Where a MERIT client requires treatment beyond the completion of the MERIT program (that is after the finalisation of their legal matters), the Residential Rehabilitation provider may transfer a client to a non-MERIT

dedicated bed for further treatment or refer the client to the MERIT case management team for placement in an appropriate treatment program.

*Submissions from the ACT may be considered if it is clearly demonstrated that the organisation is better able to accommodate and service MERIT clients than NSW organisations.

The application should indicate the number of residential rehabilitation beds being applied for. If the organisation is already funded to provide MERIT services, bed utilisation data should be provided.

5. Selection criteria

Applicants will be considered through an open competitive selection process, based on the following criteria:

- a. An understanding of the requirements of the MERIT program;
- b. Demonstrated ability to work with clients referred from the criminal justice system who have complex needs, including ability to deliver on desired client outcomes;
- c. The expertise and experience of the organisation/people undertaking the work;
- d. The ability to work in partnership with NSW Health, the Mental Health and Drug and Alcohol Office, Area Health Services and other relevant stakeholders;
- e. Demonstrable capacity to provide appropriate reporting regarding client progress both during and at the end of the funded treatment period;
- f. Capacity and willingness to contribute data to the NSW Health minimum data sets;
- g. Ability to take state-wide referrals, and;
- h. Ability to deliver the outcomes described with the available funding.

If your organisation specialises in providing services to a particular population group, the application should indicate this and demonstrate that the services provided are appropriate for the target group. The MERIT Program includes clients who:

- identify as Aboriginal
- are women
- are parents with children in their care
- have mental health and/or intellectual treatment needs
- are from culturally and linguistically diverse backgrounds

Applicants are encouraged to make contact with local MERIT case management teams prior to submission (the MERIT team contact list is available upon request).

6. Additional information required

In addition to the selection criteria above, applicants are required to complete the following forms and attachments:

1. Application form at Appendix A including copies of the following:
 - a. Copy of Constitution (if available)
 - b. Annual Report – FY 2008/2009 or most recent (it is anticipated this will include an Audited Financial Statement or equivalent and a copy of Certificate of Incorporation)
2. Agency details at Appendix B.
3. Program details at Appendix C – Please note: this section allows applicants to outline how their organisation is best placed to meet the selection criteria. It is important that applicants also consider the program objectives when completing this section.
4. The program budget at Appendix D.

7. Condition of engagement

Successful applicants will enter into a Funding and Performance Agreement (this is available upon request) with NSW Health.

**NON-GOVERNMENT ORGANISATION
NSW DIVERSION PROGRAM
DEDICATED MERIT RESIDENTIAL REHABILITATION SERVICES**

APPLICATION FOR FUNDING

NAME OF ORGANISATION _____

PROJECT/SERVICE TITLE: NSW DIVERSION PROGRAM – MERIT

TYPE OF FUNDING: Residential Rehabilitation Services

TOTAL NUMBER OF DEDICATED BEDS BEING PROPOSED _____

Please indicate the total number of dedicated funded MERIT beds you wish to apply for

WHERE WOULD THE BEDS BE PROVIDED? _____

SIGNATURE (OFFICE BEARER ONLY) _____ / / _____

NAME & TITLE OF SIGNATORY _____

Official use only:

Form completed satisfactorily:

Section A _____ Section C _____

Section B _____ Section D _____

Clinical program

ATTACHMENTS:

- Copy of Constitution: **Y/N**
- Annual Report – FY 2008/2009 or most recent: **Y/N**
- (includes an Audited Financial Statement or equivalent and a copy of Certificate of Incorporation): **Y/N**

Acknowledged Yes/No **Date** _____

Follow up required _____

Funding offered: Y/N

_____ beds. Proposed allocation to 30/06/2013 \$ _____

Appendix B

AGENCY DETAILS

Name of organisation:	
Address of service:	Postal address:
Contact person (name and title):	
Chairperson/President:	
Telephone:	
Facsimile:	
Year agency established:	
Year first funded by Government (if at all)	
Year first funded by NSW Health (if at all)	
How many residential rehabilitation beds were you funded to provide as at 1/7/09?	
How many dedicated MERIT residential rehabilitation beds were you funded to provide as at 1/7/09?	
Is the agency constituted as being a Non Profit Incorporated/Unincorporated Cooperative/Collective/Association/ Company/Other (please specify and attach copy of Certificate of Incorporation, etc.)	
Is the Agency a branch or a subsidiary of another organisation?	If yes, please attach a copy of the latest audited financial statements for the parent organisation.

AGENCY DETAILS continued

Taxation information

Organisation ABN	
When was your organisation GST registered?	
Is your organisation an Income Tax Exempt Charity (ITEC)?	Yes/No
Is your organisation a Deductible Gift Recipient (DGR)?	Yes/No
Other (please specify)	

Accreditation information

Please indicate the current accreditation status of the organisation

No formal accreditation undertaken to date	Yes/No
Formal engagement of accreditation agency	Yes/No (if yes) Agency name: _____
Currently undertaking accreditation process	Yes/No
Formal accreditation achieved	Yes/No (if yes) When (/ /) for the period (/ to /)
Accreditation relates to <ul style="list-style-type: none"> • the entire organisation • a section of the organisation • this project/service only 	Yes/No Yes/No Yes/No

PROGRAM DETAILS

As a separate section, please clearly provide the following information:

1. NAME OF AGENCY
2. BRIEF SERVICE DESCRIPTION
3. DESCRIPTION OF CURRENT CLINICAL PROGRAM
4. DESCRIPTION OF PROPOSED 12 WEEK CLINICAL PROGRAM
Note: this should address both treatment and reduction of risk activities.
5. MAIN CLIENT GROUPS TARGETED BY THE SERVICE
6. CURRENT INVOLVEMENT WITH CLIENTS WITH OUTSTANDING CRIMINAL JUSTICE MATTERS
7. CURRENT INTAKE PROCEDURES AND ADMISSION CRITERIA
8. OUTLINE ANY PROPOSED FINANCIAL CONTRIBUTIONS THAT WOULD BE SOUGHT FROM CLIENTS ADDITIONAL TO STATE GOVERNMENT FUNDING
9. CURRENT LINKS TO AREA DRUG AND ALCOHOL SERVICES
10. CURRENT REFERRAL NETWORKS
11. CURRENT CLIENT TRAVEL ARRANGEMENTS (ie: how clients travel by public transport to and from the service)

BUDGET

NAME OF ORGANISATION:

REQUESTED FUNDING: \$ _____ (per annum)

NB: Funding is to be provided on a per bed basis at a maximum of \$85 per day for the duration of the project. Agencies in submitting their application must be satisfied that all existing and contingent costs factors associated with the provision of the services are taken into account, as variation to the maximum per day funding is not guaranteed.

PROJECTED EXPENDITURE OF DEDICATED FUNDING

NB: This information is indicative only. Agencies will have to acquit funding on an annual basis.

1. SALARIES AND ON COSTS:

Position	Award Code	Hourly Rate	% FTE	Total cost	Enhancement Contribution
Annual leave loading					
Workers compensation					
Superannuation (___%)					
Other -					
Other -					
SUB TOTAL 1					

AWARD DETAILS (Provide other Award Details. Place relevant code number on column above)

1	SCSE (State) Award	4	Other -
2	Aboriginal Health Services Award	5	Registered Enterprise Ag. -
3	Other -	6	Non Award/Individual Contract

2. ADMINISTRATIVE COSTS:

SUB TOTAL		

3. OTHER (specify):

SUB TOTAL		

TOTAL ESTIMATED EXPENDITURE 1 TO 3		\$
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