

**STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT
SCHOOL HEALTH SECTION**

July 11, 2018

REQUEST FOR INFORMATION (RFI)
RFI No. RFI F18-176

**SKILLED NURSING SERVICES FOR
THE HAWAII DEPARTMENT OF EDUCATION (STATEWIDE)**

The Hawaii Department of Education (HIDOE), Office of Curriculum, Instruction and Student Support (OCISS), School Health Section (SHS) requests community input to facilitate the HIDOE's planning activities and development of a request for proposals (RFP) for skilled nursing services (i.e., school health services and school nurse services) to students certified as eligible by the HIDOE.

The information received will assist the HIDOE in preparing the release of one or more RFPs in the immediate future. The HIDOE will be seeking providers with the ability to provide skilled nursing services to students certified as eligible by the HIDOE.

Because of the foregoing, the HIDOE welcomes feedback from any and all prospective providers to formulate the criteria to compose a competitive solicitation for these services.

HIDOE is particularly interested in receiving input and feedback specific to the following areas of concern:

- The Addition of School-Sponsored Activities Outside the School Day (e.g., child-care, co-curricular/extra-curricular or non-academic activities):

HIDOE anticipates that the planned RFP will consider skilled nursing services as procedures and interventions requiring the clinical skills and didactic knowledge of a qualified licensed professional nurse with various delegated nursing tasks, primarily providing students with access to both the general education curriculum and to school sponsored co-curricular/extra-curricular or non-academic activities (e.g. Extended Summer for Special Education students (ESY), child-care, athletics, overnight excursions, prom, etc.) However, the latter may not be specified in a student's IEP or Section 504 plan. Thus, the selected provider may be required to keep the services provided, separate and distinct from the skilled nursing services that are provided to students to help them to access the general education curriculum. This will require rigorous and methodical attention from the selected provider to carefully track (e.g. database coding) and implement a separate set of skilled nursing services.

- Supervision:

The provider selected for this service shall be required to furnish supervisors or managers who the HIDOE anticipates will be responsible for numerous duties. For example, supervisors shall be required to provide: 1.) Adequate staff coverage (across all islands) for direct face-to-face nursing services (including clinical emergencies and school-sponsored activities outside the school day) when needed; and 2.) Quality assurance which will involve the ensuring that all

requested contract services are done with requisite timeliness, competence, expertise and knowledge, strictly and clearly adhering to the parameters as presented within the IEP or 504 plan. The selected provider shall be required to have a sufficient amount of staff to accomplish all supervisory duties on an ongoing, consistent, thorough, organized, reliable and high quality basis, on all islands, wherever service is needed.

- Electronic Documentation Consistent with Centers for Medicaid Services (CMS) Requirements:

The selected provider shall be required to electronically document and store student logs in a manner consistent with CMS requirements. This would help the HIDOE by placing the burden for electronic records and documentation on the provider and expedite the HIDOE's ability to bill Medicaid.

Written comments must be typewritten, clearly marked ***RFI F18-176, Skilled Nursing Services***, and received by the Office of Curriculum, Instruction and Student Support (OCISS), School Health Section, Skilled Nursing Services, at 475 22nd Avenue. Bldg. 302, Rm. 117, Honolulu, Hawaii, 96816. Written comments may also be faxed to (808) 733-9154, or sent via email to the contact person mentioned below.

All written comments must be received no later than **4:00 PM H.S.T. on July 19, 2018.**

Participation in this request for information is optional and is not a requirement to respond to any subsequent procurement action that the HIDOE may take. Neither the HIDOE, nor the interested party responding, bears any obligation under this request for information.

For more information, contact **Dr. Timothy Lino** via telephone at (808) 305-9750, or via email at timothy_lino@notes.k12.hi.us.

DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT

Procurement Notice posted on July 11, 2018.