



Date: March 30, 2022

DCTS Action Memo 2022-04

To: Subscribers of the DCTS Action Memo Email Distribution List

From: Rose Kleman, Administrator

**Request for Applications: Pediatric, Child, and Adolescent  
Tele-Psychiatry Development or Expansion**

## Summary

This memo outlines a funding opportunity for hospitals and clinics providing behavioral health care to develop or expand tele-psychiatry services for pediatric, child, and adolescent patients. The deadline to apply for a grant of up to \$500,000 is 3 p.m. May 6, 2022.

## Background

Telehealth has served as a cornerstone of outpatient health care from the outset of the COVID-19 pandemic. It has helped to maintain continuity of care and the patient-provider relationship.

Telehealth also can fill gaps in access to behavioral health care caused by a shortage of mental health providers. There is a shortage of psychiatrists and psychiatric prescribers in Wisconsin, especially psychiatrists and psychiatric prescribers who serve pediatric, child, and adolescent patients.

The funds available through this request for applications may be used to purchase and support the technology needed to provide tele-psychiatry services. The funds also may be used to recruit and retain psychiatrists and psychiatric prescribers who serve pediatric, child, and adolescent patients.

## Eligibility for funding

Applicants must be a hospital, clinic, or health system located in Wisconsin. Preference will be given to provider-community partner applications that demonstrate the ability to improve access to tele-psychiatry for pediatric, child, adolescent patients who are uninsured or enrolled in Medicaid.

## Award and contract information

- Up to five grants of about \$500,000 each may be awarded. Applications should indicate how much funding is being requested. The contract period is expected to be one year (July 1, 2022, to June 30, 2023).
- Applicants should plan and budget for one year of funding. Carryover of funds into a second year may be possible based on the availability of funds and vendor performance.
- Awards will be stand-alone contracts. They will not be part of any existing contract.
- There is no match requirement for this contract.

DHS reserves the right to reject any and all applications. DHS may negotiate the terms of the contract, including the award amount, with the selected applicants prior to entering into a contract. If contract negotiations cannot be concluded successfully with a recommended applicant, DHS may terminate contract negotiations with that applicant.

Successful applicants will be required to submit mid-contract and end-of-contract performance reports, including a summary of expenditures.

## Application design

All narrative content created for the application must be typed in single-space format using 12-point Times New Roman font. All pages should have one-inch margins. Applications will be reviewed and scored by an evaluation committee. Applicants may not contact members of the evaluation team without the contract administrator's written approval.

- **Cover page (Pass/Fail):** One page that lists the name of the applicant applying for funding with relevant contact information, including the name(s) and contact information for any subcontractor(s), if applicable.
- **Abstract (10 points):** No more than one page that includes a description of the project details with specific focus on the expansion of tele-psychiatry services.
- **Project narrative (70 points):** No more than three pages organized according to the following headings:
  - **Organization purpose, experience, and capacity:**
    - State the organization's purpose or mission.
    - Describe the organization's experience in providing behavioral health and psychiatry services through telehealth to pediatric, child, and adolescent patients.
    - Describe the organization's capacity to fully execute this contract.
  - **Target population:**
    - Describe the geographic area to be served with this funding.
    - Describe the population who will receive tele-psychiatry services with this funding.
    - Describe the organization's recruitment and retention plans for psychiatrists and psychiatric prescribers who serve pediatric, child, or adolescent patients.
  - **Statement of need:** Describe the need for the tele-psychiatry services for the geographic area and population to be served with this funding.
  - **Program design:** Describe how this funding will be used to support the development or expansion of tele-psychiatry.
  - **Evaluation:** Describe the evaluation strategies that will be used to determine if the program design and delivery are effective.
  - **Diversity, equity, and inclusion:** Describe how diversity, equity, and inclusion is being considered in each element of the target population, statement of need, program design, and evaluation.
- **Contract application (10 points):** Complete the [DCTS Annual Grant/Contract Application: Condensed, F-21276C](#).
- **Budget worksheet (10 points):** Complete the [DCTS Summary Line Item Budget: Condensed, F-01601C](#).

## **Application process**

Completed applications must be emailed to [Shana Martindale](#) by 3 p.m. May 6, 2022. Late applications will not be accepted. An email confirming receipt of the application will be sent within three business days. Applicants who do not receive an email confirmation within three business days should contact Shana Martindale at 608-381-9775.

Completed applications will include the following email attachments:

- The cover page, abstract, and project narrative as a PDF or a Microsoft Word document.
- Completed and unprotected [DCTS Annual Grant/Contract Application: Condensed, F-21276C](#).
- Completed and unprotected [DCTS Summary Line Item Budget: Condensed, F-01601C](#).

All questions about this request for applications must be submitted by email to [Shana Martindale](#) on or before April 29, 2022. Questions submitted by phone will not be answered.

## **CENTRAL OFFICE CONTACT**

Bureau of Prevention Treatment and Recovery

Division of Care and Treatment Services

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