



Trauma Intervention Funding Round One

Welcome to the Idaho Department of Correction (IDOC) Trauma Intervention program pilot. The program's goal is to reduce the impacts of trauma, stress, and burnout on correctional staff and incarcerated individuals, and collect data to inform future decision making and possible expanded program development.

This is round one of requests for proposals from providers who are interested in serving correctional staff. A second opportunity for those interested in serving incarcerated individuals will follow later this year.

IDOC's Trauma Intervention program was made possible through an appropriation by the Idaho Legislature during the 2022 legislative session.

1. Who can qualify for a Trauma Intervention contract?

There are two categories of service providers and services that IDOC is seeking to procure.

Category 1

Category 1 includes interventions that provide **supportive services** for IDOC staff. Applicants should be qualified and certified to deliver specific supportive services, e.g., Mental Health First Aid training, meditation, etc.

Category 2

The second category of services is for **direct mental health interventions** aimed at reducing the impacts of trauma. Eligible applicants under category 2 are licensed psychologists, master's level social workers, or professional counselors who have experience treating psychological trauma. Though not required, preference will be given to Individuals who have trauma-related certificates of specialization. Clinicians with experience with both somatic and cognitive techniques are desired. Those with prior law enforcement experience are encouraged to apply. Successful applicants will have a clean professional license to practice in Idaho and be willing to utilize a structured approach to group interventions.

2. Who is eligible to receive Trauma Intervention services?

In round one, IDOC plans to pilot interventions for correctional staff, which includes Correctional Officers, Case Managers, Probation and Parole Officers, Educators, Administrators, and others. The primary audience for these services is custodial staff.

3. What qualifies as an eligible service?

Applicants should be able to articulate the elements of an intervention they plan to deploy. Some of the interventions applicants may request funding for include, but are not limited to:

- Neurofeedback
- Trauma-informed yoga
- Cognitive Processing Therapy
- Mindfulness
- Acceptance and Commitment Therapy
- Eye Movement Desensitization and Reprocessing (EMDR)

4. What should a proposal include?

Each proposal should minimally include the following:

- Description of provider expertise. Provider's resume or CV, copy of the provider's professional license, and description of experience working with psychological trauma. This can include relevant coursework, certificates, years of experience working with trauma, and modalities most often used.
- Proposed intervention. Describe what service you plan to provide, and include details related to the number of hours, sessions, people served, etc. For example, "I propose to run a mindfulness-based stress reduction group for 10 clients. The group will meet 1 hour per week for 10 weeks on Friday evenings."
 - If scheduling is flexible, please indicate that. Preference will be given to providers who can serve our staff outside of traditional office hours.
 - Indicate location where you will provide the intervention. IDOC will make space available at our facilities so that services are convenient for staff; however, if you are unable to work in one of our facilities, please indicate that.
 - Provide supporting documentation for the proposed intervention. For example, if the proposed intervention follows a structured curriculum, include the curriculum with the proposal.
 - Given our current staffing challenges, and the long hours that Correctional Officers are required to work at this time, IDOC seeks approaches that are flexible and can be administered without a long-term commitment.

5. What is the project period?

Funds are available through June 30, 2023, so proposals should plan for service completion and expenditure of funds by that date. Renewals and extensions may be granted only if funding and legislative approval occurs during the 2023 legislative session. Applicants should not assume a renewal or extension will be offered and should plan accordingly. Other criteria such as program success will also impact renewals or extensions.

6. How much funding is available?

The Idaho Legislature approved a total of \$500,000.00 in funding for interventions for staff and incarcerated individuals. No single award will exceed \$100,000 or exceed a twelve (12) month contract term. Contracts will be awarded until no funding remains available or if there is insufficient time to complete the proposal before funding expires.

7. How will funds be provided?

IDOC will enter into Professional Services Agreements with individual service providers or agencies. This contract will be cost reimbursable, and providers will be required to submit receipts for costs on a monthly basis.

8. What costs are allowable?

A detailed Budget Worksheet is required with the Grant Application. The IDOC will fund direct treatment interventions, curriculum materials, preparation time for delivering the materials, and time for collecting and entering data. Other costs will be considered if there is demonstrated need, as described in the proposal. The following costs are **NOT** allowable (this is not an exhaustive list):

- Land acquisition
- Bonuses or commissions
- Lobbying costs
- Membership fees
- Entertainment costs
- Costs outside of the project period
- Fundraising costs
- Food and beverages
- Home office workspace*
- Travel*, transportation*, and lodging
- Honoraria, fines, or penalties
- Conferences, seminars, workshops
- Gifts, trinkets, memorabilia

*reasonable costs may be incorporated in your fully burdened rate.

9. Is reporting required?

Reports will be required on the following schedule:

- *Monthly*
 - Fiscal reports, including an invoice and backup receipts for a reimbursement of allowable costs

- *End of Pilot Reporting*
 - A progress report narrative that details the program delivery, challenges, and successes
 - Research data including pre- and post-test measures for participants
- If the pilot lasts for more than 6 months, quarterly report will also be required. The content of quarterly reports will be the same as the “End of Pilot Reporting”
- Other reports or data the IDOC may request on occasion to monitor program delivery

All reports are due on the 10th day of the month after the reporting period ends. Quarters are based on State fiscal year:

- July 1st to September 30th
- October 1st to December 31st
- January 1st to March 31st
- April 1st to June 30th

10. How will the project be evaluated?

IDOC will evaluate all interventions. As a result, providers will be asked to gather and track the following information:

- Each participant’s name and staff ID number
- Pre- and post-tests related to various psychological symptoms (IDOC will determine and provide these)
- Total number of sessions attended
- Total number of hours attended
- Indication if the participant completed the intervention or did not complete the intervention, and if not, why
- Employee feedback forms

11. Who will determine awards?

The IDOC Trauma-Informed Care Treatment Group will conduct an initial review of proposals and recommend high-quality proposals to the full Trauma-Informed Care Committee for approval.

Applicants may be contacted during the review process to provide additional information.