

Request for Proposals (RFP)



RFP Title: Care Coordination Agency (CCA) Partnership for Community Health Worker (CHW) Services

Due Date: June 26, 2026

Contact: Melissa Carroll, mcarroll@lccaa.net

Issued by:

Lorain County Community Action Agency (LCCAA)
Lorain County Pathways HUB

Funding Source: Ohio Department of Medicaid (ODM) via Lorain County Public Health

Grant Period: July 1, 2026 – June 30, 2027

1. Overview

The Lorain County Pathways HUB (HUB) is seeking proposals from organizations interested in becoming a Care Coordination Agency (CCA) with Lorain County Pathways HUB.

The Lorain County Pathways HUB is a program of the Lorain County Community Action Agency (LCCAA), which serves as the administrative and fiscal agent for the HUB. LCCAA oversees contracts, funding distribution, and program compliance for all HUB activities.

The selected agency will hire and supervise one Community Health Worker (CHW) to support pregnant women and families at increased risk for poor health outcomes. The program will prioritize enrolling pregnant and postpartum Black and African American women to directly address disparities in infant mortality and adverse birth outcomes." Services will be delivered using the **Pathways Community HUB Institute (PCHI) model**, focusing on identifying risks, coordinating care, providing education, and improving maternal and infant health outcomes.

Care Coordination Agencies will use the Care Coordination System (CCS), a secure data system used to document client services, track participant progress, and support reporting and billing. CHWs and supervisors will receive training and ongoing support to ensure effective use of the system.

The Pathways HUB model is a nationally recognized, evidence-based approach to care coordination. It focuses on identifying individuals at highest risk, addressing their specific needs, and tracking progress toward improved outcomes.

Community Health Workers (CHWs) work directly with participants to identify risk factors, provide support and education, and connect individuals to services. Each identified need is tracked through a “Pathway,” which helps ensure that services are completed and outcomes are achieved.

The model emphasizes accountability, documentation, and measurable results to improve maternal and infant health.

2. Funding & Allowable Costs

Funding Amount

- Total award: **\$50,000**
- One agency will be selected

Contract Period

- July 1, 2026 – June 30, 2027

Required Budget Structure

- Minimum 90% of budget allocated to CHW salary and fringe
- Maximum 10% of budget allocated to allowable direct costs (including indirect)

Allowable Costs

Funds may be used for:

- CHW salary and fringe (including benefits)
- CHW certification and training (must occur in Ohio)
- Travel (mileage for CHW service delivery)
- Materials and supplies directly tied to services (phone, printing, curricula)
- Client supports (transportation, incentives tied to services)
- Administrative costs related directly to the program (within the 10% allowable direct costs)

Incentives

- Must support engagement or participation
- Must be directly related to maternal/infant health
- Must be of **nominal value**
- **Cannot be cash or gift cards**
- May require approval prior to use

Unallowable Costs

Funds may NOT be used for:

- Rent, utilities, or office space
- Insurance
- Memberships or subscriptions
- Debt or unrelated administrative costs
- Food not tied to services

3. Payment & Billing

- Agencies will submit **monthly invoices to LCCAA by the 10th of each month**
- LCCAA will process payment within **30 days**
- The HUB is responsible for billing Medicaid Managed Care Organizations (MCOs)
 - MCO billing is intended to serve as the primary long-term reimbursement mechanism for services delivered. Grant funding provides support for CHW staffing and program implementation, particularly during program development, as MCO billing is established and expanded.
- Agencies must ensure **timely and accurate data entry in CCS** to support billing

4. What the HUB Provides

The HUB will provide:

- Training on the Pathways HUB model

- Access to the Care Coordination System (CCS), a secure data system used to document client services, track progress, and support billing
 - Standardized Pathways and education materials
 - CHW certification support (if needed)
 - HIPAA training and compliance support
 - Ongoing coaching, technical assistance, and quality improvement support
 - Billing support with Medicaid Managed Care Organizations (MCOs)
 - Support for client incentives and initial program supplies, as available
-

5. Scope of Work

The selected agency will:

- Hire and supervise at least one CHW
 - Conduct outreach to identify and enroll eligible participants
 - Provide care coordination using the Pathways model
 - Provide at least one home visit per month to participants
 - Provide health education and resource navigation
 - Enter all required client data into CCS, including enrollment, visits, and Pathway documentation, in a timely manner
 - Support clients through pregnancy and postpartum (up to twelve months).
 - Coordinate referrals and follow-up services
 - Participate in HUB meetings, trainings, and quality improvement activities
 - Submit monthly invoices to LCCAA by the 10th of each month
-

6. Qualifications

Organizations must:

- Be a nonprofit, healthcare provider, or community-based organization
 - Have experience working with **at-risk families**, including pregnant and parenting individuals
 - Have capacity to hire and supervise a CHW
 - Demonstrate ability to provide education and care coordination services
 - Be able to meet documentation and reporting requirements
 - Be willing to enter into a contract and HIPAA agreement with LCCAA
 - Be eligible to accept payment from Managed Care Organizations (MCOs)
-

7. Proposal Requirements

A. Organization Overview

- Mission and services
- Experience working with at-risk families

B. CHW Staffing Plan

- Plan to hire or assign a CHW
- Supervision structure
- Timeline for hiring/onboarding

C. Implementation Plan

- Outreach strategy
- Referral partnerships
- Client engagement approach

D. Organizational Capacity

- Experience with care coordination or similar work
- Ability to meet documentation and reporting requirements

E. Budget & Narrative

- Completed budget template (required)
- Budget narrative explaining use of funds
- Sustainability plan, including MCO billing

Budgets that do not align with ODM funding requirements may be deemed non-responsive.

8. Selection Criteria

Proposals will be evaluated based on:

- Experience serving at-risk families
- Organizational readiness and capacity
- Strength of CHW supervision plan
- Outreach and engagement approach
- Ability to meet documentation and billing requirements
- Sustainability plan

Preference will be given to organizations that:

- Can hire and onboard a CHW within **45-60 days**
 - Have existing staff who can transition into the CHW role
 - Have established connections to the target population
-

9. Timeline

- RFP Released: **June 3, 2026**
 - Questions Due: **June 10, 2026**
 - Proposals Due: **June 26, 2026**
 - Award Notification: **June 30, 2026**
 - Contract Start: **July 1, 2026**
-

10. Submission Instructions

Submit proposals via email to:

Melissa Carroll

Lorain County Pathways HUB Director

Lorain County Community Action Agency (LCCAA)

mcarroll@lcaa.net

Subject line:

CCA Proposal – [Agency Name]

11. Questions

Questions may be submitted via email by June 10, 2026.
