Questions for RFP #251-25-293 – School-Based Mental Health Records Management & Data Tracking System

Reference	Vendor Question	Answers
Scope of Work, Page 5	Does the system need to support provision of services via telehealth?	The program is primarily for in-person services, but there may be a need to have telehealth options. Google Meet is currently the only approved platform for this type of service with WCPSS.
Scope of Work, Page 5	Does the system need to support electronic prescribing of medications?	No.
Cost Proposal, Page 8	What is the anticipated total number of users of the system (school staff, clinicians, external providers)	20 therapists, 3-5 supervisors
Cost Proposal, Page 8	What is the anticipated number of students and parents or guardians accessing the system?	The system is expected to serve about 800 active students.
	Will all Elementary, Middle, High and Alternative Schools each have one Mental Health Therapist Position.	There will only be 20 therapists who will serve 20-40 schools in the district.
	What is the total number of Mental Health Therapist Positions?	20
	Will you have more than one Psychiatric Medical director?	No.
Execution of Proposal, Page 2	Will WCPSS accept a verified electronic/digital signature on the execution form and Attachments A & B?	A wet signature is preferred, but a digital signature is acceptable.
Background, Page 2	Of the 161,000 students in the WCPSS system, how many (approximately) will be served by the School Based Mental Health program?	Approximately 800 students.
Scope of Work, Page 5	Can we get a detailed list of requirements for the dashboard level reporting? Sample reports would be helpful.	Dashboard level reporting will need to include total number of referred cases, total number of active cases, total number of discharged cases, symptoms reported, diagnoses, grades, demographics, special populations (i.e. special education, homeless, foster care, etc.), time from referral to intake to assessment to treatment, number of cases who have successfully met goals. We do not have a sample dashboard to provide.

User Roles, Pages 6-7	For the role-based access, is it acceptable to have users assigned to students to view data as needed? For example, a Teacher would need to be "assigned" to the "student" in order to see their records. This is not accomplished through roles, but rather through a manual assignment of the client.	It is preferred that the only users who can have access to a student's record in this system is for the therapist and program level supervisors. Teachers should only have access to a general dashboard without any identifying information.
Data Portability, Page 7	What are the technical requirements for integrating with SIS, IMS, LMS and other platforms?	We do not foresee the need to integrate with our LMS or other platforms. However, we will need to provision data that originates in the SIS (Infinite Campus) by either directly integrating with the SIS or through any of the provisioning means documented in our tech requirements.