



Office of the Administrative Director of the Courts • Financial Services Department
Ke'ena o ke Po'o Lawelawe Hana o nā 'Aha Ho'okolokolo • Māhele Lawelawe Waiwai
THE JUDICIARY • STATE OF HAWAII | KA 'OIHANA HO'OKOLOKOLO • MOKU'ĀINA 'O HAWAII
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Date: September 2, 2026

To: All Interested Providers

From: Terri Gearon, Financial Services Director
The Judiciary, State of Hawaii

A handwritten signature in blue ink, appearing to be "Terri", is written over the name "Terri Gearon" in the "From:" field.

Subject: **Request for Information for Health & Human Services (103F, HRS) for
Adult Substance Abuse Treatment Services, Fifth Circuit, The Judiciary,
State of Hawai'i
RFI J28006**

The Judiciary, State of Hawaii issues this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to seek information and recommendations from interested providers for the planned purchase of Adult Substance Abuse Treatment Services.

The purpose of this RFI is to gather information from interested service providers, stakeholders, and the public to assist the Judiciary, State of Hawaii in planning a future Request for Proposals (RFP) under Chapter 103F, Hawaii Revised Statutes, for the purchase of health and human services.

This RFI is issued for information and planning purposes only. It is not a solicitation, does not constitute a commitment by the Judiciary to issue an RFP or award a contract, and will not result in the selection of any provider. Responses to this RFI will be used to better understand current industry practices, available services, innovative approaches, and other information that may assist in developing the scope of services and procurement requirements for a future RFP.

Participation in this RFI is voluntary and is not a prerequisite for participation in any subsequent procurement.

Description of the goals of the service

The goals of the requested service are: (1) To provide a comprehensive evidence-based, offender-oriented, continuum of substance abuse treatment services to adults with alcohol/and other drug problems, who are ordered or directed by the court to obtain treatment; and, (2) the goal of treatment will be to assist adult offenders, abusing or addicted to alcohol and/or other drugs with the acquisition and demonstration of effective strategies, skills and knowledge which will result in long-term abstinence and a reduction of their re-offending behaviors. The continuum includes Substance Abuse Assessment; Substance Abuse Education; Pre-

Treatment/Motivational Enhancement Services; Outpatient, Intensive Outpatient, Day and Residential Treatment and Therapeutic Living Program treatment modalities.

Description of the target population to be served

The target population includes adult offenders and other adults referred to the Judiciary, age 18 or older, male and female, supervised by the Adult Client Services Branches in all circuits of the Judiciary and/or under the auspices of the Judiciary's drug and other specialty court programs. The target population will include, but shall not be limited to pregnant/parenting women with alcohol and/or other drug related problems and offenders with co-occurring disorders.

Geographic coverage of service

Service areas include the following:

Fifth Circuit- Island of Kauai

General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The Applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
 - a. Residential programs must meet the requirements of the State of Hawaii, Department of Health's (DOH) Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility. Programs must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
 - b. Therapeutic Living programs must meet the requirements of the State of Hawaii, DOH's Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility as it pertains to Therapeutic Living. Programs must have an appropriate license to operate from the DOH, Office of Health Care Assurance (OHCA).
 - c. All applicants shall comply with the State of Hawaii, DOH's Administrative Rules: Title 11, Chapter 175, pertaining to Mental Health and Substance Abuse Systems.
 - d. The proposed services must meet all required state licensing or certification standards, provide assurances for fair hearing and

grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage and identification as applicable.

2. For this service specification, please submit six (6) sets (original plus 5 copies) of your completed proposal to the Financial Services Division.
3. The Applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the Applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On site visits may be made.
4. The Applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO-H-201 (Effective 10/01/98) which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).
5. The Applicant shall have an accounting system in compliance with generally acceptable accounting principles.

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Applicants will provide a comprehensive continuum of evidence-based offender-oriented treatment services to include Substance Abuse Assessments; Substance Abuse Education; Pre-Treatment/Motivational Enhancement Services; Outpatient, Intensive Outpatient, Day and Residential Treatment; Continuing/Aftercare and Therapeutic Living Program treatment modalities, to adults with alcohol and/or other drug related problems who are ordered or directed by the court to obtain such services. Applicants may propose the whole continuum or any part of the continuum.
 - a. Substance Abuse Assessments – Substance abuse assessments shall be completed or reviewed/approved by certified substance abuse counselors, program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or individuals who hold an advanced degree in a behavioral health science. Assessments shall be completed to determine the need for substance abuse treatment and provide a recommended level of service. Assessments will take into consideration client history of substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change; relapse, continued use or continued problem potential and recovery/living environment. If the client is

incarcerated at the time of application, the Applicant shall conduct the assessment in the institution(s) within their circuit, i.e., the state Community Correctional Center or Federal Detention Center. The Applicant must use a standardized substance abuse assessment application form as approved by the Judiciary. Assessments shall apply Diagnostic and Statistical Manual and the American Society of Addiction Medicine Patient Placement Criteria.

- b. Assessments for First-Time Drug Offender (Act 44/2004 Legislature or HRS 706-622.5) – Substance abuse assessments by certified substance abuse counselors shall be completed to determine the need for substance abuse treatment and shall provide a recommendation for services/treatment. The Diagnostic and Statistical Manual, Addiction Severity Index and the American Society of Addiction Medicine Patient Placement Criteria shall be applied to the assessment. These assessments shall be used for sentencing. If the client is incarcerated at the time of the referral, the Applicant shall conduct the assessment in the institution, i.e., the state Community Correctional Center or Federal Detention Center.
- c. Substance Abuse Education – Substance Abuse Education shall provide clients with information pertaining to the pharmacology of substance abuse, lifestyle consequences, emotions management, coping skills and problem-solving training using cognitive behavioral techniques, treatment process, relapse prevention and abstinence maintenance training.
- d. Pre-treatment/Motivational Enhancement Services – Pre-Treatment or Motivational Enhancement Services shall provide curriculum-based activities; cognitive-behavioral strategies to challenge thoughts, attitudes and beliefs; motivational interviewing techniques; goal setting; skill development; and establishing commitment to change behavior.
- e. Outpatient Treatment – An Outpatient Treatment Program shall provide non-residential comprehensive specialized services on a scheduled basis for clients with substance abuse problems. Professionally directed evaluation, treatment, case management, and recovery services shall be provided to clients with less problematic substance abuse related behavior than would be found in a Residential or Day treatment program.

An Outpatient Program shall provide between one (1) and eight (8) hours per client per week of face to face treatment with a minimum of one (1) individual counseling session per month.
- f. Intensive Outpatient Treatment – An Intensive Outpatient Program shall provide a minimum of nine (9) hours per week of skilled

treatment services. Such treatment usually operates for at least three (3) or more hours per day for three (3) or more days per week. Services may include individual and group counseling, medication management, family therapy, educational groups, employment, occupational and recreational therapy, and other therapies. Professionally directed evaluation, treatment, case management and recovery services shall be provided.

Intensive Outpatient Programs shall provide a minimum of nine (9) hours and up to a maximum of nineteen (19) hours per client per week of face to face treatment, with a minimum of one (1) individual counseling session per client per week.

- g. Day Treatment – A Day Treatment Program shall provide treatment activities offered in half-day or full-day increments, regularly scheduled for multiple sessions throughout the week. It includes a planned regimen of comprehensive outpatient treatment including professionally directed evaluation, treatment, case management, and other ancillary and special services. This level of care provides the offender with the opportunity to participate in a structured therapeutic program while being able to remain in the community.

Day Treatment shall provide a minimum of twenty (20) hours per week of face-to-face treatment and activities with a minimum of one (1) individual counseling session per week. The other nineteen (19) hours of face-to-face activities shall include, but not limited to group counseling, education, skill building, recreational therapy and family services.

- h. Residential Treatment – A Residential Treatment Program shall provide 24 hour per day non-medical, non acute care in a residential treatment facility that provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring and treatment are available 24 hours a day, seven (7) days a week, with minimum of one (1) individual counseling session per week with each client.
- i. Continuing Care or After-Care – Continuing Care or After-Care is an organized service that shall provide treatment reinforcement services to the client who has completed treatment. Relapse prevention and recidivism prevention shall be focused on.
- j. Therapeutic Living – A Therapeutic Living Program shall provide structured residential living to individuals who are without appropriate living alternatives and who are currently receiving substance abuse treatment in a Day, Intensive Outpatient, or Outpatient treatment program, or who have been clinically

discharged from residential treatment. Therapeutic Living Programs shall provide fifteen (15) hours per week of face to face therapeutic rehabilitative activities. Activities can include, but are not limited to, needs assessment, service planning, individual and group skill building and practice, referral and linkage, employment, case management, client support and advocacy, monitoring and follow up.

The primary focus of this program is to provide the necessary support and encouragement to enable the client to complete treatment outside of a residential program, to adjust to a chemically abstinent lifestyle and to manage activities of daily living so that the individual can move towards independent housing and life management.

- k. Sober Living – A Sober Living Program shall provide community based living options to individuals who are without appropriate living alternatives and who are currently receiving substance abuse treatment within the community.

2. Proposals shall delineate the following:

- a. Identification of target group(s) to be serviced by the Applicant, including any applicable admissions eligibility or exclusionary criteria.
- b. Identification and brief description of the distinguishing highlights for the evidence-based treatment model(s) to be used.
- c. Justification for the selection of the evidence-based treatment model(s).
- d. For Residential and Day treatment programs, the nature and amount of time the client will be involved in structured activities per week.
- e. (1) Identification of assessment instrument(s) to be used; (2) the purpose of the instruments; and (3) how the instruments will be implemented.
- f. Identification of training(s) to be provided to staff; the frequency of the training(s); and, supervisory oversight for quality assurance.
- g. Identification, description and references for the curriculum to be used.
- h. Identification of the program targets for change.
- i. Identification of the program's completion criteria for the clinical

discharge of the client.

- j. Identification of the program's termination or discharge criteria.
- k. Description and length of Continuing/Aftercare services.
- l. Identification and description of a quality assurance program that involves client care and the delivery of services, the personnel who will implement the evaluation and review, and the procedures for corrective actions for problems identified.

(For those proposing to provide more than one modality of care, please describe how responses to the above listed items will differ, as applicable, across the continuum.)

- m. Provide evidence-based practice standards in the delivery services to include but not limited to cultural and gender appropriate services.
 - n. Incorporate the use of trauma informed care in the delivery of services.
- 3. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC-2R) for admission, continuance and discharge and documentation shall be included in each client's clinical chart.
 - 4. The Applicant shall have the capability and capacity to conduct alcohol and drug testing that would include urine and/or blood.

The Applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Random and observed collection are required. The Applicant shall insure that chain of custody and confidentiality issues are addressed appropriately.

The Applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or possess College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Positive drug test results shall be reported immediately to the supervising agency/probation officer.

A summary of drug test results will be included in the required weekly and monthly reports for each client to drug and specialty courts.

5. Applicants shall provide written weekly progress reports for all drug or specialty court clients and/or as required by the coordinators of the respective courts. Written admission, monthly and discharge reports shall be provided to supervising probation officers. Written discharge reports shall be provided no more than ten (10) working days after a client's discharge or earlier upon request of the supervising officer, for court hearing purposes. Discharge reports shall include the dates of admission, treatment and termination; reasons for termination with explanation; discharge plans and recommendations (including recommendations for handling of client target behaviors, relapse prevention plans, possible sanctions, etc), when applicable. Applicants shall attach sample copies of report formats to be used for these purposes.
6. Programs shall notify the supervising officer or program of any prospective major change in a client's status (i.e. potential discharge or level of care change) occurring before the scheduled reporting cycle. Program staff will participate in team meetings with the Judiciary when it is determined to be in the best interest of the client's treatment and adjustment.
7. Applicants who provide Outpatient, Intensive Outpatient, Day and Residential treatment modalities shall develop and implement appropriate transition plans for each client prior to discharge. The plan shall address transition and recovery issues and relapse prevention, and shall be forwarded to the supervising officer.
8. Applicants shall provide treatment transition assistance to the client in the event that treatment funding is terminated, i.e. referral to another program, referral back to the supervising officer, etc.

Written comments in response to the RFI shall be emailed to
Anita.A.Applegate@courts.hawaii.gov

The deadline for the receipt of comments is **12:00 p.m., HST, on Wednesday, September 16, 2026.**

PLEASE NOTE:

- Participation in the RFI is optional and is not required to respond to any subsequent procurement action a purchasing agency may take. Neither the purchasing agency nor interested parties responding have any obligation under the RFI.
- Neither the Judiciary nor any interested party responding to the RFI has any obligation under this process.
- The purchasing agency reserves the right to adopt or not adopt any recommendations presented in response to the RFI.
- This RFI does not commit the Judiciary to solicit or award a contract or to pay any costs incurred in the preparation of the information submitted. The Judiciary reserves the right

to accept, reject, or utilize without obligation, any information submitted in response to this request.