



AUGUST 2012 REQUEST FOR PROPOSALS

Tri-Counties Regional Center is soliciting proposals for the following Purchase of Service (POS) contracted service:

- Date:** August 1, 2012
- Service Type:** Service Code 915 - Adult Residential Facility (ARF)
- Reimbursement:** Current Alternative Residential Model (ARM) Level 4 rate (less current State-mandated discounts)
- Location(s):** **Ventura County - 2 facilities (1 to be in Oxnard)**
Santa Barbara County - 2 facilities (1 to be in Santa Maria)
San Luis Obispo County - 2 facilities

Service Description:

An adult residential facility (ARF) is a Community Care licensed home which serves the needs of individuals with developmental disabilities. Residents range in age from 18-59 and may be non-ambulatory. Cognitive functioning of individuals referred may range from moderate to severe mental retardation. Some individuals may be dually diagnosed with autism and/or mental health challenges; some may have aggressive/assaultive or self-injurious behaviors. Development and implementation of behavioral plans and consultation with a qualified behaviorist or mental health professional is required (see Title 17 for description of service codes 612 and 620 for qualifications).

General Requirements:

- Facility must be licensed by Community Care Licensing (CCL) prior to completion of vendorization by TCRC. Selected applicants must provide evidence of having submitted application to CCL within 45 days of notification of selection.
- Licensee must obtain Administrator certification prior to vendorization.
- Facility must have capacity to support 4 to 6 individuals, with preference given for private bedrooms. Facility must have a minimum of 2 bathrooms for the exclusive use of regional center individuals.
- Program must meet all applicable Title 17 and Title 22 regulations.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Administrator and direct support professionals (DSP) must meet at least minimum certification, training and experience requirements of Title 17.
- Licensee and/or Administrator must have a minimum of 12 months full-time experience working in a licensed residential facility (preferably a Level 4 ARF or equivalent) and possess current ARF Administrator Certification.
- Staff must be trained and maintain current certification in non-violent crisis intervention techniques.
- Current providers responding to this RFP must have homes in good standing, with no Substantial Inadequacies or Type A CCL deficiencies in the past 12 months. Providers who have had extensive disciplinary actions taken against them historically shall not be considered.
- Staff must speak the language of the people they support.

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Service Summary Content Guidelines:

Please include all information requested below and provide in the same order in your document. For additional guidance, please refer to Title 17 and Title 22 regulations and to the TCRC website (www.tri-counties.org) for information on Universal Service Expectations and the Person-Centered Thinking Initiative.

- a) Provide a brief overview of services and supports that will be provided. Include:
 - Program philosophy and goals.
 - Describe how activities will be selected to facilitate achievement of goals.
 - Include a sample 1-month schedule of activities and goals.
 - Services to accommodate individuals with mental, emotional, physical, or severe behavioral challenges requiring services at this level.
- b) Provide a brief overview of planning process. Include:
 - Describe how supports and services in the home will be determined.
 - Describe how individual goals/objectives will be determined.
 - Include a methodology for measurement of progress.
- c) Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.
- d) Describe when, what, and how you will communicate with day programs, other providers, and TCRC.
- e) Describe your plan to recruit and retain quality staff. Include:
 - Initial and ongoing training, especially with dispensing of medication, implementation of behavior plans and data collection. Include required certifications in addition to any specialized training for providing behavior support to individuals with potentially dangerous behaviors.
 - Job descriptions, qualifications, and desired characteristics for all staff positions.
 - Provide qualifications and roles of all consultants.
 - Health and criminal background screening procedures.
 - Plans for training and certification in First Aid and CPR.
 - Describe roles of licensee, administrator, and consultants.
- f) Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
- g) If known, provide proposed location and description of the facility and include nearby community resources such as shopping, parks, and public transportation. Describe interior and outdoor amenities.
- h) Preference will be given to programs providing transportation to and from day program as an additionally vendored service.