



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 515 - Behavior Management Day Program (BMP)
- Reimbursement:** Temporary Payment Rate, as determined by the Department of Developmental Services (DDS) less current State-mandated discount
- Location:** **Ventura County (Simi Valley)**
San Luis Obispo County
Santa Barbara County (Carpinteria)

Service Description:

A Behavior Management Program is a specialized day program for people who have identified moderate to severe maladaptive behaviors that exceed the scope of services provided by an Adult Development Center. Individuals' cognitive functioning may range from moderate to severe mental retardation. Individuals may be ambulatory or non-ambulatory; may be dually diagnosed with mental health challenges; and 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 prior to completion of vendorization by TCRC.
- Facility will support up to 35 individuals.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Program must meet all applicable Title 17 and Title 22 regulations.
- Program will be expected to provide support to individuals with severe behavior challenges.
- Administrator and direct service staff must meet training and experience qualifications set forth in Title 17.
- Administrator must be on-site a minimum of 80% of day program operating hours.
- Staff must be trained and remain current in certification of non-violent crisis intervention techniques.
- Staff must speak the language of the people they support.

Service Summary Content Guidelines:

Please include all information requested below and provide in the same order in your document. For additional guidance in writing your Service Summary, 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 the services and supports that the program will provide. Include:
 - Curriculum, activities, and philosophy of program. Include a one-month sample schedule showing activities and goals.
 - Accommodations for non-ambulatory individuals.
 - Any other program supports or adaptations that would be provided (beyond those which would be provided in a standard adult day program). Include professional staff or consultants.
 - Describe any environmental modifications or accommodations that have been or would be constructed to ensure safety and stability for participants with physical and/or behavioral challenges.
- b) Briefly describe the planning process. Describe how the program will determine the services and supports needed and how individual goals/objectives will be developed.
- c) Describe anticipated outcomes of the proposed program and how progress on individual achievement of goals/objectives will be measured.
 - Describe communication with care providers and TCRC.
- d) Describe your plan to recruit, train, and retain quality staff. Include:
 - Required qualifications for administrator and all staff positions
 - Health and criminal background screening procedures
 - Initial and ongoing training, including required certifications.
 - Describe specialized training for providing behavior support to individuals with potentially dangerous behaviors including data collection and implementation of behavior plans.
 - Provide qualifications of behavior consultant and describe their role
 - Strategies to retain staff
- e) Provide a sample one-week staffing schedule for Director/Administrator and all other staff.
- f) If known, provide proposed location of facility and describe nearby community resources such as shopping, parks, and public transportation. Describe interior and outdoor amenities.
- g) Describe transportation services that will be provided. Preference will be given to programs providing transportation to and from the program as an additionally vendored service.