



FALL 2014 REQUEST FOR PROPOSALS

Tri-Counties Regional Center and the Southern California Integrated Health and Living Project (SCIHLP) are soliciting proposals for the following Community Placement Plan (CPP) contracted service:

Posting Date: November 2014

Service Type: Specialized Residential Facilities (SRF) for Dually Diagnosed Adolescents – Service Code 113

Up to four (4) beds, at least two (2) of which must be able to serve non-ambulatory children

Start-Up Funding: Up to \$150,000 for Services Only

Start-Up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, licensing, staff recruiting and training, general equipment, and other costs as described per contract. Start-Up funds are not intended to cover 100% of the development costs.

This home will be acquired and developed by a non-profit housing organization.

Reimbursement: 113 Negotiated Rates (not to exceed the applicable Median Rate)

Location: San Luis Obispo, Santa Barbara, and Ventura Counties

Target Group: **Girls ages twelve (12) to eighteen (18) – All Counties**

Boys ages twelve (12) to eighteen (18) – All Counties

Service Description:

This SRF is a joint project between TCRC and SCIHLP. A children's SRF is a Community Care Licensed home which serves the needs of children with developmental disabilities. This facility will provide "crisis services" to children ages twelve (12) to eighteen (18) who are at risk of being placed in a secured treatment setting. The expected staffing support needs to individual residents will be at a ratio of 1:1 during all waking hours. Children will need support in some or all of the following areas: emotional self-regulation, anger management, developing coping skills to minimize self-injurious behavior, forming and maintaining healthy attachments (including safe/appropriate sexual behavior and boundaries), compliance with probation/diversion plans, substance abuse prevention, medication management, health care, and access to mental health services.

Potential providers must have prior demonstrable experience:

- Supporting children and people with developmental disabilities, mental health issues, and forensic backgrounds
- Owning or operating a Level 4 Children's Residential Facility (CRF), Adult Residential Facility (ARF), or an SRF
- Working with the court system
- Working with the mental health system

Tri-Counties Regional Center
FALL 2014 REQUEST FOR PROPOSALS
Page 2 of 4

- Provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other Regional Centers, Mental Health, and Probation) for the successful support of the individual

Prospective Providers Must:

- The facility must be licensed by Community Care Licensing prior to vendorization by TCRC. (Note: An extension will be granted with written documentation that the cause of the delay is out of the control of the applicant.)
- Have prior experience supporting children with developmental disabilities such as a diagnosis of Autism and moderate to severe Intellectual Disabilities
- Hire and retain qualified direct care staff who are trained in non-violent crisis prevention / intervention and in accordance with Title 17

General Requirements:

- Facility will require licensure by Community Care Licensing (CCL) prior to vendorization by TCRC.
- Facility must support 4 individuals, with private bedrooms and a minimum of 2 bathrooms for exclusive use by 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 must have a minimum of 2 years full-time experience in a licensed residential facility (preferably a Level 4 ARF). Administrator and Licensee must both possess current ARF Administrator Certification.
- Administrator must have completed DSP I & II.
- DSP must speak the language of the people they support.
- DSP must have minimum of 1 year experience in the field of developmental disabilities and have completed DSP I & II. Staff will have a background in mental health and one DSP position will be held by a Psychiatric Technician.
- Service design will include specification of at least 4 consultant hours per resident per month.
- Applicants must identify all types of consultants they propose to utilize, and must include a Board Certified Behavior Analyst (BCBA), preferably with experience in risk assessment and treatment of this population. Staff will need to demonstrate that they can implement and perform data collection for behavioral plans.
- Applicants responding to this RFP who are currently vendored providers for TCRC or any other regional center must have services in good standing. Providers with Substantial Inadequacies (SI's), or Type A deficiencies with Community Care Licensing in the past 12 months and providers who possess numerous deficiencies and/or other disciplinary actions taken against them historically shall not be considered for this service. Applicants must also disclose any past, present, or pending licensure revocations, probation or denials, including but not limited to: CCL, Public Health Licensing or any agency providing services to people with disabilities, children or the elderly.
- Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities.

In addition, the applicant must document available credit line and provide the necessary information for verification.

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) **Overview of Services.** Provide a brief overview of services and supports that will be provided. Include:
- **Mission, Vision, and Value Statements:** Provide any agency MVV statements and how these were developed for the agency.
 - Include a description of how residential services for children differ from services provided to individuals over the age of eighteen (18).
 - Describe how activities will be selected to facilitate achievement of goals.
 - Include a sample one-month schedule of activities.
 - Services to accommodate children with mental, emotional, physical, or behavioral challenges requiring services at this level.
- b) **Current Commitments:** Provider will include a complete description of anticipated, current and completed projects and describe their plan for how to manage this project in light of these other commitments.
- c) **Agency Outcomes:** Describe anticipated outcomes of proposed service for children residing in the home and how achievement of outcomes will be measured.
- d) **Assessment and Planning:** Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
- e) **Administrative / Consultant Roles:** Describe roles of licensee, administrator, and consultants.
- Qualifications and roles of Licensee, Administrator
 - Qualifications and roles of all consultants
 - Describe job descriptions, qualifications, and desired characteristics for all staff positions.
- f) **Methods and Procedures:** Under a "Methods and Procedures" section of the RFP response, applicants will describe how they will:
- Address the development of positive behavioral support plans for children with an emphasis on functional behavioral analysis and evidence based practices.
 - Address the mental health treatment needs of the residents. Therapeutic approaches, use of trauma focused or other evidence-based therapies that will promote emotional self-regulation will be described.
 - Provide the close supervision these children may require and how to mitigate risk.
 - Teach social skills to assist the child in learning pro-social behaviors.
 - Describe how psychiatric needs of children will be addressed if appropriate, and how staff will be trained to recognize, document and report symptoms of psychiatric conditions and medication effectiveness

Tri-Counties Regional Center
FALL 2014 REQUEST FOR PROPOSALS
Page 4 of 4

- g) **Staff Recruitment and Retention:** Describe your plan to recruit, and retain quality staff. Include:
- Desired characteristics for all staff positions.
 - Health and criminal background screening procedures.
 - Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support and crisis intervention to children who have potentially dangerous behaviors.
 - Direct care staff must be paid a minimum of one hundred fifty percent (150%) of minimum wage.
- h) **Staffing Schedule:** Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
- i) **Transportation:** Describe how transportation will be provided for therapy and medical appointments, recreation and other activities.
- j) **Continuous Quality Improvement (CQI):** Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data (e.g. incident reports, medication logs) to identify service problems to develop corrective changes such as revised staff training curriculums, staff training procedures (e.g., using competency based teaching methods), agency practices and procedures or other operations (e.g., supervision, medication management, recruiting, etc.). Providers shall describe the feedback loop by which problem procedures will be identified, corrected through revised practices, and further monitored to measure the effectiveness of those changes in agency practice.