



FALL 2014 REQUEST FOR PROPOSALS

Tri-Counties Regional Center (TCRC) is soliciting proposals for the following Community Placement Plan (CPP) contracted service:

Date: November 2014

Service Type: Service Code 113 – Adult Residential Facility (ARF)

Enhanced Behavioral Home for Individuals with Autism

Start-up available: Up to \$200,000 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: Negotiated Rate (Less any State-mandated discounts in effect at time of service.)

Location: Santa Barbara, San Luis Obispo or Ventura County

Service Description:

An Adult Residential Facility (ARF) is a Community Care Licensed home which serves the needs of individuals with developmental disabilities. This facility will serve men and women aged 18 to 59. The typical candidate for service will have a diagnosis of Autism or an Intellectual Disability (severe to profound) and display behavioral issues such as aggression, property destruction, running/wandering away, self injurious behavior, as well as ingestion of inedible objects. Individuals may also have medical diagnoses that require monitoring such as epilepsy.

Individuals to be served currently may reside in State Developmental Centers (DC), and other secured treatment programs, may currently receive services out of state or be at risk of losing their current community living arrangement. The home will be a long-term living arrangement for four (4) individuals.

Services sought for this specialized program include but are not limited to medical case management (preferably performed by a licensed nurse, psychiatric consultation and BCBA certified behavioral consultation. **Regulatory requirements regarding the specialized services for this home will be provided as they become available.**

Individuals with fragile medical conditions exceed the service level to be provided by this home.

Potential providers must have:

- Prior experience supporting individuals with a diagnosis of Autism and/or severe to profound Intellectual Disabilities
- Prior experience owning or operating a Level 4i licensed facility

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- The ability to provide direct care staff who are ABA trained

General Requirements:

- Facility will require licensure by Community Care Licensing (CCL) prior to vendorization by TCRC.
- Facility must support four individuals, with private bedrooms and a minimum of two bathrooms reserved for use by residents.
- Program must meet all applicable Title 17 and Title 22 regulations.
- Direct support professionals (DSP) must meet at least minimum certification, training and have at least twelve (12) months of experience serving individuals with intellectual disabilities, preferably persons with Level 4 needs.
- Direct care salary or wages must be at least one hundred and fifty percent (150%) of minimum wage.
- Administrator shall possess a bachelor's degree and a minimum of two (2) years of experience as an administrator or supervisor in developmental services. Administrator and Licensee must both possess current ARF Administrator Certification. Administrator shall be solely dedicated to this program
- Facility staff must speak the language of the people they support.
- 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) or Type A CCL deficiencies in the past 12 months. Providers who have had numerous SI's, deficiencies and/or other disciplinary actions taken against them historically shall not be considered for this service. Applicants must disclose any past, present, or pending licensure revocation, probation or denials, including, but not limited to Community Care Licensing, Public Health Licensing, or any other agency providing services to people with disabilities, children, or the elderly.

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 regulations and to the TCRC website (www.tri-counties.org) and click on the following links for information on [Universal Service Expectations](#) and the [Person-Centered Thinking Initiative](#).

- a) Provide a brief overview of the Autism specific interventions and supports that will be provided.
- b) Describe the assessment process including how data is collected, evaluated and documented.
- c) Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
- d) Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.

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- e) Describe roles of licensee, administrator, assistant administrator, and consultants.
- Provide qualifications of behavior consultant and any other licensed professionals who will assist with clinical services implemented in the home. Attach résumés. (See Item 7 of Statement of Obligation form.)
 - Include a brief description of the clinical approaches specific to Autism that will be integrated into the services provided
- f) Describe your plan to recruit, and retain quality staff, including but not limited to:
- Desired characteristics for all staff positions in addition to basic qualifications.
 - Health and criminal background screening procedures.
 - Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support to individuals with potentially dangerous behaviors.
- g) Staff Schedule: Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
- h) Provide the location of the facility and a description of parks, shopping, public transportation and other community resources within walking distance.
- i) Transportation: Preference will be given for providing transportation to day programming and other activities. 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.