



SPRING 2012 REQUEST FOR PROPOSALS

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

Date: March 13, 2012

Service Type: Service Code 510- Integrated Work Program

Start-up available: Up to \$50,000

Start-Up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, licensing, renovations, general equipment, and other costs as described per contract.

Reimbursement: Temporary Payment Rate, as determined by the Department of Developmental Services (DDS) less current State-mandated discount.

Location: Ventura County

Service Description:

An Integrated Work Program is a specialized day program designed to support individuals in developing pre-vocational skills as well as the skills needed to participate in community based employment settings. Site based instruction and supervised volunteer/employment opportunities are a key component of this program. Individuals may have a history of court involvement, and will benefit from support in some or all of the following areas: anger management, community safety skills, forming and maintaining healthy attachments (including safe/appropriate sexual behavior and boundaries), self care and developing and maintaining vocational skills.

Although the desired staffing ratio for this program is 1:3, due to the unique needs of some participants 1:1 support may be required.

General Requirements:

- Facility must be licensed by Community Care Licensing prior to vendorization by TCRC.
- Facility will support up to 15 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.
- Program Director and direct service staff must meet qualifications set forth in Title 17.
- Program Director/Administrator must be on-site a minimum of 80% of day program operating hours.
- Staff must be trained in non-violent crisis intervention techniques.
- 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 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 will be provided. Include:
 - Curriculum, activities, and philosophy of program. Include a one-month sample schedule showing activities and goals.
 - Process for securing community work sites
 - 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 that have been or would be constructed to ensure safety and stability for participants with physical challenges.
- b) Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
- c) Describe anticipated outcomes of proposed program and how progress on individual achievement of goals/objectives will be measured.
- d) 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 to individuals with potentially dangerous behaviors.
 - Provide qualifications of behavior consultant.
- e) Provide a sample monthly schedule for Program Directors and all other staff.
- f) If known, provide proposed location of facility and describe nearby community resources such as shopping, parks, public transportation. Describe interior and outdoor amenities.
- g) Preference will be given to programs providing transportation to and from the program as an additionally vendored service.