



## **SUMMER 2014 REQUEST FOR PROPOSALS**

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

- Date:** July 3, 2014
- Service Type:** Individual of Family Training - Healthy Relationships Training (Service Code 102)
- Start-up funding:** Not Applicable
- Reimbursement:** Negotiable up to the applicable median rate
- Location:** Ventura, Santa Barbara, and San Luis Obispo Counties

### **Service Description:**

Healthy Relationships Training is intended to help individuals develop a greater awareness of, and education about, safe and healthy personal relationships. This training will be provided to adults with developmental disabilities beginning at age eighteen (18) who live independently, with their family or are receiving ILS or SLS services. Sessions will take place in a consistent and confidential setting and the meeting place should be located near public transportation.

The healthy relationships instruction will incorporate a detailed curriculum of discussion topics and training activities that will address issues including, but not limited to:

- Defining types of relationships (e.g. social, romantic, sexual) and how to identify unhealthy relationships
- Avoiding exploitation (sexual and financial), determining if someone really cares about you
- Finding a healthy relationship
- Safety (e.g. not bringing strangers home, oversharing of personal information)
- Rights to have a relationship, right to privacy, sexual bill of rights
- How to set boundaries, give consent and how to take back consent (if necessary), safe sex, including pregnancy prevention
- Online safety (social media, scammers, sexting)
- How to be assertive and have a choice about relationships
- Connecting with Community Resources (e.g. Planned Parenthood, Coalition to End Domestic Violence)

It is expected to address specific goals and objectives and equip each adult with greater confidence in their competency and understanding of these topics, along with the skills needed to apply what is learned in their own lives.

### **Prospective providers must:**

- Have prior experience providing healthy relationships training to individuals with developmental disabilities.
- Have supervising staff that possess a minimum of a Master's degree in Social Services or a related field and at least two years' experience designing and implementing healthy relationships training and development programs for individuals with developmental disabilities.

### **General Requirements:**

- Program must meet all applicable Title 17 regulations.
- Provider must administer a pre and post assessment to establish competency and understanding for each individual.
- Groups will consist of approximately 6-8 people for each session.
- A standardized curriculum for the healthy relationships training course will be provided for up to twenty-two (22) weeks in order to target foundational skills. It is expected that after 22 weeks the adult will have the skills needed to continue

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development within their own circle of support. Because the training topics will be standardized, individuals who do not need to take the entire course will have the option of only participating in a certain portion of the curriculum.

- Each session shall be two hours in length.
- Direct skills training must be provided by staff members who possess a minimum of a Bachelor's Degree in Social Services or a related field and are State Certified Sexual Assault Counselors. All staff must have at least one (1) year experience working with individuals with developmental disabilities.
- All Bachelor level staff must be supervised by staff members who possess a minimum of a Master of Arts or Master of Science Degree in a related field (e.g. social services) and have at least two (2) years' experience designing and implementing healthy relationships training and development programs for individuals with developmental disabilities.
- Each Master's level staff is responsible for conducting the following supervisory activities at the indicated frequency:
  - Conduct at least one (1) on-site supervision session per month with each bachelors-level staff. Observations must be recorded according to adherence to the teaching curriculum, group implementation and measurement procedures.
  - At least once per quarter, conduct a two-hour small group staff supervision meeting with all bachelors level staff.
- All 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 Community Care Licensing (CCL) deficiencies in the past twelve (12) months, and 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 CCL, Public Health Licensing, or any other agency providing services to people with disabilities, children, or the elderly.
- Applicants who are current vendors of TCRC will not be considered for this RFP if any TCRC contracts are unsigned or if any monies are owed by the applicant to TCRC.

**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](http://www.tri-counties.org)) and click on the following links 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:
- Program philosophy and goals.
  - Describe how activities will be selected to facilitate achievement of goals.
  - Describe the proposed curriculum that would be used for this service. Include both skill training and teaching activities with objective and measurable outcomes. Refer to topics outlined in the service description.
  - Describe what kinds of community contacts and resources would be shared with individuals based on their identified needs (e.g. Planned Parenthood, local abuse counseling and advocacy groups)
  - Describe how individual goals/objectives will be determined.
  - Describe the methodology for measurement of progress.
  - As an additional attachment, include a sample copy of the pre-test that will be used to determine a baseline for the individuals' needs and comprehension. It is expected that a post-test will also be administered.

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b) **Agency Outcomes.**

- Describe anticipated outcomes of the proposed service and how achievement of outcomes will be measured.

c) **Intake and Exit Criteria.**

- Describe the intake and exit criteria.
- Describe how the groups will be assessed for compatibility of their needs.

d) **Staff Recruitment.** Include:

- Job descriptions, qualifications, and desired characteristics for all staff positions.
- Criminal background screening procedures.

e) **Location.**

- Provide the location(s) of where the service will be held and a description of each setting. Specify if each location will be for individual sessions, group sessions or both.

f) **Continuous Quality Improvement (CQI):** Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data to identify service problems pursuant to 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, , 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.