



## **SUMMER 2014 REQUEST FOR PROPOSALS**

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

- Date:** July 3, 2014
- Service Type:** Service Code 805, Infant Development Program
- Reimbursement:** Temporary Payment Rate, as determined by the Department of Developmental Services (DDS) less current State-mandated discount
- Location:** Santa Barbara and San Luis Obispo Counties

### **Service Description:**

An Infant Development Program is a multi-disciplinary program serving infants and toddlers under the age of 3 years with a developmental delay in areas of cognitive, physical/motor, communication, social/emotional, and /or adaptive development. Services typically include one or more of the following: speech therapy, physical therapy, occupational therapy. (Please note that Infant Development Programs shall not include behavior services.)

### **General Requirements:**

- Program must meet all applicable requirements of Title 17 regulations.
- Program must offer evening and weekend hours to accommodate working parents.
- Staff must possess license/credential/academic degree (Master's) for the service they will provide.
- Service must be provided in natural environments.
- Staff must speak the language of the family they support.

### **Service Summary Content Guidelines:**

Please include all information requested below and provide in the same order in your document. For additional guidance, please refer to Title 17 regulations and to the TCRC website ([www.tri-counties.org](http://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 delivered. Include:
- Program Philosophy
  - Program Curriculum
  - Environment(s) where services will be provided
  - Service Hours
  - Description of how intervention activities will promote child growth and development and increase parent-child interactions

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- An overview of parenting skills training. Include a description of how such training will affect parents' ability to care for the special needs of the child.
- 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 achievement of outcomes will be measured.
- d) Briefly describe your plan to recruit, train, and retain quality staff. Include:
  - Desired characteristics for all staff positions
  - Health and criminal background screening procedures
  - Initial and ongoing training, including required licensure/certifications.
  - Plan to recruit/develop Spanish-speaking staff.
- e) Preference will be given to programs:
  - In which direct service staff receive at least monthly face-to-face supervision.
  - That have the capability to provide instruction in Spanish