



WINTER 2014 REQUEST FOR PROPOSALS

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

Date: February 2014

Service Type: Service Code 113 – Specialized Residential Facility (SRF) licensed as a Residential Care Facility - Elderly (RCFE)

Four (4) beds, at least two (2) of which must be able to serve non-ambulatory individuals

Start-Up Funding: Up to \$125,000 (one hundred twenty five thousand dollars)

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.

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

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

Service Description:

This RCFE will be a Community Care Licensed (CCL) home for four (4) individuals that will provide care for individuals over fifty-nine (59) years of age in a home-like setting. This home must accommodate both ambulatory and non-ambulatory individuals with developmental disabilities. Possession of Dementia and Hospice waivers is preferred.

Residents will need support in some or all of the following areas: anger management, developing coping skills to minimize self-injurious behavior, forming and maintaining healthy attachments (including safe/appropriate sexual behavior and boundaries), medication management, health care, and access to mental health services.

Potential providers must have prior demonstrable experience:

- Supporting individuals with developmental disabilities and mental health issues.
- Owning or operating a Level 4 RCFE, Adult Residential Facility (ARF), or Specialized Residential Facility (SRF).

Individuals to be served currently reside in State Developmental Centers (DC's) or are at risk of entering a DC from their current community living arrangement. The home is intended to be a long-term living arrangement.

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Prospective Providers Must:

- Complete the CCL licensing and TCRC vendorization process within six (6) months from the time the RFP is awarded. 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 a property identified and secured within sixty (60) days of the RFP award. The selected property must be approved by the TCRC Quality Assurance Team and the local Manager of Services and Supports.
- Have prior experience supporting individuals 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 for Each Facility:

- Facility must support up to four (4) permanent residents with four (4) private bedrooms and a minimum of two (2) bathrooms.
- Program must meet requirements of all applicable Title 17 and Title 22 regulations.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Administrator must have a minimum of two (2) years full-time experience in a licensed residential facility (preferably a Level 4 RCFE, ARF, or SRF) for individuals with developmental disabilities. Administrator and Licensee must both possess current RCFE Administrator Certification.
- Administrator must have completed DSP I & II or have passed the challenge test.
- Administrator must be on site at least twenty (20) hours per week.
- Direct Support Professionals (DSP) must speak the language of the people they support.
- DSP (i.e. line staff) must have minimum of one (1) year experience in the field of developmental disabilities and have completed DSP I & II.
- Service design will include specification of at least four (4) consultant hours per individual per month.
- Applicants must identify types of consultants in their response.
- 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 twelve (12) months will not be considered for this service. 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,

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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 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:
 - Any supports, adaptations, or environmental modifications that would be in place for individuals with physical, mental, emotional or behavioral challenges associated with aging.
 - Options for people who are retired or are too medically fragile to work or attend a day program.
 - Include a sample one-month schedule of activities.
- b) **Current Commitments:** Provider will include a complete description of 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 individuals 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 individuals with an emphasis on functional behavioral analysis and evidence based practices.
 - Provide the close supervision these individuals may require and how to mitigate risk.
 - Teach social skills to assist the individual in learning pro-social behaviors.

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- Describe how psychiatric needs of individuals will be addressed if appropriate, and how staff will be trained to recognize, document and report symptoms of psychiatric conditions and medication effectiveness
- 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 individuals 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 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, 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.