



## **AUGUST 2012 REQUEST FOR PROPOSALS**

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

**Date:** August 1, 2012  
**Service Type:** Service Code 920 - Children's Residential Facility (Group Home)  
**Reimbursement:** Current Level 4 rate (less current State-mandated discounts)  
**Location:** **Ventura County (2 facilities needed)**  
**San Luis Obispo County**

### **Service Description:**

A children's residential home is licensed by the State of California, Community Care Licensing (CCL). It provides residential services for children with developmental disabilities who have significant behavioral needs. If multiple homes are proposed, please indicate this intention.

### **General Requirements:**

- Facility must be licensed by Community Care Licensing prior to vendorization by TCRC. Selected applicants must provide evidence of having submitted application to CCL within 45 days of notification of selection.
- Program must meet all applicable Title 17 and Title 22 regulations.
- Facility may support up to six individuals, with preference given for private bedrooms. Facility must have a minimum of two bathrooms for the exclusive use of regional center individuals.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Administrator and direct support professionals (DSP) must meet at least minimum certification, training and experience requirements of Title 17.
- Licensee and Administrator shall have at least one year previous experience working with children with developmental disabilities and/or behavioral challenges. It is preferred that direct care staff also have one year prior experience with this population.
- Staff must be trained and remain current in certification of non-violent crisis intervention techniques.
- Administrator must possess a valid California driver's license and vehicle in good working order.
- Current providers responding to this RFP must have homes in good standing, with no Substantial Inadequacies or Type A CCL deficiencies in the past 12 months. Providers who have had extensive disciplinary actions taken against them historically shall not be considered.
- Staff must speak the language of the people they support.

**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](http://www.tri-counties.org)) for information on Universal Service Expectations and the Person-Centered Thinking Initiative.

- a) Provide a brief overview of services and supports that will be provided. Include:
  - Program philosophy and goals. Include a description of how residential services for children differ from services provided to individuals over the age of 18.
  - Describe how activities will be selected to facilitate achievement of goals.
  - Include a sample 1-month schedule of activities and goals targeted by the activities.
  - Services to accommodate individuals with mental, emotional, physical, or behavioral challenges requiring services at this level.
- b) Provide a brief overview of planning process. Include:
  - Describe how supports and services in the home will be determined.
  - Describe how individual goals/objectives will be determined.
  - Include a methodology for measurement of progress.
- c) Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.
- d) Describe communication with day programs, other providers, and TCRC.
- e) Describe your plan to recruit, train, and retain quality staff. Include:
  - Initial and ongoing training, especially with dispensing of medication, implementation of behavior plans and data collection. Include required certifications in addition to any specialized training for providing behavior support to individuals with potentially dangerous behaviors.
  - Job descriptions, qualifications, and desired characteristics for all staff positions.
  - Qualifications and roles of all consultants.
  - Health and criminal background screening procedures.
  - Plans for training and certification in First Aid and CPR.
  - Describe roles of licensee and administrator.
  - Retention strategies
- f) Provide a sample 1-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
- g) If known, provide proposed location and description of the facility and include nearby community resources such as shopping, parks, and public transportation. Describe interior and outdoor amenities.
- h) Transportation services. Preference will be given to programs providing transportation to and from school as an additionally vendored service.