



## SPRING 2012 REQUEST FOR PROPOSALS

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

**Date:** March 13, 2012

**Service Type:** Service Code 113 – Adult Residential Facility (ARF)

**Start-up available:** Up to \$75,000

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:** 113 Negotiated Rate (Less current State-mandated discounts)

**Location:** Ventura County

### **Service Description:**

An Adult Residential Facility (ARF) is a Community Care Licensed home which serves the needs of individuals with developmental disabilities. This facility will serve men aged 18 to 59 who have had contact with the court system. Individuals 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), compliance with probation/diversion plans, substance abuse prevention, medication management, health care and access to mental health services.

Potential providers must have prior experience:

- Supporting individuals with a forensic background.
- Owning or operating a Level 4 licensed facility or providing supported living services.
- Working with the court system.
- Working with the mental health system.

Provider must be able to work collaboratively with others in a multi-agency configuration (e.g. DD, MH, and Probation) for the successful support of the individual.

Individuals to be served currently reside in State Developmental Centers (DC) and other secured treatment programs or are at risk of entering a DC from their current community living arrangement. The home will be a long-term living arrangement.

### **General Requirements:**

- Facility will require licensure by Community Care Licensing (CCL) prior to vendorization by TCRC.
- Facility must support four individuals, with private bedrooms and a minimum of two bathrooms.
- Program must meet all applicable Title 17 and Title 22 regulations.
- Direct support professionals (DSP) must meet at least minimum certification, training and experience requirements of Title 17.

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- Administrator must have a minimum of 2 years full-time experience in a licensed residential facility (preferably a Level 4 ARF). Administrator and Licensee must both possess current ARF Administrator Certification.
- Facility staff must speak the language of the people they support.
- Current providers responding to this RFP must have homes in good standing, with no Substantial Inadequacies in past 12 months.

**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.
- b) Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
- c) Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.
- d) Describe roles of licensee, administrator, assistant administrator, and consultants.
  - Provide qualifications of behavior consultant and any other licensed professionals who will assist with clinical services implemented in the home. Attach résumés. (See Item 7 of Statement of Obligation form.)
  - Include a brief description of theoretical orientation(s) utilized by counseling consultant.
- e) 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.
- f) Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
- g) If known, provide proposed location of facility and description of parks, shopping, public transportation and other community resources within walking distance.
- h) Preference will be given for providing transportation to day programming and other activities.