



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 915 - Residential Care Facility—Elderly (RCFE)
- Reimbursement:** Current Alternative Residential Model (ARM) Level 3 or 4 (Less current State-mandated discount)
- Location:** **Ventura County (Level 3 or 4)**
San Luis Obispo County (Level 4)
Santa Barbara County (Level 4)

Service Description:

A Residential Care Facility for the Elderly (RCFE) is a Community Care Licensed home for up to 6 people. This home provides care for individuals over 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 preferred.

General Requirements:

- Facility must be licensed by Community Care Licensing (CCL) prior to completion of vendorization by TCRC. Selected applicants must provide evidence of having submitted application to CCL within 45 days of notification of selection.
- Program must meet requirements of all applicable Title 17 and Title 22 regulations.
- Facility may support up to six individuals.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Licensee and Administrator must have a minimum of 12 months full-time experience in a licensed residential facility (preferably an RCFE) and possess current RCFE Administrator Certification.
- Licensee must possess current RCFE Administrator Certification prior to vendorization.
- Administrator must be on site at least 20 hours per week.
- Current providers responding to this RFP must have homes in good standing, with no Substantial Inadequacies or Type A CCL deficiencies in past 12 months. Providers who have had extensive disciplinary actions taken against them historically shall not be considered.
- Facility staff must speak the language of the people they support.

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Service Summary Content Guidelines:

Please include in the Service Summary all information requested below and provide in the same order in your document. For additional guidance, 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) Provide a brief overview of services and supports to be provided, including:
 - 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.
- b) Describe how individual service plans will be developed and modified over time.
- c) Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.
- d) Describe when, what, and how you will communicate with day programs, other providers, and TCRC.
- e) Describe your plan to recruit, and retain quality staff. Include:
 - Desired characteristics for all staff positions including staff qualifications
 - Health and criminal background screening procedures
 - Initial and ongoing training of direct care staff and administrator, especially in the areas of mobility, nutrition, hydration, medication administration, geriatrics, and skin integrity
- f) Include a sample one-week staffing schedule showing all direct care staff and administrator hours and program preparation time.
- g) If known, provide proposed location of facility and description of parks, shopping, public transportation, and other amenities within walking distance.
- h) Preference will be given for facilities providing:
 - Private bedrooms and a minimum of two (2) bathrooms for exclusive use by regional center individuals.
 - Transportation to senior recreation centers, day programs and other activities.