



## **FEBRUARY 2015 REQUEST FOR PROPOSALS**

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

- Date:** February 13, 2015
- Service Type:** Service Code 915 – Level 4a-4i Adult Residential Facility (ARF)  
Up to six (6) beds – at least two (2) beds must be non-ambulatory
- Start-up funding:** Not Applicable
- Reimbursement:** Current Alternative Residential Model (ARM) Rate
- Location(s):** San Luis Obispo, Santa Barbara, and Ventura Counties

**NOTE: SERVICES FOR SANTA BARBARA MAY BE DEVELOPED IN NORTH VENTURA COUNTY OR BUELTON AREA. APPLICANT SHOULD SUBMIT FOR SANTA BARBARA COUNTY IF DESIRING TO DEVELOP IN EITHER OF THESE AREAS.**

### **Service Description:**

An adult residential facility (ARF) is a Community Care licensed home which serves the needs of individuals with developmental disabilities. Residents range in age from 18-59 and may be non-ambulatory. A facility with all beds licensed for non-ambulatory individuals is preferred, but a minimum of two (2) non-ambulatory beds is required. Cognitive functioning of individuals referred may range from moderate to severe intellectual disability. Some individuals may be dually diagnosed with autism and/or mental health challenges; some may have aggressive/assaultive or self-injurious behaviors. Development and implementation of behavioral plans and consultation with a qualified behaviorist or mental health professional is required (see Title 17 for description of service codes 612 and 620 for behavioral consultant qualifications).

### **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 one (1) year prior experience supporting adults 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, if the facility accepts anyone with moderate to significant behavioral challenges.
- Have a property identified and secured within sixty (60) days of the RFP award.

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**General Requirements:**

- Program must meet all applicable Title 17 and Title 22 regulations.
- Facility must have capacity to support up to six (6) individuals, with preference given for private bedrooms. Facility must have a minimum of two (2) bathrooms for the exclusive use of regional center individuals.
- Facility must be licensed to support at least two (2) non-ambulatory individuals. Having all beds licensed for non-ambulatory individuals is preferred.
- 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 for this level of service.
- The Licensee and Administrator must have a minimum of twelve (12) months full-time experience providing direct supervision and service in a licensed residential facility (preferably a Level 4 ARF or equivalent). It is preferred that direct care staff also have (6) months prior experience providing direct service with this population.
- Administrator must complete a minimum of twelve (12) hours of continuing education within each twelve-month period following the assumptions of the duties of an Administrator.
- Administrator must possess a valid California driver's license and vehicle in good working order.
- Administrator shall be present for a minimum of twenty (20) hours per week at the residential facility.
- Administrator must have completed DSP I & II training or pass the Challenge test.
- Administrator and Licensee must both possess current Administrator Certification prior to vendorization.
- Staff must speak the language of the people they support.
- DSP must satisfactorily complete the DSP I and II competency-based training course or pass the applicable challenge test as described in [Title 17 Section 56033 \(a\)\(2\)\(A\) and \(B\)](#).
- DSP must complete a minimum of twelve (12) hours of continuing education within each twelve-month period following the assumptions of the duties of a DSP.

**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.**

**Tri-Counties Regional Center (TCRC) reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. TCRC may disqualify any proposal that is incomplete or does not meet the requirements described in this RFP.**

**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 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) **Overview of Services.** Provide a brief overview of services and supports that will be provided. Include:
- Program philosophy and goals.
  - Describe how activities will be selected to facilitate achievement of goals.
  - Include a sample one-month schedule of activities.
  - Services to accommodate individuals with mental, emotional, physical, or severe behavioral challenges requiring services at this level.
- b) **Entrance and Exit Criteria**
- Entrance Criteria: Identify the characteristics of the individuals the facility intends to serve, including age range, gender, ambulatory status, accepted and non-accepted medical conditions, required levels of self-help skills, and accepted and non-accepted behavioral characteristics.
  - Exit Criteria: Describe circumstances under which residents would leave (or be asked to leave) the home and how much notice must be given by the home or the individual.
- c) **Assessment and Planning Process.** Provide a brief overview of planning process. Include:
- How supports and services in the home will be determined.
  - How individual goals/objectives will be determined.
  - The methodology for measurement of progress.
- d) **Agency Outcomes.** Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.
- e) **Communication.** Describe when, what, and how you will communicate with day programs, other providers, and TCRC.
- f) **Describe Administrative Staff and Consultant Qualifications and Roles.**
- Qualifications and roles of Licensee, Administrator and Assistant Administrator
  - Qualifications and roles of all consultants.
- g) **Staff Recruitment and Retention.** Describe your plan to recruit and retain quality staff. Include:
- Job descriptions, qualifications, and desired characteristics for all staff positions.
  - Retention strategies including any wage, benefit, or other incentives provided to retain staff.
  - Health and criminal background screening procedures.
- h) **Staffing Schedule.** Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, and direct support professionals, consultants and program preparation time.

**i) Describe Staff Training Plan**

- Initial and ongoing training, especially dispensing of medication, implementation of behavior plans and data collection.
- Required certifications in addition to any specialized training for providing behavior support to individuals with potentially dangerous behaviors, including non-violent crisis prevention/ intervention certification
- Initial and ongoing training and certification in First Aid and CPR.

j) **Location.** If known, provide the location of the proposed facility and a description of parks, shopping, public transportation and other community resources within walking distance. Describe interior and outdoor amenities.

**k) Transportation Services.**

- Describe how transportation will be provided for day / work services, therapy and medical appointments, recreation and other activities.
- Describe what arrangements will be made for transportation on evenings and weekends.
- Preference will be given for applicants who are willing to provide transportation to day programs as an additionally vendored service.