



## **SEPTEMBER 2013 REQUEST FOR PROPOSALS**

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

- Date:** September 13, 2013
- Service Type:** Service Code 915 – Level 2 Adult Residential Facility (ARF)  
**Up to Six (6) beds – at least two (2) must be non-ambulatory**
- Start-up funding:** Not Applicable
- Reimbursement:** Current Alternative Residential Model (ARM) Level 2 rate
- Location:** (1 Home) Ventura County – West Ventura / Ojai  
(1 Home) Ventura County - Oxnard

### **Service Description:**

An Adult Residential Facility (ARF) is a Community Care Licensed (CCL) home which serves the needs of individuals with developmental disabilities. This facility will serve men and women aged eighteen (18) to fifty-nine (59); some 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. The typical candidate for service will have a diagnosis of Autism or an Intellectual Disability (mild to moderate). Individuals may also have medical diagnoses that require monitoring such as epilepsy and diabetes.

### **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 prior experience supporting adults with developmental disabilities such as a diagnosis of Autism and mild to moderate Intellectual Disabilities.
- Hire and retain qualified direct care staff who are trained in accordance with Title 17.
- Have a property identified and secured within forty-five (45) days of the RFP award.

### **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.

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- The Licensee and Administrator shall have a minimum of six (6) months of experience providing direct supervision and services to persons with developmental disabilities. It is preferred that direct care staff also have six (6) months prior experience with this population.
- Administrator must complete a minimum of eight (8) 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 and Licensee must both possess current ARF Administrator Certification prior to vendorization.
- Administrator must have completed DSP I & II training.
- 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 eight (8) hours of continuing education within each twelve-month period following the assumptions of the duties of a DSP.
- 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 Community Care Licensing (CCL) deficiencies in the past twelve (12) months, and 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 CCL, 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](http://www.tri-counties.org)) and click on the following links 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, or physical needs requiring services at this level.
- b) **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.

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- c) **Agency Outcomes.** Describe anticipated outcomes of proposed service for people residing in the home and how achievement of outcomes will be measured.
- d) **Communication.** Describe when, what, and how you will communicate with day programs, other providers, and TCRC.
- e) **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.
- f) **Staffing Schedule.** Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, and direct support professionals.
- g) **Staff Qualifications and Roles**
- Describe qualifications and roles of licensee, administrator and assistant administrator
  - Describe job descriptions, qualifications, and desired characteristics for all staff positions.
- h) **Describe Staff Training Plan**
- Describe any initial and ongoing training, especially with dispensing of medication and data collection. Include required certifications in addition to any specialized training required for staff.
  - Plans for training and certification in First Aid and CPR.
- i) **Location.** If known, provide the location of the facility and a description of parks, shopping, public transportation and other community resources within walking distance. Describe interior and outdoor amenities.
- j) **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 will provide transportation to day programming.
  - Preference will be given for applicants who are willing to provide transportation as an additionally vendored service.