



WINTER 2014 REQUEST FOR PROPOSALS

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

Posting Date: February 2014

Service Type: Small Family Home – Service Code 910

Capacity: Facility will serve up to six (6) individuals under the age of eighteen (18), including four (4) permanent beds and two (2) beds for respite placements. The home must have two (2) non-ambulatory beds in case the need arises.

Start-Up Funding: **There are no start-up funds for this service**

Reimbursement: Small Family Home - DDS Alternative Residential Model (ARM) Rate – Levels 2 and 3, Owner Operated

Location: San Luis Obispo, Santa Barbara, and Ventura Counties

Ages Served: Boys and girls (may be co-ed) ages ten (10) to eighteen (18) – Santa Barbara, San Luis Obispo, and Ventura Counties

TCRC will consider multiple homes in each county to meet this growing need.

Service Description:

A Small Family Home (SFH) is a Community Care Licensed home which serves the needs of children with developmental disabilities. Care is primarily provided by the family that resides in the home. Additional staff may be hired to assist in the care of the children and may include family members. These facilities will serve children ages ten (10) to eighteen (18). Children will need support in some or all of the following areas: management of inappropriate social behaviors, developing coping skills to minimize self-injurious behavior, forming and maintaining healthy attachments (potentially including sexual behavior and boundaries), compliance with probation/diversion plans, substance abuse prevention, medication management, dressing, hygiene and grooming and health care.

Potential providers must have prior experience:

- Supporting children and/or adults with developmental disabilities
- Owning or operating a Small Family Home (SFH), Children's Residential Facility (CRF), Adult Residential Facility (ARF), Residential Care home for the Elderly (RCFE), or Specialized Residential Facility (SRF).

Prospective Providers Requirements:

- Must complete the Community Care Licensing (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.)
- Must be trained in non-violent crisis prevention / intervention and in accordance with Title 17.
- Must currently reside in the home to be licensed or secure a suitable residential property within sixty (60) days of the RFP award. The property must be approved by the TCRC Quality Assurance Team

Tri-Counties Regional Center
WINTER 2014 REQUEST FOR PROPOSALS
Page 2 of 3

and the local Manager of Services and Supports. The home must be the primary residence of the operator/licensee.

- Preference will be given to providers with prior experience supporting children with developmental disabilities such as a diagnosis of Autism and mild to moderate Intellectual Disabilities.

General Requirements for Each Facility:

- The home may support up to six (6) residents, with no more than four (4) permanent beds and two (2) beds for children needing respite care (maximum stay 21 days). Private bedrooms and a minimum of two (2) bathrooms preferred
- Program must meet all applicable Title 17 and Title 22 regulations.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Owner/operator must have a minimum of one (1) year full-time experience serving persons with developmental disabilities, preferably in a Level 2 or 3 licensed residential facility for persons with developmental disabilities.
- Owner/Operator must be educated, trained, or experienced in providing family home care and supervision appropriate to the type of children to be served.
- Operator must speak the language of the people he/she/they support.
- If additional staff is hired, they must have a minimum of six (6) months experience working with children or adults with developmental disabilities.
- 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 CCL deficiencies in the past twelve (12) months will not be considered for this service. 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 Community Care Licensing, 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) 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.
 - What services will be provided to accommodate children with mental, emotional, physical, or behavioral challenges?

Tri-Counties Regional Center
WINTER 2014 REQUEST FOR PROPOSALS
Page 3 of 3

- b) **Current Commitments:** Include a complete description of any other services Owner/Operator is currently providing or plans to provide (e.g. child day care in the home) and describe the plan to manage this service in light of these other commitments.
- c) **Outcomes:** Describe anticipated outcomes of proposed service for children residing in the home and how achievement of outcomes will be measured.
- d) **Assessment and Planning:** Briefly describe the planning process. Describe how you will work with TCRC, family members/guardians and the children to determine appropriate goals, develop strategies for meeting those goals, and measure achievement of established goals.
- e) **Qualifications and Roles of Owner/Operator, Additional Staff, and Consultants, if used.**
- f) **Methods and Procedures:** Describe how you will:
 - Address the development of positive behavioral support plans for children
 - Provide the close supervision these children may require and how you will mitigate potential risks .
 - Teach social skills to assist the child in learning pro-social behaviors.
 - Describe how any mental health needs of children will be addressed and how family members and any other staff will be trained to recognize and report symptoms of mental health issues.
 - Describe in detail how you will determine compatibility of children to be accepted.
- g) **Staffing Schedule:** If additional staff besides the Owner/Operator will be providing services, provide a sample one-week schedule of hours to be worked by additional staff.
- h) **Transportation:** Describe how transportation will be provided for therapy and medical appointments, recreation, and other activities.