

Request for Proposals (RFP)

Adaptive Skills Training

I. SUMMARY

Alta California Regional Center (ACRC), serving individuals with intellectual disabilities, has identified a need for Adaptive Skills Training within ACRC ten (10) county catchment area (Sacramento, El Dorado, Alpine, Placer, Sutter, Yolo, Colusa, Yuba, Nevada and Sierra Counties).

ACRC is looking to coordinate with interested parties to provide Adaptive Skills Training (AST) based on well established Applied Behavior Analysis (ABA) techniques that are evidence based. This service is short term with a heavy emphasis on parent training. AST programs are designed to target adaptive skills by training the consumer's parents/guardians on how to effectively assess, teach and generalize skills. Examples of commonly targeted skills in an AST program include: self-care, functional communication, daily living skills and safety awareness. There may be some variation in the number and type of skills targeted based on the complexity of the goals, the consumer's cognitive abilities and the level of participation by the parent/guardian.

Should you respond to the RFP and submit a proposal, it is required that you have in your proposal a section on issues of equity and diversity; a plan to address diverse populations, including, but not limited to, culturally and linguistically diverse populations. You must also include examples of your commitment in addressing the needs of those diverse populations, and include any relevant issues you deem relevant to equity and diversity. Projects developed specifically for identified clients will only require plans to provide culturally and linguistically competent services and supports to those specific clients.

ACRC appreciates your interest. Please review this request in its entirety and follow all guidelines presented in this document. Failure to submit the appropriate documentation may unnecessarily delay or halt project development.

Please note there is **no start up funding attached to this RFP.**

II. APPLICANT ELIGIBILITY

Proposals may be submitted by an individual or a group practice/ agency.

To be vendored as an individual you must meet the requirements below per Title 17:

- Possess, at minimum, a Master's Degree in education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation. The vendor must have, at minimum, one year's

- experience in the design and implementation of adaptive skills training plans.
(Title 17, §54342(a)(3))
- Qualifying experience for implementing adaptive skills training plans could be working as a tutor in an Early Intensive Behavioral Treatment (EIBT) program.
 - Has successfully completed one or more graduate level courses related to teaching skills to persons with developmental disabilities.

To be vendored as a group practice/agency you must meet the requirements stated above as well as the requirements listed below:

- Bachelor's Level Adaptive Skills Trainers shall possess a Bachelor's degree in education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation. This level of Adaptive Skills Trainer must have at minimum of one year's experience implementing adaptive skills training plans. Qualifying experience for implementing adaptive skills training plans could be working as a tutor in an EIBT program.
- If the vendor will function as a Group Practice (Title 17 §54319) which utilizes trained Bachelor's level staff (that do not meet Title 17 requirements for Service Code 612 or 620) they must offer supervision in the home at a minimum of one hour for every ten hours of AST, not to be less than one hour a month. The supervision hours provided shall not be billed as separate hours of service as they are included in the rate for direct service. In addition to the supervision provided in the home, the Adaptive Skills Trainer will review and cosign all update reports completed by the Bachelor's Level staff. The Adaptive Skills Trainer will be responsible for conducting the assessment, drafting the assessment report, and developing the intervention plan.
- The vendor shall indicate in their reporting what level of staff is conducting the intervention.

III. LETTER OF INTEREST AND SUPPLEMENTAL DOCUMENTATION REQUIREMENTS

Please refer to the link below on Alta California Regional Center's Website for instructions on filling out the letter of interest, a list of documents required with the letter of interest, and any other pertinent information regarding the vendorization process.

<http://www.altaregional.org/community/documents/Instructions.pdf>

IV. ADDITIONAL PROVISIONS

Please review the following instructions when submitting for this RFP:

- a. Please submit the letter of interest **typed**, with a standard font
- b. Please submit the letter of interest in its entirety at one time
- c. Please paginate your entire letter of interest
- d. Please **do not** submit letter of interest in a binder, plastic page covers or any other bound or encased format.
- e. You may either email the letter of interest to:

The following email address: providers@altaregional.org.
Please be sure that the subject line states: Letter of Interest.

or

Mail the letter of interest to:

Alta California Regional Center
Community Services and Supports Department
Attn: Robin LeMay, Vendor Coordinator
2241 Harvard Street Ste 100
Sacramento CA 95815