

# Request for Proposals (RFP)

## *Children Level 3 Residential Facilities*

### I. SUMMARY

Alta California Regional Center (ACRC), serving individuals with developmental disabilities, has identified a need for licensed children's residential facilities within the 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 in developing level 3 children's residential facilities, serving individuals with moderate behavioral challenges and moderate self-care deficits. This development would allow for individuals to reside in the least restrictive environment within their community and with an appropriate peer group.

ACRC appreciates your interest in developing residential living options for children with developmental disabilities. 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**. ACRC is looking to partner with its community to develop standard level 3 children's residential facilities.

### II. ADDITIONAL INFORMATION

Prior to submitting a proposal, please review the following information, as regulatory understanding will be imperative to project completion.

1. Department of Developmental services via [www.dds.ca.gov](http://www.dds.ca.gov)
  - a. California Code of Regulations, Title 17
  - b. Residential Services and Quality Assurance Regulations (Sections 56001 to 56067)
  - c. Ineligibility for Vendorization Section 54314
  - d. Special Incident Reporting 54327
2. California Code of Regulations, Title 22 via [www.cclld.ca.gov](http://www.cclld.ca.gov)
  - a. General Regulations, Division 6, Chpt 4, Art1-6
  - b. Small Family Homes, Division 6, Chpt 4
  - c. Group Homes, Division 6, Chpt 5
3. Lanterman Developmental Disabilities Act via [www.dds.ca.gov](http://www.dds.ca.gov)
4. Alta California Regional Center via [www.altaregional.org](http://www.altaregional.org)

5. Business Plan Development
  - a. [www.sba.gov](http://www.sba.gov)
  - b. [www.score.org](http://www.score.org)

### III. FACILITY REQUIREMENTS

The standard for residential facilities is to provide quality care to all clients residing in the home. It is to be a home-like environment that focuses on the needs and interests of the individual client. The residential facility is to provide the least restrictive environment that promotes independence while assuring the clients' health and safety. Consideration will only be given to **single story homes** with a maximum licensed and regional center vendored **capacity for 4 residents**. Each client shall have **his or her own bedroom. One non-ambulatory bed is required**; wheelchair accessible preferred. Staffing requirements will be based on Title 17, Section 56004. ACRC will offer vendorization to those facilities willing to contract for exclusive services to regional center clients.

### IV. CLIENT PROFILE/TARGETED POPULATION

Any applicant responding to this RFP must be willing to review, accept and retain clients with the following service care needs:

A client's diagnosis may include any of ACRC's qualifying diagnoses of intellectual disability, cerebral palsy, Autism, epilepsy and any condition requiring services and supports similar to an individual with an intellectual disability. **In addition, clients may have moderate behavioral challenges including aggression (verbal, cussing, screaming, slapping or pushing), self injury behaviors, tantrums and moderate inappropriate social behaviors. Services to be provided may also include those to clients with moderate deficits in self help skills and activities of daily living including toileting, bathing, dressing, etc.**

Clients profiles identified for these homes will be assessed by their individual planning teams as needing services and supports consistent with a Level 3 level of care under the Alternative Residential Model (ARM).

### V. RATE OF REIMBURSEMENT

The rate of reimbursement for on-going services to adults based on this RFP will be based upon established rates for Level 3 facilities. Please refer to the Department of Developmental Services website for information on rate setting procedures. It is expected that providers shall have the ability to provide services at the level of care purchased without purchasing any additional support services. Supplemental staffing for these homes will not be provided in lieu of required Title 17 staffing hours, to provide basic care and supervision such as ADL assistance (toileting, bathing, etc), or for behaviors within approved program design.

## VI. APPLICANT ELIGIBILITY

Proposals may be submitted by an individual, a group of individuals, or an agency. The applicant must have relevant experience. Experience includes providing care and supervision in a residential setting for persons with developmental disabilities, and knowledge and understanding of the issues relating to the needs of the home you are applying for. Applicant must provide verifying documentation to demonstrate the following experience:

1. Minimum of 9 months part-time paid experience in a vendored regional center care home that is the same level or higher as the applicant is submitting for.
2. Full time, paid experience is determined as 20 hours per week in a non volunteer position.
  - **Title 17 Section 56002 (1) (12) (14) (15) (17) (48) defines experience** as providing specialized training, treatment, direct care and supervision in a vendored residential care facility for persons with developmental disabilities.
3. Facility administrator **must** be facility licensee, on the facility license or member of the corporate board and act as facility administrator for the first 12 months of operation post vendorization.

Any exceptions to these requirements will be at the sole discretion of Alta California Regional Center and based **solely** on client needs (Title 17, Section 56037).

**Equity and Diversity:** Should you respond to an 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.

## VII. LETTER OF INTENT REQUIREMENTS

The first step of the process is to submit a Letter of Intent for review by a Community Services Specialist. The letter is to contain the following information:

1. **Statement of Purpose**
  - a. Please describe your purpose/intention in operating a facility.
  - b. Please discuss your understanding and commitment to person centered planning, least restrictive environment and community integration.
2. **Experience and background**

- a. Please provide information about current and previous experience and knowledge in the following areas: residential services, field of developmental disabilities, and behavior management
  - b. Describe how this knowledge and experience is a benefit to development of this project.
- 3. Philosophy**
- a. Describe your philosophy regarding services to persons with developmental disabilities
  - b. Describe your behavior management approach and treatment philosophy.
- 4. Population to be served**
- c. Please provide a description of the clients to be served. Please keep in mind the client profile described in section IV in this document. Please provide information as diagnoses, age range, gender, medical conditions (if any), ambulatory status, ADL/self care needs, mental health diagnoses and behaviors accepted.
- 4. Services to be provided**
- a. Please provide brief, general description of the services to be provided to include but not be limited to: assistance with medical care services, transportation, integration into the community, transportation services, independent living skills training and access to and involvement in community resources and leisure time activities.
  - b. Please provide discussion on the types of consultation the facility will provide.

## **VII. SUPPLEMENTAL INFORMATION**

In addition to the Letter of Intent, the following is required to be submitted simultaneously:

- 1. Verification of experience**
  - a. Resume of the identified facility administrator
  - b. Proof of requisite experience (pay stubs, W-2 Forms)
  - c. A written statement from supervisor at the residential care facility including verification of experience with persons with developmental disabilities to include dates of employment, job duties, service level of the care home and a brief description of the client population served by the home.
- 2. Written Business Plan**
  - a. Please refer to the resources provided in section I of the RFP.
  - b. Please include a cost statement. It is requested you utilize the LIC 403 form accessible through Community Care Licensing website identified in section I.

## **VIII. ADDITIONAL PROVISIONS**

Please review the following instructions when submitting for this RFP:

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

Community Services  
Attention: Christine Hobbs  
Alta California Regional Center  
2241 Harvard Street, Suite 100  
Sacramento, CA 95815