Request for Proposals (RFP)

Children Level 4 Specialized Health Care Residential Facilities

I. SUMMARY

Alta California Regional Center (ACRC), serving individuals with developmental disabilities and their families, has identified a need for licensed specialized Small Family or licensed specialized Group Home residential facilities within the ACRC catchment area with specific need for respite in Sacramento, Placer, El Dorado, Yolo, Sutter and Yuba counties.

ACRC is looking to coordinate with interested parties in developing level 4 children's out of home respite options, serving children up to ages 18 with special health care needs and severe self- care deficits. Professional medical experience/certification is preferred. ACRC gives high priority to development of services and supports designed to assist families with maintaining care of their children in the family home. When the planning team has determined, through the Individual Program Plan (IPP) that a child requires out of home respite, ACRC will make every effort to secure services that are of reasonable close proximity to the family home. (Lanterman Developmental Disabilities Services Act of the Welfare and Institutions Code (WIC) 4685 & 4685.1).

ACRC appreciates your interest in developing residential living and/or respite options for children with developmental disabilities and their families. 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 funds attached to this RFP**.

II. ADDITIONAL INFORMATION

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

Department of Developmental services 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.ccld.ca.gov
   a. General Regulations, Division 6, Chpt 1, Art1-6
   b. Adult Residential Facilities, Division 6, Chpt 6

3. Lanterman Developmental Disabilities Act via www.dds.ca.gov

4. Alta California Regional Center via www.altaregional.org

5. Business Plan Development
   a. www.sba.gov
   b. www.score.org

III. FACILITY REQUIREMENTS

The standard for residential facilities is to provide quality care to all consumers residing in the home. It is to be a home-like environment that focuses on the needs and interests of the individual consumer. The residential facility is to provide the least restrictive environment that promotes independence and provides a safe, predicable, nurturing environment while assuring the consumers' health and safety. ACRC has an expectation that the home will work collaboratively with local special education programs and school districts to develop and monitor individual educational plans. The home will be required to participate in planning team meeting as needed and work cooperatively with consumer families as appropriate and/or alternative legal representatives such as Children's Protective Services.

Consideration will only be given to **single story homes** with a maximum licensed and regional center vendored **capacity for 4 residents**. Each consumer shall have **his or her own bedroom**. **Non-ambulatory clearance is required**; wheelchair and/or Hoyer lift accessible preferred. All Level 4 facilities must be prepared to have 24 hour awake staff. ACRC will offer vendorization to those facilities willing to contract for exclusive services to regional center consumers.

IV. CONSUMER PROFILE/TARGETED POPULATION

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

The consumer's diagnosis can include any of ACRC's qualifying diagnosis of Intellectual Disability, cerebral palsy, Autism, epilepsy and/or any condition requiring services and supports similar to an individual with Intellectual Disability. **In addition, these consumers have special health care needs including but not limited to g-tube, baclofen pumps, suctioning, uncontrolled seizure activity, oxygen requirements, nebulizer needs, colostomy care, etc. Services to be provided will also include those to consumers with severe deficits in self help skills and activities of daily living including toileting, bathing, dressing, ambulation, etc.**

Consumers profiles identified for these homes will be assessed by their individual planning teams as needing services and supports consistent with a Level 4 A-C level of care under the Alternative Residential Model (ARM).

V. RATE OF REIMBURSEMENT

The rate of reimbursement will be based upon established rates for Level 4 A-C facilities. Please refer to the Department of Developmental Services website for information on rate setting procedures. It is expected that vendors 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 children with developmental disabilities and special health care needs. Professional medical experience/certification is preferred. Applicant must provide verifying documentation to demonstrate the following experience:

1. Minimum of 12 months full-time paid experience in a level 4 children's care home that is the same level or higher as the applicant is submitting for.
2. Full time, paid experience is determined as 40 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 (Title 17, Section 56037).

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 special health care needs.
    b. Please provide necessary documentation to support professional medical experience/certification.
    c. Describe how this knowledge and experience is a benefit to development of this project.
3. **Philosophy**
    a. Describe your philosophy regarding services to adolescents with developmental disabilities and their family.
    b. Describe your treatment philosophy.
4. **Population to be served**
    a. Please provide a description of the consumers to be served. Please keep in mind the client profile described in section IV in this document. Please provide information such as diagnoses, age range, gender, specialized medical care needs, and ADL/self care needs.
5. **Services to be provided**
    a. Please provide a 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, and access to and involvement in community resources and leisure time activities.

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 perquisite 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, and/or
    d. Written statement from supervisor at current or previous employment in demonstrating experience in the health care field. Please include a description of experience to include dates of employment, job duties, and a brief description of the client population served.

2. **Written Business Plan**
    a. Please refer to the resources provided in section I of this 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.

VII. 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