



**REQUEST FOR PROPOSAL (RFP)
IN-HOME RESPITE AGENCY INCIDENTAL MEDICAL SERVICES (IMS)**

Alta California Regional Center (ACRC) is accepting letters of interest for the following service:

Service Code / Type: In-Home Respite agencies to provide Incidental Medical Services (IMS), in addition to agency in-home respite services. This service is to only be offered to clients with a stable medical condition per the approval by the client's physician and/or registered nurse.

Reimbursement: Established rates to be set by DDS.

Please note that there is no startup funding attached to this RFP, however, the requested services match present unmet need in the target communities. More detail regarding specific populations to be served will be made available at the scheduled RFP orientation.

Location to be served: Please note that at this time, there is a need for IMS Respite providers in El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo and Yuba Counties.

Locations with increased need: Sacramento county (Elk Grove, Sacramento)
Placer County (Roseville, Rocklin)

Agency Overview:

Alta California Regional Center (ACRC) is a private, non-profit corporation working under contract with the State of California, Department of Developmental Services, to provide services to persons, age zero to three, who are at-risk of developing a developmental disability, and three and above, who have been diagnosed with a developmental disability. Alta California Regional Center creates partnerships to support all eligible individuals with intellectual and/or developmental disabilities, children at risk, and their families in choosing services and supports through individual lifelong planning as a means to achieve healthy and productive lives in their own communities. ACRC envisions a community where individuals with intellectual and/or developmental disabilities are valued members who are treated with dignity and respect.

ACRC serves Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba counties. Please visit our website, www.altaregional.org for more information about our organization.

Description of Requested Service:

ACRC desires to partner with In-Home Respite agencies to provide an amended service of Incidental Medical Services (IMS). This service is to only be offered to clients with a stable medical condition per the approval by the client's physician and/or registered nurse. The agency must provide the IMS

training to the selected respite worker per the client's Individual Program Plan (IPP) and Health Care Plan (HCP). Laws and regulations specifies conditions under which the Department of Developmental Services (DDS) must approve the agency's training protocol.

IMS is restricted to the following for In-Home Respite:

- Colostomy and ileostomy (changing bags and cleaning stoma)
- Urinary catheter (emptying and changing bags and care of the catheter site)
- Gastrostomy (feeding, hydration, cleaning stoma, and adding medications as ordered by a physician or nurse practitioner)

Applicant Eligibility:

Interested In-Home Respite agencies must meet the qualifications outlined in the California Code of Regulations Title 17, Division 2, Sections 56776-56802 (In-Home Respite requirements). The agency also must meet additional training protocol requirements set forth by DDS. These are detailed in the Welfare & Institutions Code (WIC) Section 4686.

Additionally, an applicant shall have at a minimum, a Bachelor's Degree and a minimum of 18 months experience in the management of a human services delivery system; or five years' experience in a human services delivery system, including at least two years in a management or supervisory role.

Application Process:

Interested parties shall initiate the process by reviewing the RFP PowerPoint March 2020 for specific details relating to the populations to be served, identified areas of service need within ACRC's 10 county catchment area, and information on how to complete the RFP Application and timelines.

Completed RFP applications must be received on or before April 30, 2020, 11:59 PM PST. Please email to: cssrfp@altaregional.org

Incomplete RFP Applications will not be processed; so please review the RFP PowerPoint March 2020 thoroughly

For further information please contact Nicole Smith of the ACRC Community Services & Supports Department at: nsmith@altaregional.org, (916) 978-6267.