



SEPTEMBER 2016 REQUEST FOR PROPOSALS Infant Development Program

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

- Date:** September 30, 2016
- Service Type:** Service Code 805 - Infant Development Program
- Reimbursement:** Temporary Payment Rate, as determined by the Department of Developmental Services (DDS) less current State-mandated discount
- Location:** **San Luis Obispo County-** North County: Atascadero, Paso Robles with the expectation will provider will provide services to the underserved areas: San Miguel, Heritage Ranch, Creston, Shandon, Bradley, Pozo and California Valley.
- Santa Barbara County-** Goleta, Santa Barbara, and Carpinteria areas

Service Description:

An Infant Development Program is a multi-disciplinary program serving infants and toddlers under the age of three (3) years with a developmental delay in areas of cognitive, physical/motor, communication, social/emotional, and /or adaptive development. Services will include at a minimum the following: Early Interventionists, speech therapy, physical therapy and occupational therapy. **(Please note that Infant Development Programs shall not include behavior services.)**

General Requirements:

- Program must meet all applicable requirements of Title 17 regulations as outlined in §56764
- The program curriculum for infant development programs must include the following items:
 - (1) Physical development, including but not limited to fine and gross motor;
 - (2) Cognitive development;
 - (3) Language and speech development;
 - (4) Psychosocial development; and
 - (5) Self-help and feeding.
- Program must show activities which:
 - (1) Increase parent, care giver or authorized child representative and child interaction by training parents, care givers or authorized consumer representatives to recognize and respond to the child's unique characteristics, temperament, and non-verbal communication signaling distress or the need for interaction;
 - (2) Increase and develop parents, care givers or authorized consumer representatives and child interpersonal relationships through the day-to-day activities, such as bathing, dressing, feeding and comforting.
 - (3) Demonstrate use of evidence based practices.
- Program must show ability to increase parenting skills relating to the parents', caregivers or authorized child's representatives' ability to care for the special needs of the child including: demonstrations of

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developmentally appropriate activities for the child, training and consultation and access to various developmentally appropriate equipment and material, and the use of play as a vehicle for intervention.

- The curriculum for all programs shall describe the location(s) pursuant to Section 56712 (a) (1) (D) of these regulations in which children will receive instruction and perform those skills taught.
- In addition to the items specified in section 56712 (a) of regulations, the program design for infant development programs shall also include the written procedures used by the vendor for review of consumer assessment information. Such information shall include the following areas if applicable to the child's IFSP:
 - (1) Audiology services;
 - (2) Medical services;
 - (3) Nursing services;
 - (4) Nutritional evaluation;
 - (5) Occupational and/or physical therapy;
 - (6) Psychological services;
 - (7) Social work services;
 - (8) Speech pathology; and
 - (9) Visual screening.
- Program must offer evening and weekend hours to accommodate working parents.
- Staff must possess license/credential/academic degree (Master's) for the service they will provide.
- Service must be provided in natural environments.
- Staff must speak the language of the family they support.
- Tri-Counties Regional Center (TCRC) reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. TCRC may disqualify any proposal that is incomplete or does not meet the requirements described in this RFP.
- 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, please refer to Title 17 regulations and to the TCRC website (www.tri-counties.org) for information on Universal Service Expectations and the Person-Centered Thinking Initiative.

- a) Provide a brief overview of the services and supports that will be delivered. Include:
- Program Philosophy
 - Program Curriculum
 - Environment(s) where services will be provided
 - Service Hours
 - Description of how intervention activities will promote child growth and development and increase parent-child interactions

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- An overview of parenting skills training. Include a description of how such training will affect parents' ability to care for the special needs of the child.
- b) Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
- c) Describe anticipated outcomes of proposed program and how achievement of outcomes will be measured.
- d) Briefly describe your plan to recruit, train, and retain quality staff. Include:
 - Desired characteristics for all staff positions
 - Health and criminal background screening procedures
 - Initial and ongoing training, including required licensure/certifications.
 - Plan to recruit/develop Spanish-speaking staff.
- e) Preference will be given to programs:
 - In which direct service staff receive at least monthly face-to-face supervision.
 - That have the capability to provide instruction in Spanish