



## **SEPTEMBER 2016 REQUEST FOR PROPOSALS**

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

**Date:** September 30, 2016

**Service Type:** Service Codes 894 and 896 - Supported Living Service (SLS)

**Reimbursement:** Up to DDS-Determined Median Rates

**Location:** San Luis Obispo and Santa Barbara Counties

### **Service Description:**

Supported Living Services (SLS) include personal supports and training that are tailored to meet the specific needs of the individual receiving services to allow him/her to choose and live in his/her own home with support available as often and for as long as it is needed. The intended result of SLS is an increase in an individual's ability to establish and maintain relationships, make fundamental life decisions, assume membership in the community, and meet daily living needs as independently as possible. Supported Living Services are available to individuals who own or rent their own homes.

Applicants should expect to provide 24-hour services if needed and be willing to serve people who have high behavioral needs and/or significant physical challenges, including people who may be in a wheelchair and need additional assistance.

### **General Requirements:**

- Service must meet all applicable Title 17 regulations. See Title 17. Public Health - Division 2, Chapter 3: Community Services, Subchapter 19: Supported Living Service
- Vendor shall have no financial involvement in the home of any person receiving SLS services, or in any utility or service contract integral to the occupancy of the home. See Title 17 Section 58611.
- Direct support staff must be certified in both First Aid and CPR.
- If direct support staff are to work with individuals who have behavioral challenges, staff must be trained in non-violent crisis intervention techniques as well as data collection and implementation of behavior plans.
- Direct support staff must speak the language of the people they support.
- Vendor will assist individuals to obtain and utilize In-Home Supportive Services (IHSS) as required.

### **Service Summary Content Guidelines:**

Please include all information requested below and provide in the same order in your document. For additional guidance in writing your Service Summary, please refer to Title 17 regulations and to the

**Tri-Counties Regional Center**  
**SEPTEMBER 2016 REQUEST FOR PROPOSALS**  
**Page 2 of 3**

TCRC website ([www.tri-counties.org](http://www.tri-counties.org)) for information on [Universal Service Expectations](#) and the [Person-Centered Thinking Initiative](#).

- A. Provide an overview of services and supports to be provided, including:
- The purpose and goals of your program
  - The training and personal services offered to people using the service
  - How individuals will be supported to develop relationships and become members of their community
  - How individuals will be supported to interview, hire, and train their own support staff to the extent possible
  - Will you be providing transportation to individuals as part of the service? If so, describe.
- B. Describe Entrance Criteria, the Intake Process, and Exit Criteria.
- C. Provide an overview of the planning process your agency would use to start services.
- Describe how services will be determined and the role of the individual in the process.
  - Describe how individual goals and objectives will be determined and how progress and continuing need for services will be measured.
  - Describe the process to ensure services and supports are flexible and tailored to meet people's evolving needs and preferences.
  - Describe how individuals will be assisted to obtain and utilize In-Home Supportive Services (IHSS) as required.
- D. Describe anticipated outcomes of the proposed service and how achievement of outcomes will be measured.
- E. Briefly describe your plan to recruit, train, and retain quality staff. Include:
- Job descriptions and minimum qualification for all staff positions
  - Required licenses/certifications for direct care staff positions
  - Staff who speak the language of the people they will support.
  - Health and DOJ screening procedures
  - Wage, benefit, and/or any other strategies and incentives to attract and retain quality staff
- F. Describe Staff Training Plan. Include:
- Initial and ongoing training, including required licensure/certifications such as first aid, CPR.
  - Training in non-violent crisis intervention, data collection, and implementation of behavior plans for staff who will support individuals with behavior challenges.

**Tri-Counties Regional Center**  
**SEPTEMBER 2016 REQUEST FOR PROPOSALS**  
**Page 3 of 3**

- Who will provide staff training and the qualifications of the trainers.

**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.**