



## **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 520 - Independent Living Service (ILS)

**Reimbursement:** Up to DDS-Temporary Payment Rates

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

### **Service Description:**

Independent Living Services (ILS) provides community-based, structured, skill-based training programs designed to teach adults the skills and behaviors necessary to live in their own home; or to achieve greater independence while living in the home of a parent, family member, or other person.

ILS programs provide skills training for adults who generally have acquired basic self-help skills, or who, because of their physical disabilities, do not possess basic self-help skills, but can employ and supervise aides to assist them in meeting their personal needs.

TCRC may purchase ILS supports and services if:

- The individual resides independently or in the home of a parent, family member, or other person.
- The individual is not eligible for special education and related educational services.
- The individual resides in a licensed residential facility and as a part of their transition to an independent or supported living setting. Not to exceed three (3) months prior to transition.

ILS programs are delivered in natural settings and may be used to teach or maintain a wide variety of skills such as household management, budgeting, meal preparation, social/leisure skills, mobility training, use of community resources, accessing generic services, facilitating self-advocacy, parenting skills training (if necessary), and the use of direct supports. ILS services are authorized for up to 20 hours per month.

Tri-Counties Regional Center will not authorize funding for the purchase of any independent living support or service that is considered experimental. The expected result from the provision of independent living services must lead to the achievement of the measurable outcomes defined in the service plan. The provision of independent living supports and/or services must be both clinically and fiscally an effective use of public funds.

**General Requirements:**

- Service must meet all applicable Title 17 regulations. See Title 17. Public Health - Division 2, Chapter 3: Community Services, Subchapter 5: Nonresidential Services
- Direct support staff must be certified in both First Aid and CPR.
- Direct support staff must speak the language of the people they support.

**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 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
  - A detailed description of the curriculum that focuses on functional skills training, including all skill sets that will be taught.
  - Will using public transportation be part of your curriculum? If so, describe this.
  - How individuals will be supported to develop relationships and become members of their community
  - How individuals will be supported to interview, hire, train and if necessary, fire their own support staff to the extent that they are possible
- 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.
  - Will you be providing transportation to individuals as part of the service? If so, describe.
- 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
  - How will you assess whether staff have the necessary skills and abilities to train others

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- Include a statement that staff will speak the language of the people they will support.
- Health and DOJ background screening procedures
- How will you monitor whether quality services are being provided?
- 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.

**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.**

**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.**