



North Los Angeles County Regional Center

Summer 2018 Request for Proposals

Project #7: Community Integration Training Program For Individuals with Intense Behavioral Support Needs with a Focus on Employment/Volunteerism

Service Codes 055, 612

Release Date: August 1, 2018

Deadline for Submission: September 14, 2018

Project Overview

The Community Services Department of the North Los Angeles County Regional Center (NLACRC) is releasing this Request for Proposal (RFP) to seek experienced and qualified vendors to provide combined day and employment services to individuals with complex service needs including moderate to severe developmental disabilities, mental health and/or behavioral diagnosis. Individuals supported may have typically or previously been referred to enclave and/or sheltered employment. However, this model is also encouraged for individuals presently attending more traditional day services but looking to move towards increased employment opportunities. Qualified vendors should be familiar with the current supported employment service system including; Department of Rehabilitation (DOR) services and the “Customized Employment” process and related strategies. The proposed program should be designed to create and increase the opportunities for integrated employment/volunteerism while simultaneously meeting the need for overall community integration and reduction of behavioral excesses.

This service is intended to be a “program without walls”, as the majority of the programming will take place in the community or at work/volunteer sites. Days and hours for each participant in the program may differ based on their schedules, preferences and support needs. Schedules will be designed to address participant’s individual needs and build on their interests and vocational themes, establishing and creating meaningful and purposeful daily activities to encourage participants to become more independent vocationally as well as in the community.

This Community Integration Training Program will be based in NLACRC’s catchment area. The most preferred areas within NLACRC’s catchment area include the Santa Clarita and Antelope Valleys. This service will need to offer innovative ways to provide work supports and/or other valued and productive activities. Participants in the program may exhibit unique challenges such as behaviors necessitating a qualified specialist. Consultation with a qualified specialist as determined by an individual’s needs may be implemented if the program is providing services to a consumer whose IPP includes an objective to modify behaviors that may represent a threat to the individual, others, and/or property.

Individuals to be Served

This program is intended to serve individuals who have a goal of finding and securing employment/volunteerism in an area that is best suited to their unique abilities and interests. Individuals being served may present with any combination of the following: a qualifying regional center diagnosis, mental health diagnosis, court involvement, substance abuse, medical issues, or emotional dysregulation associated with aggressive or assaultive behaviors. The program may offer services to individuals with specific service needs, however NLACRC reserves the right to deny or modify the types of proposed services based on the needs of individuals and the areas within which they live.



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Proposed Models of Service

Ratio of staff to individual will be 1:1, 1:2, or 1:3. Program services may include intensive interventions supported by the Behavior Analyst who will provide creative and proactive services required to implement the proposed program. The Behavior Analyst is expected to conduct assessments, develop individualized proactive plans and provide extensive training in teaching methodologies to direct staff. Training in data collection is expected to be part of the staff training as well. Services under Service Code 055 will be flexible and based on the needs of the individual. Services can be delivered between one and five days per week, at a minimum of 4 hours per day and a maximum of 30 hours per week. Services flexible enough to be delivered outside of the typical day program schedule are preferred. Participants enrolled in day services are required to have an employment/volunteer objective.

In order to provide the most flexible support system to meet the needs of these individuals, other types of service codes/services (requires separate vendorization) may be utilized as part of the individual's day to meet their goals. The proposal includes services supports delivered through Community Integration (Service Code 055) and Behavior Analyst (Service Code 612). See Title 17 Section 54342 for details.

An ability to think outside of the traditional methods of assisting individuals in finding work and volunteer/interning positions that lead to paid employment is highly preferred. In addition so is the use of existing services and resources to provide a customized, flexible support system that will aid in making it possible for individuals with significant disabilities to be directly employed in the community.

ADMISSION CRITERIA

Applicants should design a program that is equipped to meet the specialized needs of consumers whose diagnoses are likely to include the following:

- moderate to high levels of cognitive deficit
- Autism Spectrum Disorders
- Seizure Disorders
- Mental Illness/Psychiatric Diagnosis
- Severe behaviors that may include, but are not limited to: severe behavioral dysregulation, impulse control issues, history of criminal involvement, theft, property destruction, aggression towards others, tantrums, self-abuse, hyperactivity, elopement.
- Need for assistance with some or all aspects of social engagement in the community.
- Medical conditions that leave the individual with less stamina to attend a full day program
- Non-ambulatory with mild to severe mobility challenges.

GENERAL QUALIFICATIONS FOR ADMINISTRATION & DIRECT STAFF

It is mandatory that applicants have proven expertise and extensive experience in the successful operation of a program serving individuals whose service needs are similar to those for whom this service is being developed. NLACRC is looking for a provider who demonstrates strength in the areas of creativity, person centered programming, and assisting individuals in achieving their goals.

UNDER THE 055 SERVICE CODE

Per Title 17 Section 56754 the following qualifications are required:



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Personnel Functions and Qualifications, §56754

(a) The director of an adult day program shall possess the following minimum qualifications:

- (1) A bachelor's degree and a minimum of 18 months of experience in the management of a human services delivery system; or
- (2) Five years of experience in a human services delivery system, including at least two years in a management or supervisory system.

(b) The supervisor of an adult day program shall possess the following minimum qualifications:

- (1) Three years of experience in a human services delivery system, including at least one year in a comparable program or a bachelor's degree in a human services related field; and
- (2) The demonstrated ability to provide staff training, supervision and planning

In addition, the director and supervisor must be trained in a crisis intervention, such as Pro-ACT® or Professional Crisis Management – PCMA, training within a timeframe approved by the regional center but not to exceed 90 days from hire date.

Personnel Functions and Qualifications for Direct Staff, §56724

(d)(3) The direct staff shall possess the following minimum qualifications:

- (A) Education and experience required in the job description; and
- (B) The ability to perform the functions required in the program design

Completion of a crisis intervention certification such as Pro-ACT® or Professional Crisis Management – PCMA, training is required within a timeframe approved by the regional center but not to exceed 90 days from hire date. A minimum of six (6) to twelve (12) months of experience providing direct assistance to similar types of individuals served by this program is preferred.

The Director of the 055 program may also be the individual vendored under the 612 Service Code as the BCBA overseeing the program as long as they are a Board Certified Behavior Analyst.

RATES OF REIMBURSEMENT FOR 055 SERVICE CODE

Pursuant to Welfare and Institutions Code, Section 4691.91 regarding the use of median rates, the rates provided in the table below are the **maximum** rates available for use by NLACRC for a community integration program, under service code 055. The average number of days for a full time day program is 21 days per month as calculated as follows: 5 days per week x 52 weeks per year = 260 total days per year, less 14 holidays as per Welfare and Institutions 4692 = 246 annual program days/12 months per year = approximately 21 potential program days per month.

Unit (Rate Table)	Ratio	NLACRC Rate WIC 4691.91	Methodology to determine monthly rate	NLACRC current approved rate
Monthly	1:1	\$3802.77	Median rate	\$3802.77
Daily	1:2	\$98.10 per day	\$98.10 median rate; daily 1:2 rate x 21 program days	\$2060.10 per month
Daily	1:3	\$85.86 per day	\$85.86 median rate; daily 1:3 rate x 21 program days	\$1803.06 per month



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UNDER THE 612 SERVICE CODE

Per Title 17 Section 54342 the following qualifications are required:

Behavior Analyst - Service Code 612. Behavior Analyst means an individual who assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior. Behavior Analysts engage in functional assessments or functional analyses to identify environmental factors of which behavior is a function. A Behavior Analyst shall not practice psychology, as defined in Business and Professions Code section 2903. A regional center shall classify a vendor as a Behavior Analyst if an individual is recognized by the national Behavior Analyst Certification Board as a Board Certified Behavior Analyst.

Unit	NLACRC Approved Rate
Hourly	\$70.52

Please see the Proposal Writing Guidelines for additional information.



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North Los Angeles County Regional Center (NLACRC) appreciates your interest in responding to the FY 2017-2018 Request for Proposals.

SUBMISSION OF PROPOSALS

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal as an electronic copy to resourcedevelopment@nlacrc.org. No fax copies will be accepted. The proposals must be complete, typewritten, collated, and page numbered. No proposals will be accepted after the deadline.

Due to email constraints, you must submit your proposal in three or more emails. Be sure to label the emails based on the number of emails-for example, 1 of 3, 2 of 3, etc. If your email does not generate a response email in return, the file is too large and was not received.

DEADLINE FOR SUBMISSION OF PROPOSALS

September 14, 2018

RESERVATION OF RIGHTS:

NLACRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. NLACRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. NLACRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of NLACRC. There are no start-up funds associated with these RFP's.



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NLACRC PROPOSAL WRITING GUIDELINES

The applicant is required to submit an electronic copy in a word compatible document. An application will be disqualified from consideration for failure to follow instructions, complete documents, submit required documents or meet the submission deadline. All proposals submitted must adhere to the following requirements:

- Use Standard size format so proposal will print out on a standard 8 ½ x 11 paper
- Proposal must be typed using a standard font (12).
- Complete submission must not exceed a total of 40 pages, excluding cost statement and DS1891.
- Every page must be numbered consecutively.
- The “Proposal Title Page” must be the first page of the proposal. The project to be developed must be indicated by checking one of the boxes.
- The proposal must include a Table of Contents that corresponds to Content Requirements.
- All sections of the Content Requirements must be addressed in the proposal.



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CONTENT REQUIREMENTS

1. **PROPOSAL TITLE PAGE**

Provide the name, address and telephone number of the applicant. If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California. Identify the author(s) of the proposal. List any parties who participated in writing all or part of the proposal.

2. TABLE OF CONTENTS

3. **STATEMENT OF OBLIGATION**

4. **APPLICANT'S EXPERIENCE & BACKGROUND INFORMATION**

a. Provide a 1-2 page summary of the applicant's qualifications which details education, knowledge and experience providing services to persons with developmental disabilities, and which includes a brief description of applicant's experience in developing and operating the type of project for which you are submitting a proposal.

b. Provide a copy of your resume with at least two (2) references with addresses and telephone numbers, and a statement permitting that references may be verified by NLACRC. Applicants should be aware that the selection committee will contact references or other sources to corroborate any information provided in the proposal.

5. **EXECUTIVE SUMMARY**

BRIEFLY address the following elements:

- a. Philosophy and Statement of Purpose in regards to specific service/development/project you are applying for
- b. The programs instructional strategies, techniques and intervention methods to be utilized.
- c. Anticipated individual's outcomes
- d. Staffing
 1. Management oversight
 2. Employee qualifications
 3. Contingency plans
 4. Staff training and development approaches
 5. Consultants qualifications (if applicable)
- e. If applicable describe how your program will seek out and access ancillary/generic resources to insure ongoing health, safety and growth of the individuals the program would support. (ex. Mental health services, dentist, probation, public transportation,...)
- f. Operations/Location
 - Office location and hours
 - Area/location of services and hours
- g. Describe you agencies orientation to continuous quality improvement, learning and self-evaluation as it relates to this service.



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6. BUSINESS PLAN

7. NLACRC COST STATEMENT

8. DS1890 VENDOR APPLICATION FORM (COVER SHEET)

9. DS 1891 APPLICANT/VENDOR DISCLOSURE STATEMENT

Every applicant or vendor must complete and submit a current Applicant/Vendor Disclosure Statement, DS 1891 (disclosure statement) which discloses information about each service provider's ownership and control interest. As part of the complete application packet for vendorization or upon request of the vendoring regional center. Overall Authority: Code of Federal Regulations (CFR), Title 42, Part 455; California Code of Regulations, Title 17 Section 54311. Welfare and Institutions Code, Section 4648.12.

10. If applicable a copy of LLC paper/corporation documents/DBA documents.

11. STATEMENT OF EQUITY AND DIVERSITY

- a. Provide a statement outlining applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
- b. Provide examples of applicant's commitment to addressing the needs of those diverse populations.
- c. Provide any additional information that the applicant deems relevant to issues of equity and diversity.