

REQUEST FOR PROPOSALS

Redwood Coast Regional Center *Respecting Choice in the Redwood Community*

Enhanced Behavioral Support Home for Adults (EBSH) ***With Mental Health Support Needs*** *to be located in* **Humboldt County**

We envision a system of services and supports that is determined by the individuals served. We envision a process that is complementary to the individual's own life, and which does not intrude upon the person's chosen lifestyle... We envision a system of services and supports that acknowledge the person's age, lifestyle preferences and culture, and which is fluid and ever changing... We envision strong, healthy individuals and families whose emotional resources are renewed and supported by community and regional center. " —From RCRC Vision

Redwood Coast Regional Center (RCRC) is one of 21 locally-based nonprofit private corporations that contract with the State of California to develop and coordinate community resources and supports for people with developmental disabilities and their families. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

SERVICE DESCRIPTION:

Redwood Coast Regional Center is seeking proposals to establish a 4 bedroom Enhanced Behavioral Support Home (EBSH), in Humboldt County, for adults with developmental disabilities, substantial mental and/or behavioral health support needs, and forensic involvement. The purpose for developing the home is to provide a supportive and therapeutic living environment for adults who have not had adequate support to remain in their home communities.

The home will be owned by a Non-Profit Housing Development Organization (HDO). The EBSH residential provider awarded this contract will lease the property from the HDO and also pursue licensure of the home through Community Care Licensing.

This home will support four (4) people ages 18-59 years and will be licensed as an Adult Residential Facility by the Department of Social Services (DSS)/Community Care Licensing Division (CCLD) and vendored by RCRC as an Enhanced Behavioral Support Home (EBSH). This home will provide a stable living environment that focuses on teaching skills necessary for maintaining stability both in the home and in the community. The home will utilize positive behavior support services and planning along with a life skills training program in a stable environment, so that individuals supported can continue to live within the community setting in which they are familiar. The home is intended to serve individuals long-term, individuals who may be coming from

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institutional settings, such as Porterville Developmental Center, or individuals from other settings already in the community. The home must provide opportunities for decision making in all aspects of living; a common space to promote interaction; private bedrooms; private bathrooms; access to the kitchen at all times; private spaces to visit with family and friends; a private space to make phone calls; and a private space to store personal items. There will need to be a wide variety of planned activities available on a daily basis, and the home will need to provide consistent structure, yet be flexible enough to allow for individual choices and needs.

House administrators, staff, and consultants, will implement trauma informed care through Person Centered Planning strategies, Positive Behavioral Support principles, and crisis de-escalation principles grounded in problem-solving during potential crisis situations (i.e. Pro-Act). A “whole person” approach, which incorporates the physical, mental, behavioral, and social components of the person’s overall health, will be utilized. Additionally, the successful applicant will make or have strong connections with the local mental health services in Humboldt County.

The selected EBSH service provider will work closely with CCLD, RCRC and DDS in meeting all licensing and certification requirements as stated in Title 22, Division 6, Chapter 6, Title 17, Section 59050 – 59072, and Welfare & Institutions Code, Section 4684.80 as related to EBSH development and ongoing services and supports.

PERSONNEL QUALIFICATIONS:

Administrator: Have a minimum of two years of prior experience providing direct support or supervision to individuals with developmental disabilities; and be at least one of the following: (A) A Registered Behavior Technician (B) A licensed psychiatric technician, or (C) A qualified Behavior Modification Professional. A qualified behavior modification professional is someone who has a minimum of two years of experience designing, supervising, and implementing behavior modification services as a behavior analyst, certified assistant behavior analyst, licensed clinical social worker, licensed marriage and family therapist, psychologist, or other professional with California licensure which permits the design of behavior modification intervention services (California Title 17, Article 59050). Possession of Adult Residential Facility (ARF) Administrator certification, Direct Support Professional (DSP) Year I, DSP II, & RCRC Residential Services Orientation certificates prior to provision of services to residents.

Direct Support Lead Staff: Have three years prior experience providing direct support or supervision to individuals with developmental disabilities, with a focus on behavioral services; and become a Registered Behavior Technician within sixty (60) days of initial employment; or, be either: (A) A licensed psychiatric technician; or (B) A Qualified Behavior Modification Professional.

Direct Support Staff (DSP): Have six months prior experience providing direct support or supervision to individuals with developmental disabilities, with a focus on behavioral services; and become a registered Behavior Technician within twelve months of initial employment; or, be either: (A) A licensed psychiatric technician; or (B) A Qualified

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Behavior Modification Professional. Have familiarity with charting, medication administration and side effects, collection of behavioral data, and positive behavior support. The DSP will have the ability to speak English and at least three DSPs on duty will have the ability to speak the primary language of residents. Direct support staff should possess skills and expertise to effectively manage assaultive behaviors and implement restricted health care plans, if indicated.

START UP FUNDING:

Up to a maximum of \$200,000 in start-up funds is available for the successful applicant. Start-up funding may be used for the following purposes: Rent (3 months + security deposit); Utilities (after lease is signed); Furnishings/Equipment (for the service only); Staff (recruitment, training, program development); Consultant Fees; Office/Project Supplies; Communications; Travel; License/Fingerprinting; and other costs as approved by RCRC.

RATE STRUCTURE:

Enhanced Behavioral Support Home Facility Component - Service Code 900. Rates are determined by DDS utilizing form DS 6023 "Rate Development - Facility Costs".

PROPOSAL GUIDELINES:

All interested parties are required to submit an electronic proposal to Redwood Coast Regional Center. All proposals received by the deadline will be reviewed and scored by evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process. Proposals are due June 10, 2022 by 5:00 PM. Proposals must include, but are not limited to, the following 8 items:

- 1. A cover page listing applicant's name, address, phone number, and name of person preparing proposal if other than applicant.**

- 2. A description of the applicant's education, experience, and demonstrated ability to perform, with particular emphasis on experience related to supporting adults in an EBSH support setting with *mental/behavioral health and forensic support needs*.**
15 Points

- 3. Service Description (not to exceed ten pages) that includes the following:**
 - a) Mission/Vision/Values Statement
 - b) A description of the services you will provide including specific methods and procedures to be utilized in providing the service and project outcomes for individuals served in this home. Service description must reflect evidence that the applicant has an understanding of the considerations involved in providing clinically appropriate, evidence based services in the least restrictive manner possible.

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- Address the development of positive behavioral support plans for residents with an emphasis on functional behavioral analysis and evidence based practices.
- Provide the close supervision these residents will require with an emphasis on mitigating risk to the individual, other residents, to staff and the community.
- Address education and treatment approaches for possible substance use disorder issues presented by the individuals who will live in this home.
- Teach social skills to assist the individual in learning pro-social behaviors as alternatives to sexual/physical aggressive or assaultive behaviors.
- Support essential lifestyles/quality of life plans.
- Systematically address resident motivation issues through the use of incentive systems to promote cooperation and participation in the treatment and educational aspects of the service.
- Describe how psychiatric needs of individuals will be addressed through therapy, and how staff will be trained to recognize, support, document and report symptoms of psychiatric conditions and medication effectiveness.

40 Points

4. A statement of how the applicant will assure staff competency, stability and training. This statement should include:

- Desired characteristics for all staff positions.
- Staffing procedures to mitigate staff burnout and provide staff support in stressful work environments.
- Health and criminal background screening procedures.
- Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support and crisis intervention to individuals who have potentially dangerous behaviors.

15 Points

5. Describe your agency's approach to quality assurance procedures:

- How data collected regarding agency outcomes, satisfaction and incident reports is used to troubleshoot problems.
- How processes such as methods and procedures are examined for revision when problem patterns emerge.
- Explain the role of consultants in the quality assurance process.

10 Points

6. Provide a timeline for service development that includes an action plan with measurable, time-limited activities.

5 Points

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7. Provide a draft proposed start-up budget that includes a line item narrative for use of funds.

5 Points

8. An estimated financial and cost statement for one year of ongoing services. Attachment A, pages 1-4.

10 Points

**** No more than 15% of the funds received by a provider with a negotiated rate from a Regional Center may be used for administrative costs. *W&I Code Section 4629.7***

9. The names, addresses and phone numbers of three Professional References and at least one professional letter of reference describing your abilities and qualifications in regards to this proposal (Attachment B).

Submit Proposals To:

**Leah Thompson
Community Placement Plan Resource Coordinator
Redwood Coast Regional Center
lthompson@redwoodcoastrc.org**

TIMELINE:

Completion Date	Activity
June 17, 2022	Proposals are due to RCRC by 5:00pm
Week of July 11, 2022	Proposals are reviewed by internal RCRC team
Week of July 18, 2022	RFP Interviews Conducted via Zoom

SERVICE DESIGN:

If a proposal for the Enhanced Behavioral Support Home is selected, the applicant will be required to develop a written RCRC approved Service Design, pursuant to California State regulations as delineated in Title 17, Title 22, and the Lanterman Act. Regional Center and DDS approval of the Service Design, as well as successful negotiation of a contract for services, shall be a condition of vendorization.

The Service Design will be written after the completion of a formal orientation process which will provide a forum for understanding the residential support model. The Service Design must include service provision outcomes which result in residents being successful in achieving stable and satisfactory lifestyles. The Service Design will include strategies which address each individual's preferred daily activities and mental health support needs, with the focus being that supports are provided for the person, and with

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the person's participation, rather than having the person "fit" into an existing "program". Strategies that will be used to structure the environment as needed by each resident, clear and known expectations and boundaries for all, training and retaining stable staff must be incorporated in the Service Design.

Technical Assistance:

RCRC staff will provide the applicant selected through the RFP process with technical assistance as needed in developing and completing the Service Design. Redwood Coast Regional Center is committed to being supportive throughout the process to create nurturing and growth enhancing living arrangements for clients in our communities.

Before beginning work on the proposal, or if there are any questions regarding this RFP, it is recommended that interested parties contact:

**Leah Thompson, M.A.
Community Placement Plan Resource Coordinator
Redwood Coast Regional Center
Phone: 707-616-2206
lthompson@redwoodcoastrc.org**

RCRC reserves the right to withdraw this Request for Proposals (RFP) at any time without prior notice. Further, RCRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. RCRC reserves the right to reject the proposal of any respondent who, in the opinion of RCRC, is not responsible or has previously failed to perform properly, or is not in a position to operate within the service design.