

REQUEST FOR PROPOSALS

Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Community Resource Development Plan (CRDP) FY 23/24

Coordinated Family Supports (CFS)

To be located in Del Norte, Humboldt, Lake or Mendocino counties

“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 people residing in the living arrangement of their choice. We recognize that life is made meaningful by loving, being loved, and having friends and relationships... We envision a system of services and supports which acknowledge the person’s age, lifestyle preferences and culture, and which is fluid and ever changing.”

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.

RCRC received start-up funding from the State Department of Developmental Services (DDS) to carry out RCRC's 2023-2024 Community Resource Development Plan (CRDP). CRDP funding is provided by DDS to meet the following objectives: **A)** Expand the availability, accessibility, and types of services and supports to meet the current and future needs of individuals and their families in the community. **B)** Develop systems to ensure that quality services and supports in the least restrictive environment are provided to individuals in the community. **C)** Develop services that are person-centered and represent the diversity of the regional center’s catchment area.

RCRC has an immediate need to develop **two (2)** qualified Coordinated Family Supports (CFS) providers in Del Norte, Humboldt, Lake or Mendocino counties to support adult clients who reside in their family home. *Priority will be given to applicants who have Spanish speaking staff, or a clear plan for hiring bilingual/multilingual staff.* CFS is designed to facilitate equitable access to services and supports. CFS services will be tailored, individualized, and flexible to meet the changing needs and preferences of the individual being served along with their family/caregiver.

COORDINATED FAMILY SUPPORTS: SERVICE CODE 076

Coordinated Family Supports providers are vendors who coordinate and provide the items identified below for adults who reside in the family home. CFS may include, but is

not limited to:

1. Identifying and providing supports necessary to successfully reside in the family home.
2. Providing assistance and training for the client and their family in navigating comprehensive services and supports that are tailored to meet their unique needs, including creating pathways to overcome barriers to accessing generic and other resources.
3. Providing additional information or resources on the client's diagnosis and identified supports.
4. Coordinating consistency in training across providers specific to the needs of the client and their family.
5. Assisting with scheduling of service delivery including medical and other appointments.
6. Identifying transportation options or services.
7. Identifying backup providers/supports and providing those backup supports when the plan fails.
8. Providing futures planning for the client, including those living with aging caregivers.
9. Providing training to the client which maximizes their independence.

SERVICE PARAMETERS:

CFS shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the client and their family are receiving. CFS may not be provided by an individual who resides in the same home as the client and the services shall be primarily provided in the client's home. At minimum, the ongoing need for CFS services shall be assessed annually and progress reported quarterly.

ELIGIBILITY OF PROVIDERS:

Minimum qualifications for **CFS staff** include an Associates-level degree in a human services field of study or 3 years of experience in the developmental disabilities service delivery system. The CFS staff must be able to effectively communicate in the primary language of the client and their family and must have knowledge of the regional center system. The **CFS Supervisor** qualifications require a Bachelors-level degree in a human services field of study or an Associates-level degree in a human services field of study and at least 3 years of experience in the developmental disabilities service delivery system. **The Department of Developmental Service is willing to consider exceptions to these qualifications if written justification is provided indicating other qualities and skills of potential providers.**

GOAL:

In June 2022, the State’s Budget Trailer Bill for developmental services, SB 188 (Chapter 49, Statutes of 2022), added Welfare and Institutions Code section 4688.06, establishing the Coordinated Family Support (CFS) Services Pilot Program. This section recognizes the right of adults with disabilities to reside in their family home; and that adults with developmental disabilities, and their families, may need CFS services that are tailored to the unique needs of the client and are respectful of the language, ethnicity, and culture of the family home.

START UP FUNDING:

Start-up funding of up to \$20,000 is available for *each* of the successful two applicants to develop this new service. Start-up funding may include, but not be limited to, the following:

- Service design development
- Lease of office space
- Office equipment/furnishings
- Staff development (recruitment, training, up to three months wages, etc.)
- Other identified, RCRC approved, start-up costs

RATE STRUCTURE:

The Department of Developmental Services has established rates for CFS which can be found [here](#). Additionally, each provider that meets all monthly reporting requirements will be eligible to receive CFS Pilot Implementation Incentive Payments. These payments will be calculated at 11.1% of the total dollar amount billed for CFS assessments and services for the prior month.

PROPOSALS:

All interested parties are required to submit an electronic copy of their proposal to the following email address, lthompson@redwoodcoastrc.org no later than 03/18/2024 by 5:00 PM. All proposals 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 must include the following 8 items:**

1. A cover page that lists the applicant's name, address, phone number, and name of person preparing proposal, if other than applicant.	5 points
2. A description of applicant’s education and experience related to the field of human services, developmental disabilities including the developmental disabilities service delivery system, work on similar projects, and ability to complete the project within a 2-year time period. <i>Priority will be given to applicants who have Spanish speaking staff, or a clear plan for hiring bilingual/multilingual staff.</i>	15 points
3. A statement of applicant’s goals and expected outcomes in providing support to RCRC’s clients and their families as a CFS services provider.	10 points

4. Provide an Action Plan, which outlines the sequence of activities necessary to complete the project and develop CFS services within a two-year time period. The Action Plan should include step-by step project tasks with timelines and who is responsible for completion leading up to the targeted opening date of services. <i>Priority will be given to applicants who have Spanish speaking staff, or a clear plan for hiring bilingual/multilingual staff.</i>	15 points
5. A statement outlining the applicant’s plan to serve diverse populations, including culturally and linguistically diverse populations. The statement should discuss information on how the applicant will promote equitable access to services and supports to reduce disparity while flexibly tailoring services to respond to the unique needs of the client through the multiple stages of life, and are respectful of the language, ethnicity, and culture of the family home.	20 points
6. A statement that describes the steps the applicant will take to ensure client safety and reduce the risk of individuals supported from being abused, including the agency’s Zero Tolerance for Abuse procedures.	15 points
7. A draft proposed budget for <i>start-up costs</i> with a brief narrative description for each line item identified. The start-up budget should include both costs to be paid through the CRDP funds as well as costs that will be paid for by the applicant and/or other funding sources.	10 points
8. An estimated Cost Statement for ongoing Services. <i>** No more than 15% of the funds received by a provider with a negotiated contract from a Regional Center for ongoing costs may be used for administrative costs W&I Code Section 4629.7</i>	10 points

TIMELINE:

Completion Date	Activity
March 18, 2024	Emailed Proposals are due to RCRC by 5:00pm
Week of March 25, 2024	Proposals are reviewed RCRC chosen team of evaluators
Week of April 8, 2024	RFP Interviews Via Zoom
April 15, 2024	Contracts Awarded

SERVICE DESIGN:

Selected applicants will be required to develop a written Service Design, pursuant to California State regulations delineated in Title 17 and the Lanterman Act. Both Regional Center approval of the Service Design, as well as successful negotiation of a contract for services, shall be a condition of vendorization. The Service Design must include:

- Service provision outcomes, which result in individuals being successful in achieving stable and satisfactory lifestyles.
- Strategies that address client’s right to services that are tailored, and flexible to meet the changing needs of the client and their family.
- How the provider will ensure support is provided in a manner that is respectful of culture, ethnicity and linguistic preferences of the individual and their family.
- Provisions for training and retaining stable staff.

Close collaboration between individuals supported, their family and/or legal representative, RCRC, specialists in behavioral issues, aging services, as well as mental health staff may be necessary to ensure that all the adult’s support needs are addressed.

TECHNICAL ASSISTANCE:

RCRC staff will provide the applicant with technical assistance as needed in developing and completing the Service Design.

Before beginning work on the proposal for Coordinated Family Supports RFP or if there are any questions regarding this RFP, it is strongly recommended that applicants view the Department of Developmental Services publications listed below.

Service Requirements and FAQs (Ctrl + Click to Follow Link)

1. Enclosure A – [Service Code Description](#)
2. Enclosure B – [CFS Fact Sheet](#)
3. Enclosure C- [Referral & Service Need Form](#)
4. Enclosure D – [Quarterly Reporting Tool](#)
5. CFS Frequently Asked Questions – [For Potential Providers](#)

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 able to operate within the service design.

For Questions Related to the RFP Contact:

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