

# Applicant's Conference

2018-2019

Request for Proposal

SERVICE PROVIDER

for

Family Home Agency [FHA]

(Adult)

Oct 22<sup>nd</sup>, 2018

# Overview of Project –

- FHA to create and recruit **family homes** as additional residential options for adults who are eligible for SG/PRC services
- FHA to recruit, approve, train, and monitor certified **family home providers**, provide services and supports to family home providers, and assist individuals with moving into or relocating from other living arrangements.

## FAMILY HOME

\* a home that has been certified by an FHA and is owned, leased, or rented by the family home provider. This home supports a maximum of two (2) individuals per family and each individual must have his/her own room within the family home.

## FAMILY HOME PROVIDER

\*a person who has been recruited, approved, and trained by an FHA to provide services and supports to an individual residing in the family home. The family home provider enters a partnership with the individual that promotes self-determination and independence in a family environment



# General Requirements

- ▶ Applicants must meet all applicable Title 17 regulations
- ▶ Current regional center vendors must have services in good standing
- ▶ Applicants must be in compliance with recent RC or DDS audits
- ▶ Applicant must demonstrate fiscal responsibility [Submission of two (2) complete fiscal years and current year to date financial statements is required]
- ▶ Applicants who are current vendors are not eligible if any contracts with SG/PRC are unsigned or if any monies are owed or if the vendor has not complied with independent audit requirements

## Additional requirements

- Development of service design
- Proof of liability insurance



# Qualifications

- Have the ability to provide cost – effective quality services pursuant to Title 17 S56084
- Have a proven record of financial responsibility and stability
- Demonstrate knowledge and understanding of the principles and operational requirements of FHA services and supports, knowledge of the Regional Center System, the IPP process, and rights of individuals with developmental disabilities
- Demonstrate knowledge of the process to recruit, hire, train, and match prospective family home providers
- Have a proven history of positive working relationships with the community and applicable government agencies.



# FAMILY HOME AGENCY [FHA]

## Start-up Funds for the Project

To be determined

*\*Actual amount awarded will be based upon funding by DDS*

## Rate of Reimbursement

Based upon the established ARM rate structure for Level 2 through Level 4I as determined by individual level of care needs



# Considerations

- ▶ Applicants who include a breakdown of reimbursements between provider and agency are preferred.
- ▶ Applicants who include the profile of individuals willing to serve (medical/behavioral) are preferred.
- ▶ Applicants who demonstrate a commitment to recruiting providers to meet cultural and language needs are preferred.
- ▶ Applicants who demonstrate a commitment to recruiting providers that have some understanding and knowledge of caring for basic health needs



# Timeline

- Posting of RFP 10/3/18
- Applicant's Conference 10/22/18
- Deadline for submission 11/13/18 (4 pm)
- Evaluation of proposals 11/12 - 11/29/18
- Award Notification 12/10/18
- Start-up agreement final 1/7/19
- Notification posted (on SG/PRC website) 2/4/19
- Monthly report due (by 15<sup>th</sup> of each month) 3/15/19
- Program completed by March 2021



# RFP Content

- RFP – Request for Proposal
  - Section 1
    - Application/Proposal Coversheet – Attachment A
    - Most Recent Financial Audit or Statement or Attachment B
    - DS1891 Applicant Disclosure Form – Attachment C
  - Section 2 – Program Design of Services
  - Section 3 – Organizational Structure
  - Section 4 – Policies and Procedures
  - Section 5 – Written Descriptions re: Range of Services & Emergency Response Services





# RFP Content con't

- ▶ Section 6 – Training Plan Topics
- ▶ Section 7 – Training Plan Specifics
- ▶ Section 8 – Agency/Individual Experience and Background Information
- ▶ Section 9 – Equity & Diversity Statement
- ▶ Section 10 – Budget and Finance
- ▶ Section 11 – Continuous Quality Improvement (CQI)
- ▶ Section 12 - Home and Community-Based Setting (HCBS) Requirements



# RFP Specifics

- ▶ Benilda Glen, Resource Developer ([bglen@sgprc.org](mailto:bglen@sgprc.org) or (909) 868-7512) will be the lead RD for this project. Questions can also be directed to [resources@sgprc.org](mailto:resources@sgprc.org).
- ▶ Proposal due by 11/13/18 at 4 p.m. (no exceptions)
- ▶ Ensure that you follow all instructions and include all information requested. Also follow formatting requirements.



Thank you for attending!



Any questions?