



## Request for Proposals Family Home Agency (FHA)

**Proposal Deadline- May 23, 2023 by 4pm.**

Contact: Julie Martinez, Resource Coordinator

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### Introduction

A Family Home Agency (FHA) approves family homes which offer the opportunity for adult individuals with developmental disabilities to enter into living arrangements with families to promote self-determination and interdependence. San Diego Regional Center (SDRC) is requesting the development of a Family Home Agency to certify family homes in San Diego and Imperial Valley. We require that you review California Code of Regulations, Title 17 Public Health-Division 2 Chapter 3: Community Services Subchapter 4: Family Home Agency (FHA) Regulations Articles 1-14 prior to submitting your RFP and address your understanding of the requirements for this development in your cover letter.

### Application Packet Guidelines:

- Must be completed for consideration
- A proposal that does not adhere to the guidelines or informational content will not proceed in the screening process
- Submit one RFP proposal packet in a PDF format to: [AFHA@sdrc.org](mailto:AFHA@sdrc.org)

### Format and Application Requirements

Each proposal will contain three parts as follows:

1. Applicant Agency Information
  - a. The application/proposal should contain at least one page of information on the applicant agency. This information should include the history, administrative structure, and legal status of the applicant agency. A list of any currently vendored services provided by the agency, and the name and telephone number of a contact person at the Regional Center with which they are vendored should be included.

- b. Information on the qualifications and experience of the principal staff of the agency should also be included. The information provided should indicate the applicant's ability to implement the proposal. This information should include the name, address, telephone number and the dated original signature of the prospective agency administrator. The prospective administrator should have the authority to submit the proposal and enter into a binding contract with the San Diego Regional Center.

## 2. Program Design

The Program Design for the Adult Family Home Agency (AFHA) should include the following:

- A mission statement
- Anticipated client outcomes
- Identification of the clients to be served, including diagnoses, age range, gender, medical conditions, ambulatory status, ADL/self-help skills required, mental health diagnoses, and/or behavior characteristics accepted and those not accepted
- The geographic areas where the family home providers will be recruited and trained
- An organizational chart
- Job descriptions and anticipated numbers of the employees of the AFHA
- AFHA staff to Family Home Provider ratios
- Policies and procedures on the following:
  - Recruitment of Family Home Providers
  - Assessing qualifications of Family Home Providers
  - Assessing the physical environment of Family Homes
  - Approving and Renewing the Certification of Family Home Providers
  - Initial and Ongoing training of AFHA staff and Family Home Providers to include Person Centered Planning
  - Assessing training needs and the effectiveness of the training provided for AFHA staff and Family Home Providers
  - Matching of clients with Family Home Providers
  - Arrangement of 24 hour emergency services
  - Policies regarding assistance to individuals in moving into or out of family homes.
  - Services and supports provided by the AFHA for both clients and Family Home Providers
  - Providing ancillary services, including respite
  - Utilizing and coordinating with community resources
  - Monitoring of Family Homes and Family Home Providers
  - Reporting and investigating complaints concerning the AFHA or the Family Home Providers
  - Client records and program documentation
- Types and qualifications of the Licensed Consultants who will be utilized by the AFHA
- Clearances for all AFHA staff, consultants and Family Home Providers
- Client Grievance Procedure
- A sample of the FHA / provider contract

- A template for the Individual Service Plan
- A sample of the residency agreement (signed by all parties) and all other forms which will be signed at the time of placements (eg., client rights, release of information, emergency contacts, disaster contingency plan, etc)
- A sample of a Certificate of Approval for certified homes/providers
- Breakdown of service tiers (please see Tier Level Guideline)
- Implementation of HCBS (Home and Community-Based Waiver) Final Rule key provisions

### 3. On-Going Rate Information

A cost statement outlining the ongoing rate that will be required to maintain the service and supports identified in the Program Design should be included with the proposal/application. If the applicant agency proposes to provide multiple levels of services and supports that require different funding levels, a cost statement for each funding level should be included. At a minimum each cost statement must delineate administrative overhead Costs, AFHA staff costs, consultant costs, and rate of reimbursement for the Family Home Provider.

## Additional Provisions

- Applicants chosen for further review will complete a Vendor Questionnaire/Conflict of Interest/Vendor Duplication form and a DS1891
- Applicant must have the ability to conduct electronic billing

## Selection Criteria

San Diego Regional Center will review applications for only those who meet all of the requirements (Refer to CCR, Title 17 Section 54314 for applicants who are not eligible). Preference will be given to those who possess at least 12 months direct care experience in caring for persons with qualifying disabilities and possess administrative/managerial experience in a FHA or program similar to a FHA.

Selection shall further be determined by:

- Compliance with all elements of this RFP
- Quality of the proposal and likelihood that it will be successful in meeting the needs of the individuals identified. Established, written criteria will be used to evaluate background, experience, skills and presentation of material and information.
- Quality of performance in previous or existing services, if applicable
- Ability to meet timelines
- Proposed rates and budget costs are based on reasonable assumptions and shall not exceed rates for similar individuals when residing in other types of out-of-home care established pursuant to Welfare and Institutions Code Section 4681.1. SDRC contracts for Tiers 1-4.
- Proposed rate for consultation
- Review of financial documentation and service history of the applicant. This

includes the likelihood that the applicant has sufficient resources to complete the project and provide ongoing services.

- Results of an interview by a panel scored using written criteria to evaluate background, experience, skills and presentation of information.

#### Costs for Proposal Submission:

Applicants responding to this Request for Proposal shall bear all costs associated with the development and submission of their RFP Application Packet. No costs shall be charged to SDRC, the Department of Developmental Services, or the State of California.

Submit to: Julie Martinez at [AFHA@sdrc.org](mailto:AFHA@sdrc.org)

By: May 23, 2023

## Tier Level Guideline

### Tier 1

Individual with mild deficits in self-help skills, needs verbal prompting to complete most tasks. Individual has some physical and mobility issues. Behaviors are easily redirectable and are mild. Needs only general supervision

### Tier 2

Individual needs physical assistance with some self-help activities and/or needs moderate behavioral support that does not require consultation. Mobility issues: need physical assistance with walking, getting in and out of a vehicle, up and down stairs or uneven surfaces. Moderate behaviors/self-injurious behaviors; requires more supervision. Mental health issues; low range medical conditions with yearly to quarterly medical appointments.

### Tier 3

Significant deficits in self-help skills, requires physical assistance with completing tasks. Mobility issues; assistive devices such as walkers/wheelchairs, unsteady gait, need physical assistance with walking, getting in and out of a vehicle, up and down stairs or uneven surfaces. Severely disruptive behaviors/self-injurious behavior, physical aggression, some property destruction; requires 24-hour supervision and consultation support.

### Tier 4

Severe to total care of self-care needs. Verbal and/or physically aggressive toward self or others, chronic medical needs such as insulin dependent diabetes (must be self-injecting), cancer treatments and/or other medical conditions that require several medical appointments monthly.