



North Los Angeles County Regional Center

Summer/Fall 2024 Request for Vendorization (RFV)

PROJECT #13: Adult Residential Facility (Levels 2, 3, & 4) 50% or more Non-Ambulatory Only (905/915). Non-Ambulatory facilities must also be compliant with the Americans With Disabilities Act (ADA) and Home and Community Based Services (HCBS) final rule throughout the home.

RELEASE DATE: August 19, 2024

DEADLINE FOR SUBMISSION: September 29, 2024, 11:59 p.m. (PDT)

PROJECT OVERVIEW

North Los Angeles County Regional Center (NLACRC) is releasing this Request for Vendorization (RFV) to seek qualified and experienced residential service providers to support individuals who have mild to moderate support needs due to a combination of self-care deficits, social-communicative challenges, and/or maladaptive behaviors. The Residential Facility will be licensed, located within the NLACRC service area and have no more than four (4) beds. Services provided within the facility will enable individuals to continue to live productive lives in the community of their choice. The proposal should include the required staffing hours and program preparation hours necessary to support the characteristics described above. Please refer to Title 17 § 56004.

INDIVIDUALS TO BE SERVED

This residential home will be a resource for adult individuals, ages 18 – 59, who have mild to moderate support needs. Homes able to provide residential services for female individuals preferred. Residents may present with self-care deficits requiring strong use of tasks analysis and effective teaching strategies to assist them in gaining higher levels of independence. Residents may present with some maladaptive behaviors which include, but are not limited to, abusive behaviors towards others, abusive behaviors towards self, and elopement. Individuals may also present with social and communication deficits requiring support from staff navigating social environments, forming, and maintaining relationships, and possibly using augmentative communication devices or methods. Individuals may be non-ambulatory.

LOCATION & LANGUAGE SPECIFIC

NLACRC is seeking Adult Residential Facility providers to serve individuals within the Antelope Valley, San Fernando Valley, and/or Santa Clarita Valley. In addition to English, services should be provided/offered in at least 1-3 other languages.

American Sign Language (ASL)	Khmer
Arabic	Korean
Armenian	Pashto
Chinese – Cantonese	Persian (Farsi)
Chinese – Hakka	Russian
Chinese – Mandarin	Spanish or Spanish Creole
Chinese – Other	Tagalog
Hebrew	Vietnamese
Hindi	Other
Japanese	

PROPOSED MODELS OF SERVICE

The proposal should include the required staffing hours and program preparation hours necessary to support the characteristics described above. Please refer to Title 17 § 56004.



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The facility will be required to be licensed by the Department of Social Services, Community Care Licensing Division as an Adult Residential Facility with a maximum capacity of four (4) residents. The facility should provide some individual bedrooms and no more than one large shared bedroom, full-size beds, and a minimum of two (2) bedrooms approved to accommodate residents who are physically or cognitively non-ambulatory.

For Level 4 homes only, NLACRC requires that proposals in response to this RFV include a description of the crisis intervention training curriculum, such as Pro-ACT® or Professional Crisis Management – PCMA, that will be used to train employees on how to maintain safety, dignity, and respect for all persons during a crisis situation.

MINIMUM QUALIFICATIONS FOR APPLICANTS, ADMINISTRATOR & DIRECT CARE STAFF

It is mandatory that applicants have proven expertise and extensive experience in the successful operation of a program serving consumers whose service needs are similar to those for whom this service is being developed. NLACRC is looking for providers who demonstrate strength in the areas of clinical, administrative, and fiscal responsibility. In addition to the submitted documents, an interview with Community Services staff may be required in order to determine the service level of the home (Title 17 § 56005).

To be eligible to submit a proposal in response to this RFV, an applicant should have:

- Completed the Community Care Licensing (CCL) Orientation
- Completed the Department of Social Services (DSS) Administrators Certification Program.
- Completed the Direct Support Professional (DSP) Year 1 and Year 2 training.
- Attained a North Los Angeles County Regional Center (NLACRC) Residential Services Orientation (RSO) certificate
- Per Title 22, Article 3, 84018(b)(1), there shall be sufficient liquid assets in reserve to ensure facility operation, independent from reliance on prospective client fees, for the first three months (see forms LIC 401, LIC 403, and LIC 420).
- Identified prospective properties for facility (to be reviewed with Community Services)
- For **Level 2**, a minimum six (6) months of full time (1,032 hours), paid experience providing direct supervision and special services to persons with developmental disabilities, in a licensed residential setting.
- For **Level 3**, a minimum nine (9) months of full time (1,548 hours), paid experience providing direct supervision and special services to persons with developmental disabilities, in a licensed residential setting.
- For **Level 4**, a minimum twelve (12) months of full time (2,064 hours), paid experience providing direct supervision and special services to persons with developmental disabilities, in a licensed residential setting.
- Met the personnel qualifications as indicated below

*Final service level approval is at the discretion of NLACRC Community Services Department.

Facility Administrator:

§56037. Administrator Qualifications and Continuing Education.

(a) Administrators for Service Level 2, 3 and 4 facilities shall fulfill requirements for continuing education in one or more of the following areas, as they relate to the administration and management of residential services for persons with developmental disabilities:

- (1) Consumer services as described in the program design.
- (2) Promotion of consumers' rights, health, safety and social and physical integration; and
- (3) The ID Team process, including development and implementation of IPPs.



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(b) An administrator of an adult residential facility may meet the requirements for continuing education specified in this section by meeting the requirements for continuing education specified in Health and Safety Code Section 1562.3(f)(1).

(f) Service Level 4 administrators shall:

(1) Have a minimum of 12 months of prior experience providing direct supervision and special services to persons with developmental disabilities.

(A) The regional center shall be permitted to waive the above requirement if the regional center determines that it is necessary to meet consumer needs.

(2) Complete a minimum of 12 hours of continuing education in the areas specified in subsection (a) above within each twelve-month period following the assumption of the duties of an administrator.

(g) Service Level 2, 3 and 4 administrators providing direct supervision and special services shall complete any additional training in a specific knowledge area(s) which has been identified as needing improvement in the written notification pursuant to Section 56033 (d)(2).

(h) Successful completion of the competency-based training and passage of the competency test required by Section 56033 (a)(1) or (2) shall satisfy the continuing education requirements specified in this section for an administrator for the year in which the training is satisfactorily completed.

(i) For administrators, passing the challenge test without attending the competency-based training required by Section 56033 (a)(1) or (2) shall not satisfy the continuing education requirements specified in this section.

Direct Care Staff:

§56038. Direct Care Staff Qualifications and Continuing Education Requirements.

(a) Service Level 2, 3 and 4 administrators shall ensure that each direct care staff person meets applicable requirements as follows:

(1) Within the first 40 hours of providing consumer services in the facility, all new direct care staff shall complete an on-site orientation which addresses the following:

(A) The facility's program design.

(B) Consumer IPPs.

(C) Consumers' rights regulations.

(D) Assistance to consumers with prescribed medications, if applicable.

(E) Health and emergency procedures, including fire safety.

(F) Identification and reporting of Special Incidents, as required by Title 17, California Code of Regulations, Section 54327(a); and

(G) Identification and reporting of consumer abuse.

(2) Receive on-the-job training as necessary to implement consumer IPPs.

(3) Receive continuing education in one or more of the following areas, as they relate to planning and implementation of residential services for persons with developmental disabilities:

(A) Consumer services as described in the program design.

(b) Promotion of consumers' rights, health, safety, and social and physical integration; and

(c) The ID Team process, including development and implementation of IPPs

(d) Service Level 4 direct care staff shall:

(1) Have a minimum of six months of prior experience providing direct supervision and special services; or

(2) Within six months of beginning to provide direct supervision and special services in the facility, complete at least 12 additional hours of continuing education as specified in subsection (a)(3) above.

(3) Complete a minimum of 12 hours of continuing education which meets the requirements specified in subsection (a)(3) above within each twelve-month period following the assumption of the duties of direct care staff.

(e) Direct care staff shall complete any additional training in a specific knowledge area(s) which has been identified as needing improvement in the written notification pursuant to Section 56033 (d)(2).

(f) Successful completion of the competency-based training and passage of the competency test required by Section 56033 (a)(1) or (2) shall satisfy the direct care staff continuing education requirements specified in this section for a direct care staff for the year in which the training is satisfactorily completed.



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(g) For direct care staff, passing the challenge test without attending the competency-based training required by Section 56033 (a)(1) or (2) shall not satisfy the direct care staff continuing education requirements specified in this section.

RATE OF REIMBURSEMENT

The rates set by the Department of Developmental Services (DDS) for Community Care Facilities can be found here: [1 NLACRC rate schedule update 1-1-24 with SB 616.pdf \(ca.gov\)](#)

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:

- Mild to moderate levels of cognitive deficit
- Difficulties in social environments
- Communication deficits
- Seizure disorders
- Mental Illness/Psychiatric Diagnosis
- Behaviors that may include, but are not limited to non-compliance, impulse control issues, theft, property destruction, aggression towards others, tantrums, self-abuse, hyperactivity, elopement
- Need for assistance with some or all aspects of daily living, including hygiene, toileting, showering, dressing and eating
- Non-ambulatory with mild to moderate mobility challenges

CLOSING DATE

September 29, 11:59 p.m. (PDT)