



Youth Respite Grant

Request for Proposal (RFP)

December 5, 2019

Issued by:

Tuscarawas County Board of Developmental Disabilities

610 Commercial Ave. SW

New Philadelphia, OH 44663

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330-339-8714

Purpose

The Tuscarawas County Board of Developmental Disabilities (TuscBDD) is requesting written proposals from qualified agency Medicaid waiver providers to operate, in collaboration with community partners, a sustainable program of time limited therapeutic respite and in-home supports for multi-system youth and their families. It is the objective to have 1-2 beds designated for therapeutic respite at a local residential setting. It is the intent of this program to provide a local respite option in order to reduce the need for out-of-home placements. The selected provider will work in collaboration with cross-county and multi-agency partners to develop a streamlined referral and planning process for this program. TuscBDD will work with the selected provider to establish a finalized time frame; however, the goal would be to launch this program in the spring of 2020.

Expectations

Based upon feedback from Tuscarawas and surrounding counties, there is a growing need to support youth with developmental disabilities and intensive behavioral needs in order to avoid out-of-home placements and custody relinquishment. In order to help to meet this current need, TuscBDD will prioritize proposals which clearly demonstrate expertise in the areas of behavioral support, crisis de-escalation, Trauma-Informed Care, and experience collaborating with multiple service systems.

In addition to behavioral support and crisis de-escalation, the selected provider shall provide the following services: Homemaker Personal Care, health maintenance assistance, medication administration, money management (including payee services), assistance attending medical and psychiatric appointments, meal preparation, recreational activities, transportation to and from community and vocational sites, cleaning and laundry services, emotional support and completing applicable assessments. Additionally, the provider will be expected to gather the necessary behavioral data points as decided by members of the youth's team prior to their acceptance into the program.

The selected provider will also serve as an integral member of the team noted above. This team will include an SSA from TuscBDD, an SSA from the partner county, behavior support staff from TuscBDD, other County Board personnel, Family and Children First Council, a representative from mental health services, representatives from the provider agency and other representatives from pertinent agencies and organizations. The team must commit to meet on a regular basis while the youth is in the program to develop a treatment plan and training schedule for the parent and/or caregiver. The provider shall be responsible for meeting the daily needs of all youth participating in the facility-based portion of this program.

If the selected provider receives a DODD suspension of admissions, TuscBDD will be informed immediately and the provider will be expected to set up a sub-contract agreement that will allow TuscBDD to make referrals during the time of suspension, if the provider fails to make this arrangement, it will share the cost that TuscBDD will incur for placements that occur while under the suspension.

Proposal Requirements

Proposals should include the following information:

Copies of all agency certifications and licensure from the DODD, Department of Mental Health, Department of Job and Family Services, and any professional affiliations.

A narrative that addresses the following items:

- Describe your agency's philosophy regarding the provision of residential/therapeutic respite to youth displaying a developmental disability and intensive behavioral needs.
 - Provide examples of your agency's service delivery for residential programming, working with individuals with dual diagnoses and severe behaviors and provide specific examples.
 - Share how your agency will address individuals engaging in behaviors that warrant the involvement of law enforcement and explain when your agency would find it justifiable to contact Law Enforcement involving youth that are that are in the respite program.
 - Describe how your agency intends on handling situations that involve destruction of property, personnel injury, aggressive behavior, elopement, etc.

- Staffing:
 - Describe how your agency will maintain staff availability to ensure proper coverage during peak and low census periods. Please provide policies and procedures addressing staffing call-offs and addressing emergency needs.
 - Include job descriptions for all positions providing support to youth served in this program.
 - Provide a list of the principal staff that will be involved in the development and operation of the home and provide a detailed description of their experience and education in the field of developmental disabilities and behavioral therapy.
 - Describe how this home will be managed.
 - Share the information for the contact person for the agency if questions should arise during the review of the proposal.
 - List all training used by your agency, specifically any training in the realm of behavior management, crisis de-escalation or Trauma-Informed Care.
- In addition to the above-mentioned points, interested agencies are required to submit a budget proposal which outlines the approximate costs of operating this program.
- Please note how your agency intends to work with the collective respite team, commit to attend team meetings and collect data as necessary. Also describe how your agency will collaborate with local partners and team members to ensure that the mental health and educational needs of the youth are met. (i.e. therapy, case management, psychiatric evaluation, medication monitoring, family therapy, etc.
- Proposals should include examples of your ability to manage all health related needs, including unique dietary needs such as diabetes, celiac disease, obesity, etc.

Sealed proposals are due on **December 18th, 2020** by close of business. All proposals should be mailed or delivered to the attention of Drew Litty at the Tuscarawas County Board of Developmental Disabilities, 610 Commercial Avenue SW, New Philadelphia, Ohio 44663.

Proposals will be reviewed by an internal committee and may be rejected at TuscBDD's discretion or for failure to meet the proposal's requirements. Please contact Drew Litty with any questions (dlitty@tuscbdd.org or 330-339-8714).