

**LETTER OF INTEREST
GUIDELINES FOR 4I ADULT RESIDENTIAL LICENSED HOME – LEVEL 4I**

Deadline: Friday, May 19th, 2023 at 5:00 p.m.

Harbor Regional Center is accepting applications for the following:

Service Code/Type: Service Code 915 – Adult Residential Home Level 4I

Reimbursement: Up to the current Community Care Facility ARM Level 4I rate

Location: Acceptable zip codes: 90277, 90278, 90501, 90502, 90503, 90504, 90505, 90701, 90703, 90706, 90710, 90712, 90713, 90715, 90716, 90717, 90732, 90755, 90803, 90806, 90807, 90808, 90814, 90815 ([HRC Map](#))

The Resource Development Team at Harbor Regional Center must visit and approve any property that will be used as an ARF or SRF PRIOR to acquisition. A prospective service provider should NOT purchase or sign a lease without prior approval from the Harbor Regional Center Resource Development Team.

Application Deadline: **Friday, May 19th, 2023 by 5:00 PM**

HRC will host an information session about **Adult Residential Home-Level 4I** via Zoom on
Tuesday April 12, 2023 at 3:00 PM.

Please register in advance for this meeting using this link:

https://us06web.zoom.us/webinar/register/WN_MRNA8IxQxGrAdaVe3rJdg

After registering, you will receive a confirmation email containing information about joining the meeting.

Service Description:

An adult residential home is a Community Care Licensed home which serves the needs of individuals with Intellectual and Developmental Disabilities (IDD). Residents may range in age from eighteen (18) through fifty-nine (59) and may be ambulatory or non-ambulatory. This licensed home will provide four (4) individuals with permanent housing. A home with all beds licensed for non-ambulatory individuals is preferred, but a minimum of one (1) non-ambulatory bed is required. The home will provide a nurse consultant, BCBA, or a combination of both driven by individual need and in accordance with Title 17 regulations.

Home and Community-Based Services (HCBS) were developed to offer support to individuals in community settings as an alternative to institutional care. In 2014, new federal rules were released by the Centers for Medicare & Medicaid Services (CMS), requiring homes and programs where HCBS are delivered to meet new criteria. The Department and its partners are working to implement the requirements for home and community-based settings in accordance with this Final Rule.

Licensed homes must meet these new regulations issued by the Centers for Medicare and Medicaid Services (CMS) regarding standards that must be met in order for home and community-based services (HCBS) to continue to receive federal funding beyond March 2023. The prospective service provider must ensure that services developed as part of this project are provided in accordance with the HCBS Final Rule and person-centered planning practices that focus on the achievement of the goals and choices that the individual values.

Applicants responding to this LOI who are currently vendored service providers for HRC or any other regional center must have services in good standing.

Applicants must disclose any potential conflict of interest per Title 17, Section 54500. Applicants, including members of governing boards, must be in good standing in regards to all services vendored with any regional center. For partnership submissions, all partners should have full knowledge of the contents of the proposal

LETTER OF INTEREST
GUIDELINES FOR 4I ADULT RESIDENTIAL LICENSED HOME – LEVEL 4I

Deadline: Friday, May 19th, 2023 at 5:00 p.m.

submitted and must demonstrate commitment to the project during start-up as well as on-going operations.

General Requirements:

- Must meet all applicable Title 17 and Title 22 regulations.
- Must meet applicable Americans with Disabilities Act (ADA) standards.
- Must meet the CMS HCBS Final Rule regulations.
- Location and home must be approved by Harbor Regional Center PRIOR to acquisition.
- The licensed home must be a minimum of 1700 square feet.
- The licensed home must be single story only.
- The licensed home must install anti-scald devices.
- The licensed home must have the capacity to support up to four (4) individuals with private, individual bedrooms. Each bedroom must have at least a full-sized bed.
- The licensed home must be approved for *at least* one (1) non-ambulatory bedroom.
**Having more than one or all bedrooms licensed for non-ambulatory individuals is preferred.*

Administrator, Staff, and Consultants Requirements:

- Administrator and Direct Support Professionals (DSP) must meet at least minimum certification, training and experience requirements of Title 17 for this level of service.
- The Licensee and Administrator must have and provide proof of a minimum of twelve (12) months full-time experience providing direct supervision and services in a licensed residential home for individuals with IDD, preferably from an existing service provider within the HRC catchment area.
- Administrator must have completed DSP I & II training prior to becoming an Administrator. The challenge test is not accepted by HRC.
- Administrator and Licensee must both obtain a current Administrator Certification.
- Administrator must complete forty (40) hours of continuing education within the first twelve (12) months and then twenty four (24) hours every year after the first year.
- Administrator must possess a valid California driver's license and have a vehicle in good working condition.
- Administrator shall be present in the Administrative role for a minimum of twenty (20) hours per week at the licensed home. No more than two (2) licensed homes shall be overseen by one (1) Administrator.
- All staff and consultants must be able to speak and read English. The ability to furnish staff who are bilingual English/Spanish-communicators is encouraged.
- All staff and consultants must demonstrate the capacity to provide services in a linguistically and culturally competent manner.
- It is preferred that direct care staff have a minimum of (6) months prior experience providing direct care services to individuals with developmental disabilities.
- DSPs must satisfactorily complete the DSP I & II competency-based training course as described in Title 17. The challenge test is not accepted by HRC.
- DSPs must complete a minimum of twelve (12) hours of continuing education within each twelve-month period following the assumption of DSP duties.
- The program services must include consultants certified to provide positive behavioral supports (i.e., BCBA), mental health and/or nursing consultation as needed to maintain optimal health for the individuals served. The consultants will be expected to conduct assessments, develop plans, provide training to direct care staff and be available to participate in individual planning meeting, as needed.
- Consultants must be professionally licensed and qualified to practice within their field of expertise within the state of California.
- All staff and consultants must demonstrate an understanding of Person Centered Practices, the IPP process, and the legal rights of individuals with developmental disabilities in California.

LETTER OF INTEREST
GUIDELINES FOR 4I ADULT RESIDENTIAL LICENSED HOME – LEVEL 4I

Deadline: Friday, May 19th, 2023 at 5:00 p.m.

Interested Parties shall electronically submit the following documentation by **Friday, May 19th, 2023 no later than 5:00 PM** via email to: Resource.Development@harborrc.org;
Email Subject Line: **LOI-Adult Residential Home Level 4I**

Summary of services (10 pages maximum) which address:

- Overview of Services
- Entrance and Exit Criteria
- Interdisciplinary assessment and person centered planning process
- Administrator, Staff, and Consultant Job Description, Qualifications and Responsibilities

Also attach:

- [Service Provider Inquiry Cover Page](#)
- [Preliminary Service Provider Inquiry Experience and Qualifications Form](#)
- [Proposed Budget \(use HRC provided form\)](#)
- Professional Resumes of Administrator, Licensee, and, if already identified, Consultants
- [DS1891](#)

**The purpose of the DS1891 form is to identify prospective vendors that may be ineligible for vendorization because the Service Provider has been convicted of a crime related to the Medicare, Medicaid or Title XX programs or has been convicted of abuse or neglect of an elder, dependent adult, or child. An applicant or vendor entity must provide an original, signed DS1891 Form to the Regional Center for each program that is separately vendored by the Regional Center. All Service Providers are required to comply with vendorization requirements established in the Welfare & Institutions Code, Section 4648.12 and California Code of Regulations (CCR), Title 17, Section 54311, including other requirements established in the regulations regarding the Service Provider's eligibility to provide services.*