

HARBOR REGIONAL CENTER
LETTER OF INTEREST GUIDELINES FOR PERSONAL ASSISTANCE – Behavior Respite

Harbor Regional Center is accepting applications for the following:

Service Code / Type: Service Code 620 - Behavioral Respite

Rate of Reimbursement: Negotiated based on Cost Statement submitted from Provider

Location: Harbor Regional Center catchment area (see map) including recruitment, hiring and training of direct care staff who live on the island of Catalina

Service Description: Harbor Regional Center is seeking qualified interested service providers to become vendored to provide Behavioral Respite in conjunction with personal assistance duties. The primary goal is to develop a program to provide intermittent temporary care and support to individuals who have challenging support needs due to a combination of severe self-care deficits, social-communicative challenges, and behavior struggles. The agency must be able to provide an array of services, which will enable individuals and their families to continue to live productive lives, by providing appropriate care and supervision in the absence of family members. Care may include assistance with bathing, grooming, dressing, toileting, meal preparation, feeding and supervision. This service will be offered with a 1:1 supervision/support ratio.

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.

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 conflicts 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 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 regulations
- Must meet applicable Americans with Disabilities Act (ADA) standards
- Must demonstrate an understanding and experience working with the developmentally disabled population
- Must work with and be overseen by a Board Certified Behavior Analyst (BCBA) to provide initial training and on-going support for staff; and may conduct assessments, develop individualized plans, provider progress reports and provide training in teaching methodologies to specialized respite staff and/or collaborate with the behavioral agency already providing services to the individual.
- Staff must have CPR/First Aid, TB test, fingerprint and criminal background check
- Staff must receive training specific to the individual's they support.
- Must meet the CMS HCBS Final Rule regulations
- Must follow guidance to prevent the spread of Covid-19 per County of Los Angeles Public Health: <http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm>

Interested applicants shall submit the following documentation via email to Resource.Development@harborrc.org

Application Deadline: Friday, March 3 by 4:00 PM

Please include a summary of services (15-pages maximum) which address:

- An overview of services;
- Understanding and experience and working with the developmentally disabled population, including those with severe behavior support needs and their families;
- A statement of the geographic area served by the agency;
- The applicant's plan to recruit, hire and train direct care workers who live on Catalina Island;
- A description of initial and on-going staff training program;
- A description of intake, assessment, and quality assurance processes;
- Any relevant job titles, descriptions, qualifications, and responsibilities

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Please also attach (pages not counted toward 15-page limit above):

- Service Provider Inquiry Cover Page
- Preliminary Service Provider Inquiry Experience and Qualifications Form
- Professional Resumes of owner/primary contact/qualified professional(s) including a BCBA
- DS1891 Applicant/Vendor Disclosure Form

**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.*