



COORDINATED FAMILY SUPPORT SERVICES PILOT PROGRAM FOR ADULT CONSUMERS WHO RESIDE WITH THEIR FAMILY
Service Code 076

Rates: \$59.27 per hour - Ratio: 1:1
Rates: TBD - Ratio (sibling): 1:2, 1:3

Description of Resource Need:

A regional center shall classify a vendor as a CFS provider when the vendor coordinates and provides items identified below for adults who reside in the family home. CFS shall be tailored to the unique needs of the consumer and their family and provided in a manner that respects their language and culture. It shall be primarily provided in a person's home.

Scope of Services may include but is not limited to:

1. Identifying and providing supports necessary to successfully reside in the family home.
2. Providing assistance and training for the consumer and their family in navigating comprehensive services and supports that are tailored to meet their unique needs, including creating pathways to overcome barriers to accessing generic and other resources.
3. Providing additional information or resources on the consumer's diagnosis and identified supports.
4. Coordinating consistency in training across providers specific to the needs of the consumer and their family.
5. Assisting with scheduling of service delivery including medical and other appointments.
6. Identifying transportation options or services.
7. Identifying backup providers/supports and providing those backup supports when the plan fails.
8. Providing futures planning for the consumer, including those living with aging caregivers.
9. Providing training to the consumer which maximizes their independence.

****CFS shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the consumer and their family are receiving.**

****CFS may not be provided by an individual who resides in the same home as the consumer. At minimum, the need shall be assessed annually, with progress being reported quarterly.**

SCLARC will host a virtual informational session to support potential applicants and to address questions about this unique opportunity via Zoom on March 15, 2023, from 3:00-4:00 PM

<https://us06web.zoom.us/j/86718409963?pwd=OUNFdE5BRU1icG9ha29jZm1rdXNJQT09>

Meeting ID: 867 1840 9963

Passcode: 485658

One tap mobile

+16694449171,,86718409963#,,,,*485658# US

+13462487799,,86718409963#,,,,*485658# US (Houston)

Dial by your location

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

Meeting ID: 867 1840 9963

Passcode: 485658

Find your local number: <https://us06web.zoom.us/j/kc9NKMXAvG>

Qualifications:

1. Must have an office in South Central Los Angeles Regional Center (SCLARC) catchment area.
2. Must have knowledge and/or experience in each of the following:
 - knowledge of people with developmental disabilities through lived experience and/or 3 years of formal paid experience.
 - knowledge of Person-Centered Thinking, planning and/or approaches.
 - knowledge of the Lanterman Developmental Disabilities Services Act.
3. Must have knowledge of HCBS final rule.
4. Must not have had any corrective action plans within the last 12 months, been terminated for vendorization by a regional center, received a non-compliance letter from a regional center, and/or be currently under investigation for non-compliance.
5. CFS Supervisor qualifications require a Bachelors-level degree in a human services field of study **or** an Associates-level degree in a human services field of study and at least 3 years of experience in the developmental disabilities service delivery system.
6. Minimum qualifications for CFS staff include an Associates-level degree in a human services field of study **or** 3 years of experience in the developmental disabilities service delivery system, communicating in the primary language of the consumer and their family, and knowledge of the regional center system.

****** Within the first 30 days of working with a consumer and their family, CFS providers shall provide training to their staff and supervisors on the service delivery systems including, but not limited to, behavioral health services and local Area Agencies on Aging.

****** Exceptions to the minimum qualifications, along with the justification, shall be submitted to the regional center for the Department of Developmental Services' determination.

7. Must complete SCLARC Vendor application process including but not limited to:
 - The person/entity must have a vendor number and be approved for vendorization prior to providing services.
 - Sign an agreement as to the services to be provided, as per the DDS Directive of July 28, 2022.
 - Completion of a Vendor Application for SCLARC (including but not limited to Form DS1890) – DS1890 is a form to provide basic information, such as the name, and address of the person/entity to be reimbursed. All sections of this form are to be completed (including Social Security Number (SSN) or Employer Identification Number (EIN) of person/entity receiving the reimbursement).
 - Completion of Applicant/Vendor Disclosure Statement (Form DS1891) - Every applicant or vendor must complete and submit this disclosure statement as part of a complete application packet for vendorization or upon request of the vendoring regional center. This form requires that the applicant provide his/her Social Security Number. For entities, SSNs of board members/owners is also required.
 - HCBS Provider Agreement/Medi-Cal Provider Form – as a federally reimbursed system, we are required to have all applicants complete this form.
 - Completion of a Program/Service Design
 - Completion of a W-9 form – this is required by the IRS.
 - Completion of an E-billing form — so you can be paid.
 - Copy of certificate, license, or credential that exhibit the applicant’s qualification.
 - Copy of valid and current identification, such as a driver’s license, CA ID, or passport.
 - Copy of Social Security Number or IRS statement for the EIN.
 - Copy of insurance criteria and requirements (Enclosure 1).

Application Package (all items must be included):

1. Submit a letter of interest summarizing your qualification and/or experience.
2. Submit resume and educational degree(s).
3. Provide an office address within SCLARC’s catchment area.

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 SCLARC, the Department of Developmental Services, or the State of California.

Deadline:

Application Packets will be reviewed in the order it was received (first come, first served). Application Packets will be stamped with the date and time of receipt.

Submit:

By e-mail to: vendocs@sclarc.org

By mail or drop off to: Department of Community Services & Family Support
South Central Los Angeles Regional Center
2500 S. Western Avenue, Los Angeles, CA 90018

Additional Information

1. DDS Enclosure A – Service Code Description <https://www.dds.ca.gov/wp-content/uploads/2023/01/Enclosure-A-CFS-Service-Code-Description.pdf>
2. DDS Enclosure B – CFS Fact Sheet <https://sclarc.org/wp-content/uploads/2023/02/Fact-Sheet-RFP-for-Coordinated-Family-Support.pdf> or <https://www.dds.ca.gov/wp-content/uploads/2023/01/Enclosure-B-CFS-Fact-Sheets.pdf>