

RFI APD 14-003
FLORIDA AGENCY FOR PERSONS WITH DISABILITIES
REQUEST FOR INFORMATION
HOUSING OPTIONS FOR INDIVIDUALS WITH
INTENSIVE BEHAVIORAL CHALLENGES

RFI RESPONSE DATE: January 15, 2015; 5:00 PM (EST)

A. REQUEST FOR INFORMATION

The Florida Agency for Persons with Disabilities (APD) is requesting information for novel approaches to meeting the residential needs of individuals with a developmental disability who exhibit intensive challenging behaviors from potential vendors. This is a Request for Information (RFI) only. An RFI is issued solely for information and planning purposes and it does not constitute a competitive solicitation (e.g., Invitation to Bid, Request for Proposal, or Invitation to Negotiate), or a promise to issue a competitive solicitation in the future. This RFI does not commit the Agency to contract for any service or proposed solution whatsoever. A response to this RFI is not an offer and the Agency will not use a vendor's submission to justify a contract with the vendor without complying with applicable laws, rules and policies. Further, APD is not seeking proposals at this time and will not accept unsolicited proposals. Respondents must assure that proposals for services are consistent with the tenets of the March 17, 2014 revised CMS expectations for the HCBS quality and person-centered services and supports.

B. BACKGROUND / PURPOSE

1. Background

Up to present, in any given year, there are approximately 700 consumers determined eligible for Intensive Behavior (IB) Residential Habilitation services. Intensive behavioral residential habilitation is for recipients who present problems with behavior that are exceptional in intensity, duration, or frequency and result in putting themselves or others in danger. On any given day there are about 45 vacant beds statewide. Some of these beds are also occupied by individuals who are identified as Behavior Focused, who may have been transitioned down from an IB designation or there were no other vacant

Behavior Focused beds in the local area at the time placement was needed. Behavior Focused residential habilitation serves individuals with less serious behavior than those in Intensive Behavioral residential habilitation, but warrant a more structured and behaviorally competent staffing than one would find in a standard group home. Because some Regions have few or no IB homes it is not uncommon for individuals to move significant distances from their home areas in order to find an appropriate residence.

In addition, the homes that currently serve these individuals are typically 5 to 6 bed residences serving either males or females with some coed homes. The breakdown is 66.8% male, 21.7% female, and 11.5% coed. The greatest percentage of these homes are serving adults, with very limited capacity for children and teens.

The current geographic distribution of Intensive Behavioral group homes is as follows:

Region*	Number of Homes
Northwest	2
NW 1	2
NW 2	0
Northeast	38
NE 3	9
NE 4	26
NE 12	3
Central	34
C 7	17
C 13	15
C 14	2
Suncoast	21
SC 8	4
SC 23	17
Southeast	16
SE 9	3
SE 10	12
SE 15	1
Southern	0
TOTAL	111

*A Regional map of APD service areas can be found at:

<http://apd.myflorida.com/region/>

Each of the regions need increased capacity to meet placement demands for individuals with intense behavioral challenges. Specific resource development is needed in the Northwest Region (Tallahassee, Pensacola areas), Northeast Region (Daytona Beach area), Central Region (Lakeland area), Suncoast Region (Ft. Meyers area), Southeast Region (Palm Beach, Port St. Lucie areas), and the Southern Region (Miami area). To assist with planning and development, the Attachment A provides a census of individuals served by the Agency for Persons with Disabilities by eligible diagnosis and place of residence as of October 2014. The demographics includes those who are served through the HCBS Waiver and those who are on the APD statewide waitlist.

2. Purpose

The agency is seeking information from providers for proposed options for residential services for individuals with an intellectual or developmental disability and intensive behavioral challenges consistent with the new CMS rule published January 16, 2014. These services are intended to provide an optimal response to meet the growing needs of this population where individuals will not have to be moved from their home areas and family. In order to establish an effective, efficient and accessible model of service, respondents are encouraged to be creative with the continuum of residential services as individuals continue to improve and need to transition from high levels of service need to lower levels of service need. In addition, while the present residential model consists of 5 to 6 bed homes there may be other models and rate structures that could be proposed as an alternative to the existent approach. The model proposed must meet the Center for Medicare and Medicaid Services (CMS) residential setting requirements.

The proposal should include innovative approaches and not be tied to current rate structures payment methods or unit rates paid through the State of Florida's HCBS Waiver. The type of questions and ideas to be assessed include:

- a. What should an Intensive Behavioral residential habilitation program look like? Include a breakdown of costs to operate the program and the number of individuals that would reside in the home. Include the minimum number of beds that have to be used each month for the provider to remain viable

with the expectation that the Agency will fund empty beds. In addition, include staffing ratio (day and night shifts).

- b. Describe the services individuals will receive while in the program. Include a cost breakdown to operate the program.
- c. What type of training will staff receive and how will it be provided? Include a description of in-service training and what the frequency training would be.
- d. Describe the services (i.e., Residential Habilitation, Day Activity Program, Employment, etc.) that would be offered?
 - i. Describe the rate structure for a bundled model.
 - ii. Describe the advantages and disadvantages to bundle services in comparison to billing the services.
- e. Describe the characteristics of the individuals to be served through this model?
- f. What does your liability insurance cost and what does it cover?
- g. How is this service in compliance with the new CMS rules?
- h. What systems will be in place to manage, prevent, or respond to a crisis?
- i. How do you manage risk to others?
- j. Will subcontracting of any services be used, and what would those be?

The above questions are to serve as prompts. The interest lies in understanding what services are proposed for these particular individuals and what the basis for funding will be.

C. RFI RESPONSE INSTRUCTIONS

Respondents to this RFI are asked to be thorough, but concise. The RFI response must include the following:

1. The respondent's name, place of business address(es), contact information, including representative name and alternative, if available, telephone number(s) and email address(es).
2. Description of the respondent's business and its experience as it relates to the services outlined in the RFI. This description should include a narrative explaining past experiences in which the respondent has engaged with other residential, day program and supported employment providers.
3. A statement of interest in or knowledge of the services outlined in this RFI, including a high level outline of any specific product, concept, technology or approach that would pertain to the information sought through this RFI.

Additional elements to be included in the response:

- a. An implementation schedule for the development of a home, a group of homes or continuum of homes based upon level of needs and ages of consumers;
- b. A timeline for developing and implementing the residential program for individuals with intellectual or developmental disability and intensive behavioral challenges;
- c. A description of the foreseen benefits and challenges of the proposal including any identified risks to the Agency's responsibilities over the responsibilities to its consumers, families or legal representatives, and other providers with recommendations for overcoming them;
- d. A description of the conceptual model, including therapeutic components, daily routine and activity program options, to be implemented and the number of individuals to be served. Substantial efforts should be made to ensure that all individuals are fully integrated into the community. Include how the model would be done as a pilot and how it would be rolled out statewide that includes timeframes;
- e. A description of the key staffing requirements and qualifications, recommended staffing ratios over a 24/7 operation, foreseen to effectively implement, operate, and maintain the program.
- f. An estimate regarding the implementation and operational costs, as well as proposed daily rate per person, to provide the service the respondent is describing. The level of need for individuals who are eligible for this service will likely be determined based upon a tool such as the APD Global Behavioral Service Need matrix (See Attachment B) or equivalent.
- g. A description of the outcomes that must be met in order to continue to receive funding as well as criteria that must be met in order to determine that sufficient progress is being made. Identify how the provider rate will provide incentives for the provider to transition individuals to less intensive residential services to include living in own home, family home, supported living, or other residential setting.

D. PROPRIETARY INFORMATION

Any portion of the submitted response which is asserted to be exempt from disclosure under Chapter 119, Florida Statute, shall be clearly marked “exempt”, “confidential”, or “trade secret” (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secrets shall be marked “trade secret as defined in Section 812.081, Florida Statutes”. Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Agency will provide such records in response to public records requests without notifying the respondent. Designating material simply as “proprietary” will not necessarily protect it from disclosure under Chapter 119, Florida Statutes. An entire response should not be considered trade secret.

E. RESPONSE SUBMISSION

Respondents to the RFI shall submit an electronic copy of its response using Microsoft Word 97 and/or Excel 97 or newer, not to exceed fifty (50) singled sided pages in length and sent via email. The software used to produce the electronic files must be logically named.

The respondent shall **also** submit one (1) electronic redacted copy of the response suitable for release to the public. Any confidential or trade secret information covered under Section 812.081, Florida Statutes, should be either redacted or completely removed. The redacted response shall be marked as the “redacted” copy and contain a transmittal letter authorizing release of the redacted version of the response in the event the Agency receives a public records request.

Responses to the RFI shall be provided no later than **5:00 PM, Eastern Standard Time, January 15, 2015**. Responses shall be submitted to:

Agency for Persons with Disabilities
Bureau of Quality Management
Attn: Edwin DeBardleben
4030 Esplanade Way
Suite 360K
Tallahassee, Florida 32399-0950
rfi.intensivebehaviors@apdcares.org

F. PROCESS

After the Agency has received all responses to this RFI, the Agency, in its sole discretion, shall determine if a meeting with respondents is necessary to clarify the information received. In the event that the Agency decides to hold a meeting, the respondent(s) will be notified via email.

APD will review and analyze information received from this RFI to determine the best option(s) to address the Agency's objectives and requirements. Any request for cost information will assist the Agency in gaining perspective of the potential budgetary magnitude.

Responses to this request will be reviewed for informational purposes only and will not result in the award of a contract. Vendors submitting a response to the RFI are not prohibited from responding to any related subsequent solicitation. Not responding to this RFI does not preclude participation in any future procurement, if any is issued.

G. VENDOR COSTS

Vendors are responsible for all costs associated with preparation, submission, and any potential meeting(s) to discuss this RFI. APD will not be responsible for any vendor costs associated with responding to this RFI.

H. REGISTER WITH THE STATE OF FLORIDA

In order to do business with the State of Florida, all vendors must be registered in MyFloridaMarketPlace. Information about registration with the State of Florida is available, and registration may be completed at the MyFloridaMarketPlace website link under the heading, Business, on the State portal at www.myflorida.com. Those lacking internet access may request assistance from the MyFloridaMarketPlace customer service at 866-352-3776. Registration is not required to respond to this RFI.

I. QUESTIONS

Questions concerning this RFI should be submitted in writing via email to: rfi.intensivebehaviors@apdcares.org.

Verbal questions will NOT be accepted. Questions will be answered by sending questions and responses to respondents; accordingly, questions shall NOT contain proprietary or classified information. Copies of the responses to all questions will be made available through electronic posting on the Vendor Bid system website at:

[http://www.myflorida.com/apps/vbs/vbs_main menu](http://www.myflorida.com/apps/vbs/vbs_main_menu).

J. AGENCY FOR PERSONS WITH DISABILITIES

The Florida Agency for Persons with Disabilities (APD) works in partnership with local communities to support people with developmental disabilities in living, learning, and working in their communities. APD provides critical services and supports for customers with developmental disabilities so they can reach their full potential. The agency serves people with autism, cerebral palsy, Down Syndrome, Intellectual Disabilities, Prader-Willi Syndrome, and Spina Bifida.

Additional information about the Florida Agency for Persons with Disabilities can be found on the Agency's website at: <http://apdcares.org/>.

NOTICE TO PERSONS WITH DISABILITIES IN NEED OF A REASONABLE ACCOMMODATION: Please contact Edwin DeBardeleben to make your request at rfi.intensivebehaviors@apdcares.org as soon as possible before the deadline for submittal.