

Ohio Department of Developmental Disabilities

Request for Proposal (RFP)

Technical Assistance to County Boards and Providers of DD Services

OVERVIEW & MISSION

The Ohio Department of Developmental Disabilities (DODD) is responsible for overseeing a statewide system of services and supports for people with developmental disabilities and their families.

The mission of DODD is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

GUIDING PRINCIPLES

DODD will:

- Create less complex service delivery, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

BACKGROUND

In 2014, the Centers for Medicare and Medicaid Services (CMS) issued [final rules](#) defining and describing home and community-based settings across all Medicaid home and community-based services authorities. In accordance with this rule, Ohio submitted a transition plan, indicating we would move increasingly toward home and community-based settings as defined in rule.

Since 2014, DODD has also developed several new rules, including:

1. [5123:2-1-02 Administration and operation of county boards of developmental disabilities](#). Under this rule, County Boards of Developmental Disabilities must develop and adopt a strategic plan that addresses, among other things, the county board's strategy for:
 - Ensuring that individuals receive services in the most integrated setting appropriate to their needs;
 - Taking measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the county.
2. Draft (not yet filed as of 01-28-16) rule 5123:2-9-02, Home and community-based services waivers – ensuring the suitability of services and service settings (attached). This

rule establishes standards to ensure that HCBS waivers maximize opportunities for enrolled individuals to access the benefits of community living and receive services in the most integrated setting. The rule requires Service and Support Administrators (SSAs) to provide individuals with a description of all services and service setting options available through the waiver, and to explore non-congregate settings before congregate settings are considered.

In 2014 DODD also convened the [Strategic Planning Leadership Group \(SPLG\)](#). The SPLG represented a cross-section of the statewide developmental disabilities community in processes to help set strategic direction, and improve Ohio's developmental disabilities service system during the next ten years. The group's final recommendations included many benchmarks aimed at an increased ability to provide services in home and community-based settings.

Ohio is also in the midst of further aligning with CMS's conflict-free case management requirement, resulting in a greater shift to and reliance on private providers.

PURPOSE

In an effort to support this system transformation, and ultimately improve the lives of Ohioans with developmental disabilities, DODD seeks to provide technical assistance to County Boards of Developmental Disabilities and providers of HCBS waiver services.

Specifically, DODD is seeking proposals from formally organized trade associations supporting County Boards of Developmental Disabilities and/or providers of HCBS waiver services to:

1. Assist County Boards of Developmental Disabilities in efforts to:
 - a. Maximize newly available waivers (state-funded/partially state-funded);
 - b. Ensure that individuals receive services in the most integrated setting appropriate to their needs;
 - c. Take measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the county with a particular focus on services that promote autonomy and minimize dependency on paid support staff, including but not limited to technology-based supports, intermittent or drop-in staffing, shared living arrangements, and integrated day services;
 - d. Ensure a smooth transition out of HCBS waiver service delivery and implement benchmark plans;
 - e. Describe all services and service setting options available through HCBS waivers;
 - f. Identify and connect with providers who have made changes to congregate models, are delivering services in integrated settings, etc. and share information learned with other County Boards and/or providers;
 - g. Assist SSAs in learning about and exploring non-congregate settings before considering congregate settings;

- h. Partner with providers to monitor services and outcomes and promote and ensure quality.
2. Assist providers of HCBS waiver services to:
 - a. Develop business models, staffing patterns, training tools, etc. that promote non-congregate, integrated service delivery options;
 - b. Identify and connect with other providers who have made changes to congregate models, are delivering services in integrated settings, etc. and share information learned with other County Boards and/or providers;
 - c. Initiate and/or expand technology-based supports, intermittent or drop-in staffing, shared living arrangements, and other services that promote autonomy and minimize dependency on paid support staff.
 - d. Partner with providers to monitor services and outcomes and promote and ensure quality.

Joint proposals are encouraged. The anticipated award period is March 15, 2016 – June 30, 2017.

TIMELINES

Submission of questions – February 9, 2016

Questions answered by February 12, 2016

Application deadline – February 19, 2016

Notification of award– March 4, 2016

EXPECTATIONS

Awardees agree to actively attend and participate in a learning community that will include other awardees to share learning, tools, resources and materials and general feedback with one another and DODD.

APPLICATION

Applications will be accepted that contain the following components:

- Cover sheet including:
 - Name of Applicant
 - Title of Applicant
 - Company Name (if applicable)
 - Street address including city, state and zip
 - Tax ID number (if applicable)
 - Phone number
 - Email address
 - Statement of acceptance of all terms
 - Signature

- All required components (1-4) specified below in this RFP

Proposals without these items will not be considered. Proposals may not exceed 15 pages.

SELECTION PROCESS

The selection committee will be comprised of Department staff. Proposals will only be accepted from formally-organized trade associations.

Awardees will be selected based on the responses to questions in the following application.

Below is the scoring tool that will be utilized in the selection process.

20	The applicant has clearly demonstrated a commitment to the direction set by DODD’s Strategic Planning Leadership Group and to home and community based services being delivered in the least restrictive manner appropriate to the individual’s needs.
30	The applicant has clearly indicated the purpose(s) of their proposal and developed a concrete plan that includes realistic, specific action steps and timelines.
20	The applicant demonstrates success in current efforts to support their membership and to partner with other agencies and organizations.
10	The applicant has identified project leads and demonstrated their capacity to take on the work.
10	The application demonstrates sustainability of this effort beyond the project period.
10	Costs are reasonable.
	Additional points may be awarded for those proposals that demonstrate collaboration. Trade associations are encouraged to develop joint proposals.

APPLICATION

1. Describe the history, mission, vision and values of your organization. Include a table of organization and list of board members. Specifically indicate how your organization has demonstrated a commitment to the direction set by the Strategic Planning Leader Group and to home and community based services being delivered in the least restrictive manner appropriate to the individual’s needs.
2. Describe your organization’s current membership and your efforts to support your membership over the past two years to come into compliance with the HCBS Settings

Rule, including but not limited to: assistance with strategic planning; recruiting providers; developing or adjusting business models; identifying/expanding and/or developing integrated service models; changing staffing patterns or service settings. Include any collaboration, formal or informal agreements, etc. with other agencies/organizations in these efforts.

3. Of items 1-2 listed in the “Purpose” section above, what item(s) do you plan to pursue?
4. Describe your organizations plan to achieve this purpose. Applicants must use SMART (Specific, Measurable, Attainable, Relevant, Timeline) format or a Logic Model. Plans must also include:
 - a. Priority areas and goals/benchmarks/outcome measures related to your efforts.
 - a. A budget associated with your strategies and timelines. **This budget should be presented in terms of deliverables, NOT costs.** You should include information on how your budget was developed that support reasonableness of costs (i.e., staff time, technical resources, technology, etc.), but funds will be awarded based on deliverables.
 - b. Identify staff/volunteers/etc. who will be leading this effort within your organization, their current role/level of involvement, responsibilities and ways in which their job might change (how those changes will be handled) in order to take on this work. This application requires awardees to designate at least one person to regularly participate in a learning community to be convened by DODD – please indicate who that person will be.
 - c. Describe applicant’s long-term goal for supporting these efforts, and specify how efforts will be sustained beyond the project period. This should include, but is not limited to commitments, formal or informal partnership(s) or involvement of other agencies. Letters of support encouraged.

Questions regarding the application can be directed to Cathy Hutzel at:

Cathy.Hutzel@dodd.ohio.gov.

Submission of Applications by e-mail only. E-mail applications should be submitted to Cathy.Hutzel@dodd.ohio.gov, and are due by 5 p.m. on Friday, February 19, 2016. Applicants will be notified of their selection by Friday, March 4, 2016.