

HENNEPIN COUNTY

HUMAN SERVICES AND PUBLIC HEALTH DEPARTMENT

**Housing and Homelessness Initiatives Service Area
Adult Foster Care Licensing**

Solicitation of Interest

Family Adult Foster Care

October 16, 2009

<i>Table of Contents</i>	<i>Page</i>
I. Introduction.....	2
II. Scope of Service	3
A. Target Population	3
B. Expected Outcomes	3
C. Project Description.....	4
D. Proposer Qualifications	6
E. Contracts	7
F. Reimbursement	7
III. Submission of Proposal	7
A. Timeline	8
B. Proposal Submission	9
C. Technical Support	9
IV. Proposal Requirements	10
A. Format.....	10
B. Contents of Proposal	11
V. SOI and Proposal Conditions	11
VI. Evaluation and Selection.....	13

To obtain this document in an alternative format, please notify the County by fax at (612) 348-9283, by email at mike.kalpiers@co.hennepin.mn.us, or TTY (612) 348-6915. Please allow a reasonable amount of time for special needs accommodation.

I. Introduction

The Adult Foster Care Licensing area of Hennepin County Human Services Public Health Department (HSPHD) is seeking to contract with three to five families to provide Adult Foster Care (AFC) services for adults who have been diagnosed with a developmental disability, physical disability, mental illness, traumatic brain injury (TBI), or an eligible Veteran with diagnosed medical needs.

Hennepin County will be contracting with family providers who support the maximization of each consumer's potential. Hennepin County supports the following values:

- Each consumer is an individual, with specific strengths and vulnerabilities. Families working with these individuals should know each individual as such, and respond in a flexible and appropriate manner.
- Goals are developed based on each consumer's desires and motivations.
- Inclusion into the family's routine and activities.
- Providers actively seek support and communicate with the consumer's team whenever concerns arise. They play an active role in problem solving in order to maintain the placement.

Hennepin County HSPHD is committed to providing quality services to individuals who need ongoing and supportive residential services. Our mission is to assist individuals in achieving and maintaining their maximum level of health, independence and self-sufficiency. The development of adult foster care services is intended to provide long term supportive housing to consumers who have the need for residential services.

This Solicitation of Interest (SOI) does not obligate Hennepin County to complete the SOI process or to enter into a contract. Hennepin County is not obligated to respond to any proposal submitted nor are they legally bound in any manner whatsoever by the submission of a proposal. It is the intention of the County to enter into a contract with the accepted proposers.

A. Purpose of Solicitation

The primary purpose of this Solicitation of Interest (SOI) is to provide ample family AFC opportunities and an adequate array of placement options, to individuals needing residential services. A secondary purpose is to expand the capacity within Hennepin County in order to serve eligible individuals from the Veteran's Administration.

The residential services will be developed by the provider in collaboration with AFC Licensing, the consumer's case manager, and possibly the consumer's legal guardian. The services developed must have a direct correlation to the consumer's needs and the availability of funding.

II. Scope of Service

A. Target Population

Individuals within Hennepin County or Veterans, who:

1. Have a developmental disability, mental illness, TBI, behavioral issue(s), medical condition(s), or physical disability. Some individuals may have multiple diagnoses.
2. Are unable to safely live independently due to their diagnosis and need areas and have been unsuccessful in less restrictive residential environments.
3. Are between the ages of 18 and 100. (Currently, more men than women need placement.)
4. Are receiving case management or other supportive services.

B. Expected Outcomes

Outcome based measurement will take the following into consideration:

- The provider will successfully transition consumers from previous living situations into their homes
- The provider will effectively work with each consumer in order to manage their individual needs
- Overall, the majority of consumers will experience long-term, stable, supportive housing in the community
- Consumers will be valued as members of the community and have access to people and resources that allow them to pursue their life aims according to their preferences
- Consumers will be able to pursue their life goals to be productive and feel fulfilled as they see fit, and as independently as possible
- Consumers will have the same opportunity as other members of society to be healthy and safe, and to be treated with dignity and respect
- Services will be of high quality and a cost effective alternative to institutionalization, such as nursing care facilities

C. Project Description

First and foremost, a family AFC provider **must** live at the address/house which is being licensed. The home may be owned or rented, but **must** be the permanent residence of the license holder. Family AFC homes are licensed, supervised living settings that provide supportive residential services, in home settings, for up to four adults, or three for veterans, who are unable to live on their own because of their limitations and vulnerability. Family AFC homes are licensed by the Minnesota Department of Human Services (DHS) following a:

1. Fire Marshall inspection
2. Have hard-wired smoke detectors monitored by a security company if providing for a Veteran
3. Background checks on all household members
4. Survey/inspection by a Hennepin County Adult Foster Care Licensing Worker
5. Survey/inspection by the Veteran's Administration staff (if providing services to a Veteran).

There will be a number of forms and specific paperwork that is mandatory to complete at the initial licensing and at the time relicensing.

Licensing workers determine when all licensing requirements are met and then the issuance of a license is recommended to DHS. Hennepin County Adult Foster Care Licensing Workers provide ongoing monitoring, support and supervision to adult foster care providers. Likewise, if providing Family AFC to a Veteran, ongoing monitoring, support and supervision of adult foster care providers will also be provided by the Veteran's Administration.

AFC licensure requires that foster care not be the family's only source of income. Additional services may be available to individuals who are eligible for Community Alternatives for Disabled Individuals (CADI), Elderly Waiver (EW), Traumatic Brain Injury (TBI) or Community Alternatives for Care (CAC) waiver services. Likewise, various supports and services may be available for Veterans, dependent upon their specific and individual needs. Providers being reimbursed via a waiver must follow waiver rules and regulations established by the State of Minnesota, Statute 256B. 49. Details regarding this can be found at:

<https://www.revisor.leg.state.mn.us/statutes/?id=256B.49>

Services must be tailored and flexible to meet the individualized needs of each resident in the Family AFC home. The array of available services needs to include the following:

- Personal care services
- Homemaker and chore services
- Behavioral aid services
- Companion services
- Medication oversight
- Supervision
- Community integration

When an individual is placed in a Family AFC home, a Service Agreement is created between the consumer, the Hennepin County Service Coordinator or Veteran's Administration, and the provider. This agreement identifies the specific needs of the consumer and the specific services that the Family AFC home will provide to that consumer. Hennepin County will be contracting with family providers who support the maximization of each consumer's potential.

Hennepin County HSPHD is working to enhance their network of family providers. As part of this ongoing process, HSPHD recognizes the importance of developing and maintaining family providers which are welcoming, while also having the capacity to meet the unique physical and safety needs of specific consumers. Thus, in addition to meeting all licensing criteria, family AFC sites in Hennepin County must also meet the housing criteria listed below.

- Each resident will have a private bedroom
- Minimum of two bathrooms per home
- Location within two to three blocks of public transportation
- Location within five blocks of retail locations
- Homes will be nicely and appropriately furnished, with a plan for maintenance and replacement of furnishings as needed
- Homes will have on-site laundry and kitchen facilities
- Homes will have at least two common areas

Exceptions may be made on a case by case basis, as determined cooperatively by the HSPHD Adult Foster Care Licensing area, Veteran's Administration, legal guardian, and case manager. HSPHD Adult Foster Care Licensing area retains the right to approve or disapprove applicants. Each Family AFC site must be in compliance with Minnesota Rules, Chapter 9555 (Rule 203). Detailed information pertaining to Minnesota Rules, Chapter 9555 (Rule 203) can be found at the following Minnesota Department of Human Services web site and associated links:

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVE
RSION&RevisionSelectionMethod=LatestReleased&dDocName=id_028245#](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVE
RSION&RevisionSelectionMethod=LatestReleased&dDocName=id_028245#)

D. Proposer Qualifications

Providers must be eligible to be licensed, certified and registered as required by state law or rule. Providers must be able to certify that they are not suspended or debarred from receiving Federal funds.

Proposals selected through this SOI will include providers with the potential to become a family AFC provider in Hennepin County. Hennepin County will retain the authority to authorize the development and opening of specific foster care homes based on consumer and capacity need.

- Individuals wanting to become licensed Family AFC providers must:
 - Be able to read, write and follow written or verbal instructions and converse on the telephone in English
 - Have had experience and/or training in providing services to vulnerable adults with varied needs
 - Have the ability to perform essential functions
 - Have the self-direction to work and deal with minor emergencies and work under stress in a crisis situation
 - Understand and respect confidentiality issues
 - Have training on and understand the rules regarding Vulnerable Adults
 - Manage needs associated with various medical conditions
 - Work in collaboration with and be able to take direction from the professionals, family members and others involved in consumers' plans
 - Have the ability to communicate aptly with the consumer's team
 - Have qualified individuals who are able to provide substitute care in their absence
 - Have housing that meets minimum community standards
 - Have access to a computer and the ability to electronically enter billing information
 - Provide transportation to appointments, visits, etc. if it is part of the consumer's plan
 - Have a valid Minnesota driver's license and required insurance coverage providing transportation to waiver consumers
 - Be in total compliance with Minnesota Rules, Chapter 9555 (Rule 203). Detailed information pertaining to Minnesota Rules, Chapter 9555 (Rule 203) can be found at the following Minnesota Department of Human Services web site and associated links:

<https://www.revisor.leg.state.mn.us/rules/?id=9555>

E. Contracts

- Contracts will be awarded to three to five successful proposer(s) for a term anticipated to commence early in 2010. Length of contract terms may vary at the discretion of the County. Services are not to be provided until contract has been approved by the Hennepin County board.

A successful proposer will work with Hennepin County Human Services and Public Health Department's Contract Administration office in the development of a contract. Proposers must be willing to meet all standard contract requirements, including insurance requirements, of Hennepin County.

Proposers intending to subcontract part or all of one or more of the service components to another service provider(s) must identify the subcontractor(s) and describe the specific services and/or activities that will be provided by the subcontractor(s). If the proposal represents offerings to be provided by different agencies or other organizations, the contract will be solely with the proposer, who will be required to assume responsibility for all obligations under the contract. Any proposed subcontractors will be subject to the County's approval.

F. Reimbursement

There are three aspects to Family AFC reimbursement:

1. Room and Board

Room and Board is the provision of lodging and meals. Room and board is paid for by the individual's income, or by the individual's income and the Group Residential Housing Program (GRH), or by the individual's income and Minnesota Supplemental Aid (MSA) Shelter Needy rental assistance.

Family providers must be eligible to be a Group Residential Housing (GRH) provider and meet all of the requirements. The base rate for GRH room and board changes each July and is currently \$846/mo per individual (effective 7/09). This includes raw food costs (currently must provide at least \$200 of the \$846 per month in food per individual).

2. Waiver Services

Family Adult Foster Care Services are paid for through a Medical Assistance (MA) waiver (CADI/TBI/EW) and include direct staff services such as

supervision, protection, household services, personal care, assistance with medications and meals, safeguarding cash, etc. The rate for these services is individualized based on specific and unique needs. In order to receive waiver services reimbursement, a Family AFC agency must be licensed and have a contract with Hennepin County Human Services and Public Health Department.

3. Veteran Services

Family AFC services may be paid through a variety of funding streams for a Veteran. These funding streams may include Social Security, Veteran’s Benefits, pensions, or others. The rate for these services is individualized and will vary based on specific and unique needs.

III. Submission of Proposal

A. Timeline

Friday, October 16, 2009.....	Release of Solicitation of Interest
Tuesday October 27, 2009 1:00pm to 3:00 pm	Pre-proposal Conference Brookdale Library 6125 Shingle Creek Pkwy., Brooklyn Center, MN
Monday, November 2, 2009 1:00pm to 3:00 pm	Pre-proposal Conference Ridgedale Library 12601 Ridgedale Dr. Minnetonka, MN
November 20-December 18, 2009	Review, selection and notification of accepted proposals
Early- 2010	Contract process and submission to Hennepin County Board
Early Spring, 2010	Anticipated effective date of contracts and start of services

B. Proposal Submission

Please submit an electronic proposal to:

mike.kalpiers@co.hennepin.mn.us

with the subject line:

Proposal: Family Adult Foster Care
SOI

Failure to include the subject line above may be grounds for rejection of the proposal.

Please submit a printed proposal to:

Mike Kalpiers
Hennepin County Adult Foster Care Licensing
300 South 6th Street
A-1600 Govt. Ctr., MC-160
Minneapolis, MN 55487

Failure to address the envelope appropriately and/or insufficient postage may be grounds for rejection of the proposal.

Proposals must be received no later than:

4:00 P.M. on November 20, 2009.

Failure to submit a proposal on time may be grounds for rejection of the proposal. Proposals must be submitted electronically or a printed copy mailed. **Faxed submissions will not be accepted.** The County is not responsible for delays caused by internet delivery service. The County reserves the right to accept proposals after the date specified.

C. Technical Support

Hennepin County Human Services and Public Health Department will convene a pre-proposal conference to respond to questions related to this SOI. All questions and inquires concerning any aspect of the SOI and potential contract award will be discussed at these sessions. All prospective applicants are invited to attend.

The pre-proposal conferences will be held at:

1. **Brookdale Library, 6125 Shingle Creek Pkwy., Brooklyn Center, MN 1:00pm to 3:00 pm on Tuesday October 27, 2009.**
2. **Ridgedale Library, 12601 Ridgedale Dr. Minnetonka, MN from 1:00pm to 3:00 pm on Monday November 2, 2009.**

While attendance at the pre-proposal conference is not mandatory, it is strongly encouraged as this will be the only opportunity to ask questions directly to Adult Foster Care Licensing staff and Veteran's Administration staff. To register for the conference, contact Mike Kalpiers at: mike.kalpiers@co.hennepin.mn.us or Kathy at: 612-348-4357.

Answers to questions submitted via email will be posted on the Hennepin County website no later than end of day on Friday November 13, 2009 along with questions and answers from the pre-proposal conference itself. ***There will be no information provided outside of this process. Questions via a phone call, voice mail, or walk-in will not be accepted***

To access the answers and minutes on the Hennepin County website, type the following address into the address bar of your web browser:
<http://www.hennepin.us/SOIRFP>.

IV. Proposal Requirements

A. Format

Applicants are instructed to use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the proposal review committee.

1. Use 12-point, Times New Roman font, one-inch margins, and single spaced lines on 8½ X 11-inch paper.
2. Number all pages including any attachments.
3. Do not exceed the proposal narrative page limit set forth below.
Pages exceeding the maximum will be removed prior to evaluation.

Proposal narratives are to be 4-5 pages in length.

B. Contents of Proposal

1. Narrative

The proposal narrative should provide a detailed plan to fulfill the project description. Include the following headings and include answers to the questions listed below.

- **Narrative**
Overview of Your Family Adult Foster Care Home
Describe the size of your home, geographic location, accessibility, community partnerships or collaborations, and previous achievements that contribute to your reputation.
- **Provider Qualifications**
Briefly describe your philosophy and experiences in providing services to or working with vulnerable adults. Describe your qualifications as they relate to education, training, and experience. Include any degrees, achievements, licenses, or certificates currently held. Provide **examples of how you will support the program requirements and how you will work with the placing agencies.**
- **Ability to Serve Clients with Multiple and Varied Needs**
Provide a brief description of how you may or could provide appropriate services to individuals with developmental disabilities, mental health issues, TBI, physical disabilities, and multiple needs. Provide an explanation on how you would manage behavioral issues that may arise. Describe any culturally specific training you may have had in relationship to the program requirements.
- **Expected Outcomes**
Provide a detailed plan on how to achieve your outcomes as a foster care provider. Please be specific and precise.

V. SOI and Proposal Conditions

The proposer, by submitting a proposal, agrees to the following conditions:

Proposers are responsible for knowledge of federal, state and local laws, rules and regulations that govern all applicable services and programs.

It is understood that any proposal received and evaluated by the County can be used as a basis for direct negotiation of the cost and terms of a contract

between the County and the particular agency submitting such a proposal. The County reserves the right to negotiate pertinent contract terms concurrently with any number of agencies as it deems in its best interest, whether or not such agency has submitted a proposal. The County is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. It is the intention of the County to enter into a contract with a provider with which the County can make the most satisfactory arrangements for its needs.

The issuance of this SOI constitutes only an invitation to submit proposals to the County. It is not to be construed as an official request for bids, but as a means by which the County can acquire information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and is not a bid.

Information supplied by each proposer to the County is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Act"). Proposals submitted become a matter of public record as set forth therein. Such information shall become public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations information pursuant to Minnesota Statute, Section 13.37. If the proposer believes any non-public information will be supplied in response to the SOI, the proposer shall take reasonable steps to identify and provide reasonable justification to the County regarding which data, if any, falls within exceptions to the Act. However, the proposer agrees as a condition of submitting a proposal that the County will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted. The County will not consider any cost information and references submitted by the proposer to be non-public, confidential or trade secret material. Simply stating that the document is confidential or making a blanket claim of confidentiality without proper supporting justification is also not a valid reason to declare the document confidential.

Hennepin County reserves the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirely, the Solicitation of Interest. The solicitation does not commit Hennepin County either to award a contract or to pay for any costs incurred in the preparation of a proposal. Agencies and/or individuals responding to the SOI assume all risk and costs associated with the submission of their proposals.

VI. Evaluation and Selection

A selection committee will review proposals and make final determinations. Proposers will be notified in writing of the selection decisions. Any awarding of final contracts by the Hennepin County Human Services and Public Health Department is subject to final approval by the Hennepin County Board of Commissioners.

Hennepin County reserves the right to reject any and all proposals. If clarifications are needed, the County reserves the right to notify the proposer. The County reserves the right to interview any or all proposers at its discretion, to waive minor irregularities in the SOI process, and to award contract(s) to non-proposer(s) if it so chooses.

The County will make every effort to manage conflicts of interest during the review process. Conflict of interest is defined as the reviewer being involved with an applicant or benefiting in any way from an award being made to an applicant. Involvement is defined as the reviewer being employed, volunteering (including board membership), consulting, receiving services, or connected with the applicant through a family member/significant other.

The successful proposal(s) will be recommended for selection based on the following criteria:

A. Overview of Family AFC Home:	10 Points
B. Provider Qualifications:	30 Points
C. Ability to Serve Clients with Multiple and Varied Needs:	20 Points
D. Ability to Meet the Solicitation of Interest's Outcomes:	30 Points
E. Expected Provider Outcomes:	10 Points

TOTAL: 100 points maximum

Remainder of this page intentionally left blank.