

Winnebago County Department of Human Services

Request for Proposal

Date: September 5, 2017

Title: Birth to Three/Early Intervention Program

1. Overview

The Birth to 3 Program is a federally-mandated Early Intervention program (Part C of the Individuals with Disabilities Education Act—IDEA) to support families of children with developmental delays or disabilities under the age of three. Birth to 3 program uses a primary coach approach to early intervention. This means one Early Interventionist, or home visitor, is assigned to each family.

Research has shown, and families report, that it is more beneficial to have a single person supported by a multidisciplinary team than it is to have a number of different people working directly with family. The coaching approach allows children and families an opportunity to develop a relationship with one primary person who receives coaching from other team members and uses coaching with parents and primary caregivers to support and strengthen their confidence and competence in promoting child learning and development. These teams consist of a Service Coordinator, Early Intervention Teacher, Occupational Therapist, Physical Therapist and Speech Language Pathologist (SLP).

Research in child learning and development has also helped us see the value of everyday activities. These occur in the home or community (i.e., mealtimes, bedtime routines, library story hours, going to the park, etc.). A Routines Based Interview will be conducted with each family to find the best opportunities for promoting a child's growth and development within these activities. The child's team must develop an Individualized Service Plan (IFSP) within 45 days of the referral and adhere to all of the requirements of DHS 90.

Services will be modeled after these seven principles:

- Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar contexts.
- All families, with the necessary supports and resources, can enhance their children's learning and development.
- The primary role of a service provider in early intervention is to work with and support family members and caregivers in their children's lives.
- The early intervention process, from initial contacts through transition, must be dynamic and individualized to reflect the child's and family members' preferences, learning styles, and cultural beliefs.
- IFSP outcomes must be functional and based on children's and families' needs and family-identified priorities.
- The family's priorities, needs, and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
- Interventions with young children and family members must be based on explicit principles, validated practices, best available research, and relevant laws and regulations.

Winnebago County Human Services is looking forward to a partnership to provide service coordination and early childhood education with one or more providers for the majority of

services in Birth to Three. We encourage agencies/organizations submitting proposals to think in new ways as we strive to meet the diverse needs of Birth to Three families. Community partnerships are an important feature of this RFP.

2. Time Line

Proposals are due by Monday September 25 at 4:00 p.m.

Interviews will take place on September 28

Decisions will be made within a week.

Ideal start date for service is January 1, 2018.

We are willing to meet with potential bidders to explain the service and answer questions prior to submittal.

3. Program Specifications

The Birth to 3 Program will serve children age birth to 36 months. Eligibility is based on a diagnosed disability or 25% delay in one or more areas of development. The team will determine eligibility by evaluating the child's ability to:

- Learn (cognitive development)
- Move, see and hear (physical/motor development)
- Communicate and understand other's communication (speech and language development)
- Respond to and relate with others (social and emotional development)
- Eat, dress and care for daily living needs (adaptive development)

It is estimated that there may be up to 150 children with an active IFSP served at any given time.

Team meetings will be held regularly and all services be comply with the Federal Part C Indicators.

It is anticipated a minimum of 3 Service Coordinators, 3 Teachers, 1 Occupational Therapist, at least 2 SLPs and 1 Physical Therapist will be needed to provide the service in accordance with the following.

1. All services will be provided in accordance with HFS 90 including but not limited to HFS: 90.08 – Evaluation, 90.09 – Assessment, 90.10 – Development of a Service Plan, 90.11 – Service Provision, 90.12 – Procedural Safeguards.
2. If providing supervision for the program, the director must have knowledge of Medical Assistance, other Third Party Pay Sources, the Birth to Three Program regulations and service requirements, experience in working with community agencies, schools and families and previous management or supervisory experience.
3. The agency will partner with Winnebago County to develop a service delivery system that is based on collaborative consultation and coaching families to address the outcomes identified by the IFSP team.
4. To maximize the effectiveness of service coordination in leading a collaborative system based on child's developmental needs the agency will ideally be able to provide both service coordination and early childhood education. Agency staff should have the ability to demonstrate both skills sets.

5. The program must be operational year round and the contract is issued on a calendar year basis January through December. The initial contract will be from January 1, 2018 to December 31, 2018.
6. Staff schedules must be flexible to meet the needs of the children and their families including early morning hours, evening hours and occasionally weekends.
7. Targeted Case Management will be a function of the Service Coordinators and current Medical Assistance Regulations must be followed and maximized to the fullest extent possible. Revenue received from Medical Assistance Targeted Case Management will be used to offset the contracted rate.
8. Ongoing case noting will be completed in Winnebago County Human Services database, with notes being signed no later than the 10th day of each following month.
9. The provider should agree to and have the ability to access 3rd party reimbursement from private insurance and Medical Assistance (MA) for therapies; e.g. non service coordination, and provide Winnebago County Human Services with a monthly status of third party billings. Winnebago County will entertain billing for therapies versus provider doing the billing. Please designate billing preference in proposal.
10. The provider must agree to conduct an annual record review collaboratively with Winnebago County Human Services for compliance with HFS 90 Standards and MA Requirements. At least 10% of early intervention records will be reviewed annually. The results will be reported to the Human Services with a plan to correct any deficiencies. The agency/organization proposal must provide information on the agency/organization or staff experience in collaborative reviews.
11. The agency/organization must assist Winnebago County Human Services to survey Birth to Three participant families one time per year approximately six months after the state survey. The results will be reported to Human Services with a plan to correct any deficiencies identified during the review.
12. The provider agrees to work cooperatively with Winnebago County Human Services in regards to the State review of Winnebago County's Birth to Three program.
13. The agency must demonstrate the ability to work cooperatively with multiple therapy providers.
14. At least one representative of the agency will attend all B-3 ETNs, local, regional, and statewide meetings as appropriate. The provider agrees to have at least one (1) representative attend all Birth to Three Program ETN's, WISLINES, local, regional and statewide meeting.
15. All Provider organizational decisions relating to the model of services in Birth to Three Program must be made collaboratively with Winnebago County Human Services.
16. Consideration will be given to proposals the include subsidizing program operational costs of services either through fund raisers, organizational contributions and/or in-kind donations.
17. The provider agrees to provide and maintain personal computers and equipment at a ratio that is accessible to all staff and technological support that at a minimum includes WORD, EXCEL, e-mail, Internet, FAX, Voicemail and the county's consumer based tracking system.

4. Program requirements

1. Each family will have a Primary Coach who carries out the activities defined by HFS 90.
2. All service and support decisions with families will be made utilizing the collaborative team approach.

3. Team members will regularly share their discipline specific knowledge with other team members through teaming efforts and staffing. Service Coordinators will take the lead in ensuring this approach.
4. The Winnebago County Human Services Birth to Three Program Coordinator will be a member of the Early Intervention team as needed.
5. In collaboration with Winnebago County Human Services, the provider will establish a liaison with the medical community for the purpose of updating existing medical and health care providers and educating new physicians in the community about Birth to Three Services in Winnebago County.
6. In collaboration with Winnebago County Human Services, the provider will develop and regularly disseminate information to families in Birth to Three and community agencies serving young children and families.
7. The provider will work collaboratively with Winnebago County Human Services to develop and maintain an annual Interagency Agreement with each School District in Winnebago County and Headstart.
8. A provider representative will attend and participate in as a member of the Sheboygan County's Birth to Three / Family Support Advisory Committee, and provide updated information of their program.
9. All direct service staff, contracted and program staff, will be in compliance with HFS 90 for training, education and licensing this includes HFS 90 continuing education requirements. For example, teachers must have Teaching certificate in Early Childhood Special Education (809 licensure)
10. Criminal and caregiver background checks on all staff, every 4 years.
11. Winnebago County Human Services will be involved with the hiring of all supervisory staff.

4. Budget

1. A line item budget is required.
2. List separately all staff positions and number of FTEs in each position including salary ranges.
3. List in detail proposed contracts or proposed contracted supports / services, including the name of the contract organization and dollar amounts of the contract.
4. Provide detail on any fundraiser, contributions or in kind that would be utilized in this proposal.
5. A sample contract with Winnebago County Human Services outlining insurance, audit and reporting requirements is available upon request.
6. List any start-up costs associated with initiating the program.

7. The proposal budget should include whether or not the provider will bill insurances directly or prefer County to bill insurances for therapies.

5. Selection Criteria

Criteria will be based on the following:

1. Experience with target group
2. Experience providing this type of service
3. Training and supervision component
4. Partnership capabilities with consumer/county/other providers
5. References
6. Line item budget and /or rates
7. Interview

Please provide three copies of the proposal and a contact person if there are programmatic or budget questions.

All providers will need to follow the County's/ Departments audit, and insurance requirements.