



REQUEST FOR PROPOSAL WITH CLEVELAND COUNTY SCHOOLS ("CCS")
for Referral Agency for Outside School Hour Autism Support Services
School Year – 2017-2018

Questions regarding this RFP should be directed (**via email only**) to
Dr. Nellie Aspel, Exceptional Children Director at
naspel@clevelandcountyschools.org and copied to Wendy Fitch at
wfitch@clevelandcountyschools.org by **3:00 PM on Friday, July 28, 2017.**
Questions will not be accepted after this date and time.

Sealed responses must be submitted no later than **3:00 PM on Friday, August 4, 2017.**
Packages containing one original and six copies should be delivered to the Exceptional
Children's Department 400 West Marion Street, Shelby, N.C. 28015.
The original should be signed and dated by an official with the agency authorized to
sign the MOA if chosen.

- Any proposal submitted after the specified date and time will not be accepted.
 - Any proposal submitted by facsimile or email will not be accepted.
 - Any proposal without a signed original will not be accepted.

The sealed proposal package must be labeled as follows:

Company Name
Date/Time submitted.

Date of MOA initiation will be November 6, 2017.

Providers submitting a response must be eligible for credentialing and contracting
through Partners Behavioral Health.

INTRODUCTION

The mission of Cleveland County Schools is to challenge each student with an exceptional educational experience that will lead them to become a productive global citizen and a lifelong learner by partnering with our community to provide quality learning opportunities. One of our goals is to increase coordination of services between the schools and the community for increasing student success in all areas of life.

Cleveland County Schools ("CCS") is currently requesting proposals from appropriately licensed, local eligible to be or currently credentialed and contracted with Partners and endorsed providers to accept referrals for students with autism who need services outside the school day. The treatment model of applying agencies should complement existing school programs and ensure continuity between school and home. The agency should provide a continuum of services or have access to a network for referrals that encompasses a full continuum of services.

INTENT

1. To identify and intervene at early points in a child's life and assist parents in developing comprehensive strategies for addressing all aspects of their child's development.
2. To increase the accessibility of autism services for children and families in need of these services in a non-stigmatizing environment.
3. To provide consultation for teachers and other school staff to ensure collaboration and continuity between the home and school environment.
4. Implement strategies and interventions that increase the student's and family's capacity to maintain and enhance community integration and independence.

FEATURES

The provider will:

- Possess a documented history of successful delivery of services to children and young adults with autism ages 3-21.
- Establish positive and effective therapeutic environments in all domains of the individual's life

- Ensure the delivery of evidence-based or evidence-informed interventions and services that are implemented with fidelity
- Teach and maintain behaviors that will improve areas such as; on-task behavior, social interactions, communication, life skills, executive functioning skills, etc.
- Provide opportunities for generalization of behaviors across all domains
- Provide accommodation and modifications to structure environments and conditions or reducing behaviors that interfere with inclusion into school and community settings
- Maintain regular and on-going communication and planning with appropriate school team members to ensure continuity of services and supports across all settings.
- Implement strategies and interventions that increase the individual's and family's capacity to develop, enhance and maintain the acquisition of behaviors/skills that support full and effective integration into all settings
- Coordinate with the school during the referral process and assume responsible for all billing and documentation compliance after the initiation of services. The awarding of this MOA does not guarantee authorization for any funding source. The awarded agency will be responsible for covering the costs of all services and make a concerted effort to ensure that all students needing services receive services. This includes following the authorization process through Partners BHM and assessing Medicaid or private insurance funding as appropriate.
- Provide services during times when school is not session as indicated on the student's Person-Centered Plan (PCP)

EXPECTATIONS

- Treatment teams will include a Board Certified Behavior Analyst (BCBA) and meet additional supervision requirements as outlined by the service definition to provide meaningful and ongoing supervision and oversight of all services.
- With appropriate releases provider will participate, coordinate and communicate with appropriate Cleveland County School staff regarding students served
- Communication shall include (but not be limited to) information about student's participation and progress in services and meeting plan goals, information about changes in student's functioning and prior planning for discharge from services.
- Documentation on the individual's progress in meeting treatment goals will be given to the Lead School Psychologist/AU Lead and the Director of Exceptional

Children on a quarterly basis. The format of documentation will be determined at case initiation or implementation of services.

- The Lead School Psychologist/AU Lead will be immediately notified when a student's situation warrants the recommendation of a higher of level of care or utilization of crisis services (including law enforcement).
- Providers agree to relinquish services to another provider when there is a medical necessity to do so, at the request of the parent or at the recommendation of a Child and Family Team meeting or similar collaborative team.
- Clinicians will be expected to adhere to all ethical and licensure requirements
- The awarded agency will agree to follow all CCC Board of Education policies and all school procedures while on school campus.

Step 1: Interested providers should submit a proposal by **Friday, August 4, 2017 at 3:00 pm**. The proposal should contain the following components.

1. Identifying Information:

- Agency Name
- Mailing Address
- Telephone Number
- Email Address
- Webpage
- Name of Contact
- Scope of Services Provided
- Age level currently being served

2. Collaborative Alignment

- Provide the agency's vision, mission and program goals and indicate how these align with a collaborative working arrangement with Cleveland County Schools
- Provide a description how the agency will meet the expectations outlined in this RFP

3. Personnel Information:

- **Management Staff:** Copies of resume of Executive staff and clinical

supervisors

- **Non-Clinical Staff:** Copy of policy and procedures for hiring, training and supervising non-clinical staff
- **Licenses:** Include a copy of the most recent license for each clinical staff that will be providing services within the scope of the MOA
- **Job Descriptions:** Job descriptions should be included for all positions that will be associated with the implementation of services within the scope of MOA
- **Criminal Background Checks:** Statement indicating that individuals delivering services complete a criminal background check.
- **Training:** Outline of initial and ongoing training provided to clinical and non-clinical staff relevant to the services provided within the scope of the MOA
- **Fidelity:** Procedures for the provision of ongoing monitoring of treatment fidelity

4. Service Information:

- **Range of Services:** Providers should describe the full range of services offered by the agency for the AU population. This includes a description of agency's history and experience specific to the target population. It is expected that at minimal the following services will be accessible through the agency or its network of referral:
 - Coordinated care including ability to facilitate medication management and integrated care
 - Behavioral/Adaptive/ Functional assessment
 - Development of treatment plan based on assessment results that aligns with IEP goals
 - Training of parents/guardians/caregivers on interventions
 - Ability to refer to enhanced benefits
 - ABA Therapy and other evidenced based practices for treatment of autism
 - Family Centered Treatment
 - Residential Services
 - Clinical Comprehensive Assessments
 - Crisis Services
 - Intensive In-Home Services

- Respite
- Transitioning to adult services
- **Accommodation for Abilities:** Clearly indicate how the proposed programs will accommodate students with varying intellectual abilities (e.g. moderate/mild intellectual disability to academically gifted, etc.) and/or sensory impairments.
- **Approaches/Treatment:** Include description of treatment and methodology that would be used to ensure successful delivery of treatment and service. Methodologies should address abilities to serve students with autism and co-occurring disorders such as mental health, substance abuse, IDD and other medical complexities. Discuss the research base of any therapies, treatments, and strategies that will be used.
- **Program Capacity:** Describe your program capacity regarding number of consumers that could be served and the frequency of services.

5. Facility/Resource Information:

- **Facilities and Resources:** Describe the facilities and resources that you currently have available in Cleveland County that may be utilized for the delivery of services and referral of services (Office locations, day treatment facilities, etc.).

- Step 2:** Proposals will be reviewed by a team of CCS administrators and Partners' Behavioral Health personnel to determine which agency will be awarded the provider agreement.
- Step 3:** Agencies will be notified no later than **Tuesday, September 5, 2017** by phone, letter or email of their status regarding the selection process. If selected as one of the final applicants, a face-to-face interview will be scheduled with a team of CCS administrators and Partners' Behavioral Health personnel. At this time additional information from the agency may be requested.
- Step 4:** Agencies will be notified no later than **Friday, September 29, 2017** by phone, letter or email of the selection decision.