



MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

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SUBJECT:

**REQUEST FOR PROPOSALS TO DEVELOP
OR EXPAND FAMILY-DRIVEN FAMILY SUPPORT
SERVICES PILOT PROJECTS**

BY:

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SCOPE:

County Mental Health/Mental Retardation Administrators
Base Service Unit Directors

PURPOSE:

The purpose of this bulletin is to announce that the Office of Mental Retardation (OMR) will accept proposals from counties for funding to initiate new family-driven family support services pilot projects or to expand an existing family-driven project initially funded as a pilot project during Fiscal Year 1987-88.

INTRODUCTION:

A primary mission of the Department of Public Welfare is to promote, improve, and sustain the quality of family life. The basis of this mission is that the family is the primary unit for nurturing emotional support, economic support, socialization, and care of its members, including those with mental retardation. County mental retardation programs should acknowledge and enhance the role of the family as the primary responsible unit for caring for members with mental retardation and should assist families in providing a supportive, nurturing environment so that out-of-home placements are minimized when they choose to care for a member with mental retardation at home.

The Office of Mental Retardation expects that community mental retardation programs, which focus on families, will be designed and managed in order to achieve optimal quality. The Office of Mental Retardation will oversee and support county management towards achieving this goal.

BACKGROUND:

It is the goal of OMR and the Department to assure that parents and caretakers have the supports necessary for providing a nurturing environment for their family members with mental retardation.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

APPROPRIATE REGIONAL MENTAL RETARDATION PROGRAM MANAGER

Nationally, Pennsylvania is recognized as having a comprehensive array of support services for families. These family and client services include, but are not necessarily limited to: respite care, sitter/companionship services, homemaker services, in-home support, aural rehabilitation, hearing aid evaluations, sign language training, physical therapy, occupational therapy, mobility training, behavioral programming, home rehabilitation, adaptive appliances, and special diets. With these services, many persons with mental retardation have been able to live successfully in the community.

The Office of Mental Retardation recognizes that families can play a more significant role in planning, implementing, evaluating, and setting priorities for family support services to address their specific needs. In Fiscal Year 1987-88, OMR began to address this issue by sponsoring 11 pilot projects to demonstrate the effectiveness of family-driven service models. Through the issuance of this Request for Proposals (RFP), OMR is now providing County Mental Retardation Programs with the opportunity to apply for funding to initiate new family-driven family support services pilot projects and/or to expand existing family-driven projects initially funded as demonstration projects during Fiscal Year 1987-88.

FAMILY SUPPORT SERVICES CONFERENCE:

On May 3, 1989, the Office of Mental Retardation will sponsor, in conjunction with the Pennsylvania Association of Resources for People with Mental Retardation (PAR), a conference on Family Support Services: Family Driven Models. The purpose of the conference will be to provide counties and other interested persons with the opportunity to learn how some of the counties currently operating family-driven family support services model programs have implemented their pilot projects. The conference will be held at the Holiday Inn-Center City in Harrisburg. Counties are encouraged to participate in this important meeting. Specific information regarding this conference will be available through a separate mailing.

NOTICE OF PREPROPOSAL CONFERENCE:

The Office of Mental Retardation will conduct a preproposal conference to review and clarify the purpose of this effort and the requirements of the Request for Proposals and to respond to questions which potential applicants may have regarding this effort. The preproposal conference will be held on May 24, 1989 in the Honors Suite, 333 Market Street, 1st Floor, Harrisburg, Pennsylvania,

All counties interested in applying for these special funds should have a representative attend this important meeting. There will be no opportunity to send records of discussion at the proposal conference to counties not in attendance.

THE REQUEST FOR PROPOSALS (RFP) :

I. Purpose

The purpose of this RFP is to request proposals from counties for categorical funding from the Office of Mental Retardation to initiate family-driven family support services pilot projects or to expand an existing family-driven family support services project. Through these projects, counties should demonstrate service expansion to currently unserved and/or underserved persons with mental retardation and their families. Counties should also demonstrate the intent to expand the quantity and quality of their family support services program through this initiative beyond the scope of the ongoing maintenance of effort requirement as forth in Mental Retardation Bulletin #99-83-24.

II. Definitions

For the purpose of the RFP, the following definition, is applicable:

Family-Driven - refers to a method of providing services whereby the family and the person with mental retardation, rather than the service system, are given the responsibility for deciding which services will best address the family's specific needs. In a family-driven model, family members also have a primary responsibility for planning, implementing, evaluating, and setting priorities for services to address their specific needs.

III. Eligible Applicants

Applications will be accepted only from County Mental Retardation Programs and must be signed by the County Mental Health/Mental Retardation Administrator. Only one application may be submitted by each interested county program.

IV. Funding

Based on the approval of the Governor's proposed budget for Fiscal Year 1989-90, the Office of Mental Retardation intends to make up to \$1 million in additional half-year funding available to support these new or expanded family-driven pilot projects. Funding for each project will be provided on a 1002 State funding basis. Special consideration will be given to counties which demonstrate a commitment to use existing resources to promote, initiate, and/or expand family-driven programs. Categorical funding for projects initiated in Fiscal Year 1989-90 will be annualized on a full-year funding basis for Fiscal Year 1990-91. It is expected that funded projects will be operational by the end of the third quarter of Fiscal Year 1989-90. During Fiscal Year 1990-91, OMR will evaluate each project. On-going funding for the projects beyond Fiscal Year 1990-91 will be based on the results of the evaluation.

V. Required Guiding Principles for Proposals

All proposals must demonstrate the following principles in their plans for empowering families in the provision of support services to them:

- A. Families must be directly and meaningfully involved in planning, implementing, monitoring, and evaluating the provision of supports to them.
- B. Families must be consistently educated about which services exist and are available initially and throughout the project.
- C. Human services should be guided by a clearly stated mission/purpose.
- D. Local community resources and informal supports typically used by or available to all members of a given community should be used to the extent feasible to avoid service duplication or the creation of another layer of specialized services.
- E. Service delivery should promote client growth and development and result in family/client satisfaction.
- F. The family's strengths should be identified and family supports should then build on these existing sources of support.

VI. Suggested Models

The Office of Mental Retardation has identified four family-driven approaches which would be eligible for funding as a pilot demonstration project. County applicants should propose to initiate a project which demonstrates one or more of these models. OMR would also consider proposals which describe other family-driven approaches not described below if such models clearly demonstrate the guiding principles listed above in Section V of this RFP. The four family-driven models suggested by OMR are:

- A. Cash Payment - this method involves providing a cash payment directly to the family. The family may use the money only for services eligible under the MH/MR Act of 1966.
- B. Voucher - this method involves establishing a voucher system to be used as payment for services. The voucher might be used for payment, or payment could be made to the family after submission of a receipt for services.

- C. Traditional Funding/Preapproved Service Plan - this model involves an allowance for a certain amount of services based on an annual need review and a preapproved plan. Payment for the services is made by the County or its designee. The family receives no money or vouchers to purchase services.
- D. Informal Supports - this method involves making funds available to hire a community organizer who would develop a system that would provide services, material or financial assistance for the family through friends, relatives, or community groups. Service clubs and church groups would be prime candidates for providers of informal supports such as friendly visiting, shopping assistance, respite care co-ops, companion services, etc. Informal supports would be provided in addition to, and not as replacement for, traditional services.

VII. Timeframe for Submission of Proposals

To be considered for funding, two (2) completed proposals (applications) must be sent or delivered to the appropriate Regional MR Program Manager so that they are received in the Regional Office by 5:00 p.m. on June 26, 1989.

To facilitate coordination of the proposed review process, counties must also send or deliver a copy of each proposal to Mr. Arthur R. Geisler, Office of Mental Retardation, Room 302 Health & Welfare Building, Harrisburg, Pennsylvania, 17120, by 5:00 p.m. on June 26, 1989.

VIII. Proposal Format and Application Requirements

All counties intending to apply for funding to initiate a new family support services pilot project under this RFP must use the attached application to submit their proposal. Insofar as it is possible applicants should respond to each question within the space limitations provided.

It is recognized that some counties which have an existing family-driven family support services pilot project funded since Fiscal Year 1987-88 may desire to expand their current model. Those counties should submit an expansion plan in lieu of the attached application. Counties which intend to maintain the current level of effort in their family-driven pilot project should not submit an expansion plan. Expansion plans must include the following information at a minimum:

1. Purpose of the proposed expansion.
2. Number of families served by the existing project effort.
3. Number of additional families to be served through the expansion effort.

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4. Other proposed modifications to the existing project.
5. Six month costs associated with proposed modifications.
Justification/rationale for the proposed modifications.
7. Evidence of county commitment to convert existing resources to the family-driven model.
8. Proposed annualized project budget for Fiscal Year 1990-91.
9. The expansion plan must be signed by the County Mental Health/Mental Retardation Administrator.

Expansion plans should be as brief as possible. Counties may use an outline format, as appropriate, to address the plan requirements.

OBSOLETE BULLETIN RETARDATION BULLETIN #00-87-15 ISSUED OCTOBER 6, 1987.
TITLED, 'REQUEST FOR PROPOSALS TO DEVELOP FAMILY-DRIVEN FAMILY SUPPORT
SERVICES PILOT PROJECTS".

Attachment

COVER PAGE

APPLICATION FOR FAMILY SUPPORT SERVICES PILOT PROJECT FUNDING

1. Name of County MH/MR Program _____
2. Name of County Contact Person _____
3. Title of Contact Person _____
4. Telephone Number of Contact
Person _____
5. Date of Application _____
6. Projected Number of Families
to be Served in the Pilot
Project _____
7. Type of Model Project will
Demonstrate _____
8. Total new State Funding
Requested for the Project
for FY 1989-90 _____
9. Annualized State Funding
Requested for FY 1990-91 _____

County MH/MR Administrator Signature

Signature

Date

- 2 -

PROJECT NARRATIVE

(Maximum Point Values are Indicated in Parenthesis)

I. Describe the purpose of the project. (20 Points)

2. Describe the target population to be served, (i.e., who, how many, any special characteristics, etc.) (20 Points)

- 3 -

3. Describe the type and nature of the family-driven model to be implemented. (70 points)

- 4 -

4. Describe or outline how the county will implement the project and include a projected timetable. (60 Points)

- 5 -

5. Describe the accounting mechanisms and fiscal procedures the county will implement to ensure accountability in managing the model chosen for the pilot project. Identify any waiver of financial regulations that would be required, i.e.. Title 55 Chapter 4300 County MH/MR Fiscal Manual. Attach a budget which details the funding request for the start-up year and the amount of state funds requested for the annualization year. - (50 Points)

6. Explain how the county plans to redirect funding for traditional services to the family-driven model and approximately when that might occur. (60 points)

- 7 -

7. Describe how families participating in the project will be directly and meaningfully involved in planning, implementing, monitoring, and evaluating the provision of services to them and how this will be documented on an on-going basis. (100 Points)

- 8 -

8. Describe how families will be educated about which services exist and are available initially and throughout the project and how this will be documented. (60 Points)

- 9 -

9. Describe how and the extent to which the project will specifically use local generic community resources and informal supports typically used by or available to all members of the community. (i.e., the general public) (70 Points)

- 10 -

10. Describe how the county will evaluate the project and specify the extent to which families will be involved in the evaluation. The evaluation must include, but not be limited to. issues such as reduction of stress, prevention of out-of-home placement, extent to which the families manage their needs better, family satisfaction, etc. (60 Points)