

# Bidder's Conference

Operation of Specialized  
Licensed Residential  
Facilities

Tuesday, September 23<sup>rd</sup>  
1:00 p.m. to 3:00 p.m. EST  
Room 238

200 West Spring Street  
Marquette, MI 49855

(Videoconferencing available to Alger, Delta, and Luce Counties upon Request)

Please submit questions in writing to Pathways, Sara Lammi, 2820 College Avenue, Escanaba, MI 49829 by September 19, 2008. Contact Sara at (906) 233-1215 to arrange videoconferencing or a conference call.

September 12, 2008

Dear Specialized Residential Services Contract Provider,

Pathways is seeking applications from organizations with a history of delivering specialized residential services to consumers to operate two additional specialized residential services(group homes). Service offerings are sought for adults with serious and persistent mental illness (Program 1) and for adults with developmental disabilities and significant behavioral challenges (Program 2).

Organizations may submit applications to provide contract services for one or both group homes. Applications will be accepted through October 10, 2008.

An information sharing, question and answer session with interested applicants will occur on Tuesday, September 23, 2008 from 1:00 p.m. to 4:00 p.m. EST at the Marquette DeFant Building (address listed above). Video conferencing will also be available to Alger, Delta, and Luce Counties at the addressed listed above. Interested parties may call (906) 233-1215 to arrange a conference call connection.

#### **DESIRED QUALITIES OF SPECIALIZED RESIDENTIAL SERVICES:**

For both homes, a Pathways nurse will be assigned to monitor implementation of the Individual Plan of Service (IPOS). This will be done face-to-face and will include reviewing the consumer's Medication Administration Record (MAR), attention to medical needs, monitoring physical/behavioral status, serve as a resource regarding medical care questions of home staff, and to review staff training needs. This is not a "hands on" service but meant to insure that care is being delivered per the IPOS. Nurse visits to homes will be scheduled approximately once per month with the schedule arranged in advance with the Home Manager.

#### **PROGRAM 1:**

- Six bed facility desired.
- Location may be in Marquette or Delta Counties.
- Facility must be handicap accessible.
- Treatment focus will be individuals with serious and persistent mental illness who desire to maintain as much community participation and independence as possible but do not anticipate living independently without significant changes in functioning and health status.

**PROGRAM 2:**

- Four to six bed facility that will likely be filled over a period of time. Payment will be negotiated to reflect this gradual development of this new treatment resource.
- Location shall be in Marquette County, preferably in the city of Marquette or an adjacent township.
- Training of leaders and direct care workers will be commensurate with the service demands. A training wage is proposed with a subsequent pay scale beyond existing direct care worker wages. Home manager compensation would also be expected to be greater to match the treatment intensity.
- Staff will need a high level of physical fitness and ability to consistently carry out behavior plans.
- All staff will be hired through a joint recruiting and selection process with Pathways' Behavior Psychology Services Team. The anticipated base staffing level would be 4-4-2 with additional staff added as necessary for individual IPOS implementation.
- Services will be expected to be delivered in close partnership with staff of the Pathways' Behavioral Psychology Services Team.
- Home may have fluctuating census with expectations that staff hired will be used to transition consumers to less intensive treatment settings, for training and for shifts in other homes.
- Pathways may offer the resources of this facility to other UP CMHSPs if needed. Pathways will retain treatment control.

**INTERESTED APPLICANTS SHALL SUBMIT THE FOLLOWING APPLICATION MATERIALS:**

- Letter of application with program(s) of interest identified.
- Proposed service location identified with statement of ownership or lease arrangements. Pathways may have a previously licensed AFC setting for lease. Inquire in advance if interested. If a specific facility is not identified, describe procurement process for a setting that can be licensed.
- Copy of current accreditation.
- Submit budget using Pathways reporting form for a currently operated program that is most similar to Program 1 or 2 with comments on any anticipated budget changes for the programs in this application process.
- Submit Quality Improvement and Recipient Rights data for current operations.
- Submit statement of current capacity to staff programs within application and/or recruiting / retention plans for such programs.
- Identify contact person for the application process.
- Submit verification of insurance.
- Submit most recent financial audit report of current operations.
- Submit organizational chart showing lines of supervision to include group home managers. Submit current Home Manager job description and Direct Care Worker job description and pay scales.
- Submit past three years of customer satisfaction reports for specialized residential services.

- Other: applicants are encouraged to submit information that will educate Pathways about the potential of applicant to fulfill Pathways' service goals.

**OTHER INFORMATION TO BE CONSIDERED:**

- Existing Quality Improvement / Recipient Rights data will be reviewed if applicant currently has Pathways contract.
- Applicants will be expected to participate in the Training Wheel for Professional Crisis Management Training and other training that may be identified as common to all specialized residential providers.

Applications will be reviewed by a committee consisting of Pathways staff, community partners and consumer advocates, consumers and family members/guardians.

Submit application materials to:

Pathways  
Sara Lammi  
2820 College Avenue  
Escanaba, MI 49829  
(906) 233-1215

Thank you.

Sincerely,

Donna Kitrick, LMSW  
Chief Operating Officer