



Dane County Department of Human Services Division of Adult Community Services

Director – Lynn Green
Division Administrator - Fran Genter

KATHLEEN FALK
DANE COUNTY EXECUTIVE

DATE: May 14, 2009

TO: All Known Proposers
Request For Proposals #A1011: Supportive Home Care-Chore Services for Frail Elderly
Request For Proposals #A1012: Supportive Home Care-Personal Care Services for Frail Elderly

FROM: Theresa Sanders, Community Services Manager

SUBJECT: **ADDENDUM #1**

The following answers are provided in response to questions received for RFP #A1011:

Correction 1: Please add Waunakee to Area 5.

Correction 2: Supportive Home Care-Chore Services SPC 104.23 rather than SPC 104.24

Question 1: What attendant/direct support worker FTE count does that provider have who provide the actual services to the consumers? What administrative FTE count that provider have to administer the current contract.

Response: Since Dane County reimburse providers based on units of services rather than actual expenses, there is no requirement for Proposers to submit to the County a Personnel Schedule or administrative cost details listing FTE positions.

Question 2: Are consumers expected to provide their own cleaning supplies?

Response: Yes

Question 3: How are Chore Service hours authorized if they go over and above the original authorization given by the case manager? How do case managers determine the initial number of hours to authorize?

Response: To determine the number of hours for chore services a functional assessment must be done on the individual. For Aging Focal Points, when an individual request additional chore services beyond the authorized hours it must be prior approved by the County's Community Services Manager. For COP/Waiver case managers the number of hours beyond the authorized hours are based on an

individual's care plan. The County's Community Services Manager usually authorizes additional hours, if COP/Waiver funds are available.

Question 4: Are units for this contract reported by monthly 610 process to Dane Co. or is there another reporting process that drives reimbursement to the provider?

Response: For Chore Services, SPC 104.23 are reported on Dane County's monthly 600 and 610 data reports.

Question 5: What is the average consumer turnover rate?

Response: The turnover rate is very small the net loss roughly 10% per year.

Question 6: Which positions must be bonded and what amount of coverage for each position is required?

Response: All questions regarding liability insurance contact Dane County's Risk Manager at 266-4134.

Question 7: By each geographic area identified in the RFP, please tell us how many consumers are served in each area.

Response: Based on 2008 data see information below.

Areas	People Served
Area 1: Madison, Middleton and Monona, incl. surrounding towns	111
Area 2: Belleville, Fitchburg and Verona, incl. surrounding towns	34
Area 3: Cottage Grove, Deerfield, DeForest, Marshall and Sun Prairie, incl. surrounding towns	17
Area 4: Brooklyn, Cambridge, McFarland, Oregon and Stoughton, incl. surrounding towns	28
Area 5: Black Earth, Cross Plains, Dane, Mazomanie, Mt. Horeb and Waunakee, incl. surrounding towns	27