

RFP #A9009

Medical Assistance Personal Care Nursing Program

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed County Short Form Application and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at:

<http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

II. Scope of the Project:

A. Project Description:

Skilled Nursing Services – Services listed in the plan of care which are within the scope of Wisconsin's Nurse Practice Act. Services will be provided by an Advanced Practice Nurse, a Registered Nurse, or a Licensed Practical Nurse under the supervision of a Registered Nurse, licensed to practice in the state.

B. Objectives:

To assure quality of care through evaluation, coordination, and supervision of personal care services for each individual assigned to and served by the successful bidder.

C. Needs/Expectations:

Under the Medical Assistance Personal Care program, evaluate the consumer's needs and preferences for services and make referrals to other services as appropriate.

Secure signed and written orders from the consumer's physician.

Manage the plan of care by performing the following:

Develop the plan of care, giving full consideration to the consumer's preferences for services and choices

Interpret the plan of care to the personal care worker

Assure that a copy of the plan of care, including the dated and signed physicians orders, is filed in the consumer's medical record

Review the plan of care at least every 60 days and update as necessary

Develop appropriate time and services mechanisms for the personal care worker(s) and instruct the worker on their use

Assure the competency of the personal care worker and perform the following:
Interpret the plan of care to the worker

Give the worker written instructions about the services to be performed and demonstrate how to perform the services

Evaluate and document the competency of the worker to perform necessary services before the worker provides these services

Conduct supervisory visits and perform all of the following at each visit:

Make a supervisory visit to the consumer's home as often as necessary, but at least every 60 days, to observe the worker providing care.

Review and evaluate the consumer's medical condition and medical needs according to the written plan of care.

Determine whether the current level of services continue to be appropriate.

Discuss with the physician any changes necessary to the plan of care.

Discuss and review with the consumer or consumer's representative the services provided by the worker and the consumer's needs and preferences.

Review the worker's daily written record

Document each supervisory visit in the consumer's medical record.

In the event of a compliance audit, billing audit or other inquiry by representatives of the Wisconsin Medical Assistance Program, the PROVIDER will work with the COUNTY and other subcontracted MA Personal Care providers to develop responses to any questions posed by the auditors.

To facilitate review of files, the PROVIDER shall maintain its records in a complete, comprehensive and orderly manner.

Any costs resulting from an audit findings will be apportioned between the COUNTY and the PROVIDER as follows:

PROVIDER will be responsible for all disallowed expenses that can clearly be attributed to the PROVIDERS's failure to keep complete comprehensive and orderly records or for expenses inappropriately billed to the WMAP PC program. The County, at its sole discretion, may choose to cover some or all of the PROVIDER's disallowance.

PROVIDER will be responsible for any fine(s) resulting from non-compliance with written processes and procedures.

The PROVIDER will continue to use their own policies and case review procedures to implement the training and programming necessary to meet the agreed upon objectives and to fulfill other PROVIDER requirements and policies.

D. Current Operations:

This program is currently provided by Creative Community Living Services, Inc. and REM-Wisconsin.

CCLS currently employs 3.11 FTE Registered Nurses and .58 FTE support staff. It provides MAPC Nursing to 196 consumers at 16 provider agencies in addition to CCLS.

REM-Wisconsin currently employs .76 FTE Registered Nurses and .034 FTE support staff. It provides MAPC Nursing to 64 REM-Wisconsin consumers.

E. Maximum funding available for this project is \$339,441

This includes \$284,389 currently funding CCLS and \$55,052 currently funding REM-Wisconsin.

F. Entities applying for RFP are encouraged to apply for the Community Nursing Program RFP. Joint applications will receive additional credit.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

- A. New applicants to a program are required to submit 3 references. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated.
- B. Collaborative Relationships: Describe any significant collaboration with other agencies/institutions that routinely contribute to your program's success. Include agencies that formally refer clients, provide complementary services or with which you have contractual agreements or share resources.
- C. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under "Program Activities"?
- D. Additional pages: The proposer may use up to 5 additional pages for the program description, program activities and experience and qualifications.

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Program Activities (Consolidated Application, Program Description, p. 3, E. or County Short Form Application, p. 2)	45%
Quality assurance and quality improvement practices (RFP Section III. C.)	15%
Experience and qualifications (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4)	20%
Program budget (Consolidated Application or County Short Form Application, Appendix A.)	10%
Joint Applications (RFP Section II. F.)	10%

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Dan R. Rossiter
Phone: 608 242-6473
E-Mail: rossiter@co.dane.wi.us

VI. Timeline

Consolidated Application Workshop and date of issue of the application:

May 1, 2008
2:00 PM to 3:15 PM
Warner Park Community Center
1625 Northport Drive

May 2, 2008
9:00 AM to 10:15 AM
Madison Senior Center
330 W. Mifflin Street

Application due from vendors: June 6, 2008, 12 noon
Notification of intent to award (est.): July 30, 2008

Your completed proposal should include the following:

- 1) A completed County Short Form application**
- 2) Additional information requested in Section III above.**

Submit your completed proposal to:
Dane County Human Services
Attn: RFP #A9009
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than June 6, 2008, 12 noon.