

**Request for Proposal  
Idaho Lifespan Respite**

**Proposals Due Date: December 12<sup>th</sup>, 2014**



**Anticipated Contract Start Date: January 5th, 2015  
Anticipated Contract End Date: December 31<sup>st</sup>, 2015**

**Submit to:**

Idaho Commission on Aging  
Attn: Vicki Yanzuk  
341 W. Washington, 3<sup>rd</sup> Floor,  
Boise, ID 83702  
Fax: (208) 334-3033, E-mail: [vicki.yanzuk@aging.idaho.gov](mailto:vicki.yanzuk@aging.idaho.gov)

**1. Name of Contractor:**

Contracting Point of Contact	
Organization Name	
Organization Address	
Organization City, State, ZIP	

**2. Background:**

The Lifespan Respite Care Act defines lifespan respite care as “a coordinated system of accessible, community-based respite care services for family caregivers of children or adults with special needs.” Such a system brings together Federal, state and local resources and funding streams to help support, expand and streamline the delivery of planned and emergency respite services, while also providing for the recruitment and training of respite workers and caregiver training and empowerment.

The Administration for Community Living (ACL)/U.S. Administration on Aging provided a competitive grants opportunity to assist eligible state agencies with implementation of the requirements of the Lifespan Respite Care Act of 2006. On September 1st, 2013, the Idaho Commission on Aging (ICOA) received grant funding from the ACL to develop the Idaho Lifespan Respite Program. The goal of the Idaho grant is to establish a Lifespan Respite Program that expands and enhances respite services and improves access to respite services throughout the state for family caregivers of people of all ages. The five project objectives are:

- Enhance the Idaho Lifespan Respite Coalition (ILRC).
- Enhance information about, and access to, respite care through established information access points including the Aging and Disability Resource Centers (ADRCs).
- Conduct regional meetings to identify and address strengths and challenges of current respite services.
- Identify current training opportunities, identify gaps in training, and develop and provide training to respite providers and volunteers.
- Provide emergency respite services.

**3. Opportunity**

Idaho Lifespan Respite Coalition (ILRC) will work to address the grant priorities. The ILRC is led by the Boise State University Center for the Study of Aging (BSU-CSA). The purpose of this contract is to pilot a consumer-directed Emergency Caregiver Respite program (ECR) in Idaho. This pilot program will inform the ICOA, and the Idaho Lifespan Respite Coalition (ILRC) about:

1) Systems change outcomes

- Contracting processes that work well from perspective of funder and contractor
- Service authorization processes that work well from perspective of funder, contractor and receiver
- Awareness campaign and outreach are effective

2) Outcomes for caregivers as a result of ECR

- ECR addressed the caregivers need for an emergency break
- ECR addressed the care receiver's needs
- Increased awareness of caregiver services and supports

#### 4. Requirements

The contractor will develop and maintain an ECR program. The process will include the following activities:

1. Provide necessary staff and infrastructure required to conduct this scope of work.
2. Promote availability of ECR through a fax number, phone number, email address, website and physical address accessible to the public, providers and caregivers.
3. Develop and promote a consumer-friendly access online resource (web address) for information about the ECR. The online resource will include but is not limited to:
  - a secure online authorization request form, which can be submitted online, emailed or faxed to the contractor (content will be developed in coordination with ILRC)
  - educational materials for caregivers and providers.
4. Provide a secure online database for gathering and analyzing data from the authorization request forms.
5. Develop and implement written policies and procedures for authorization of ECR requests within 24 to 48 hours of receiving request. In the event that requests are made Fridays after 12:00 pm, Saturdays and Sundays, the time limits will begin Monday at 8:00 am. Policies and procedures will include:
  - A request process from the caregiver, or agency assisting the caregiver, submitted online, via email or faxed to the contractor
  - A process for determination to authorize or deny the ECR budget allowance based on the request. Include a notification process the caregiver (and agency if appropriate). Use ILRC guidance (attached) to establish the procedures.
  - An appeals process for decision to deny request
  - Requirements for which the caregiver is responsible upon authorization of a ECR budget allowance: identification of time and place where respite will be provided and the respite provider
  - Assistance for caregiver to identify a respite worker if necessary
  - Provision of tools to aid caregiver in conveying the needs of the care receiver/s to the respite worker (coordinate with ILRC to develop tool)
  - Requirements for which caregiver is responsible upon completion of the ECR: sign respite provider invoice and complete evaluation

- Procedures to assure confidentiality
6. Develop and implement written policies and procedures for tracking expenditures from caregivers ECR budget allowances to include:
    - A description of tracking process for all ECR requests and financial transactions throughout the contract period
    - A description of the process for payment of respite provider from caregiver budget allowance—the contractor will collect pertinent information from the respite provider/worker in order to pay the provider from the caregiver’s ECR budget allowance
    - A description of the time limit for which respite provider payment can be sought, and appeals process (see attached guidance)
      - the contractor will pay the respite provider directly upon:
        - verification by the caregiver of delivery of services
        - submission of a completed evaluation of the ECR administrative process and caregiver outcomes from the caregiver
    - The contractor will document completion of the caregiver ECR evaluations and submit them to ILRC
  7. Using the ICOA reporting process, the Contractor shall submit a monthly invoice to the ICOA for all ECR expenditures.
  8. Using the ICOA reporting process, the contractor will submit a monthly report to the ICOA.
  9. ECR budget allowances:

The cumulative amount to be paid from the caregiver budget allowance will not exceed the time frames and amount authorized by the ICOA for household/family using the ECR. Allowances for in-home service provided by relatives or friends are set up to:

    - \$15.00 per hour
    - \$50.00 half day (4 hrs)
    - \$100.00 full day (8 hrs)
    - \$150.00 24 hours
    - Maximum \$500 per family per 12 month period

Maximum allowance for professional in home service is \$500 per year.

Maximum allowance for out of home service is \$500 per year.

Family/household may subsidize the caregiver budget with personal funds.
  10. The Contractor will work cooperatively with the ICOA and the ILRC to evaluate and improve ECR policies and procedures, and the outcomes for caregivers. ICOA, the ILRC Executive Committee, and contractor will meet monthly, or more often as needed, to review contractor experience and caregiver evaluations, make needed improvements, and plan for sustainability.
  11. The Contractor will maintain a contact list (email and mail) of caregivers requesting ECR. This information will be used to provide the caregiver and care recipient with tools and education materials

from the ILRC. These tools may include guides for planning to use emergency respite or other respite service, how to select a respite provider, how to prepare for the future etc.

## 5. Timelines and Deliverables

**\*\*Monthly invoice required \*\*\***

**The contract will be required to submit a Quarterly progress report. Due dates are as follows:**

- April 15<sup>th</sup>, 2015
- July 15<sup>th</sup>, 2015
- October 15<sup>th</sup>, 2015
- January 15<sup>th</sup>, 2015 (final Report)

**The contractor will also have the following deliverable deadlines:**

- Staff hired or provided by January 2015
- Web site activated by January 2015
- Database and online authorization form completed January 2015
- Documented policies and procedures completed February 2015
- Promote ECR by March 1, 2015

## 6. Contractor Budget:

The contractor will be allotted \$2,000 in start-up costs plus a yearly budget of \$30,000. Operating costs, including personnel, rent, overhead, and administration cannot exceed 30% of the yearly budget. The budget must include a narrative with a breakdown of costs. Excel documents may be attached.

<b>Budget Worksheet – Budget must utilize the categories below</b>	<b>Budget Narrative with breakdown of costs</b>	<b>Total Project Cost</b>
<b>Personnel</b>		
<i>Ex: Jane Smith @\$20.00hr x 50hrs = \$1,000 per year</i>		
<b>Fringe</b>		
<i>Ex. Fringe for Jane Smith @ 10% = \$100</i>		
<b>Supplies</b>		
<b>Contractual</b>		
<b>Travel</b>		
<i>Ex: 30 a day per diem x 3 days = \$90.00</i>		

<b>Equipment</b>		
<b>Other Cost</b>		
<b>Total Request:</b>		
<b>Personnel</b>		

**6. Response:** Describe in detail how you can develop and implement the requirements listed in Section 4. Responses should not be over five pages.

Signature: To be completed by Authorized Representative:

I certify and assure that I have reviewed this application and that all information contained herein for the applicant named below is true and correct to the best of my knowledge.

Applicant's Name		
Director or Designee's Name	Title	
Signature	Date	