

## RRTC Project Evaluating State's Medicaid HCBS Waiver Program

Since 1981, Minnesota and many others states across the country have benefitted from the Medicaid Home and Community-Based Services (HCBS) waiver program. This program allows states to request a waiver of certain Medical Assistance regulations, permitting the provision of home and community-based services to persons with mental retardation and related conditions as an alternative to more institutionalized services like those provided by nursing homes or intermediate care facilities. The number of persons with mental retardation and related conditions who are utilizing these services has jumped dramatically over the past several years. Consequently, the need to evaluate the program's ongoing effectiveness has become increasingly important.

The Research and Training Center on Community Living (RRTC) at the Institute on Community Integration, in collaboration with Arc-Minnesota and its local affiliates, has received a nine-month, \$100,000 grant from the Minnesota Department of Human Services to conduct an evaluation of Minnesota's Medicaid HCBS waiver program. In order to complete this evaluation, a total of 700 consumers from across the state of Minnesota will be interviewed in-person to determine their level of satisfaction with services, choices, self-determination, independence, relationships, integration, and quality of life. The consumers will be chosen from a random sample of individuals from 24 counties representing the Twin Cities Metropolitan Area, greater Minnesota counties with urban centers, and rural counties. Additionally, the family members, case managers, and provider agencies of those individuals being interviewed will be given a separate survey.

In addition to these surveys, an advisory committee will assist in defining a methodology to identify and describe best practices throughout the state. Data from the Minnesota Management Information System (MMIS), state payment files, and state screening document records for sampled individuals will also be used to inform the evaluation. Once analyzed, the data collected will be used by the Minnesota Department of Human Services — Community Supports for Minnesotans with Disabilities to make policy decisions regarding the Medicaid HCBS waiver program. A final report will be available in December of 1999, and an Executive Summary will be shared with all interested stakeholders.

The RRTC and Arc-Minnesota have a long history of working together productively with each other and with the Minnesota Department of Human Services and other key stakeholders. These collaborations have been used to develop and enhance community services that promote independence, inclusion, self-determination, and improved quality of life for persons with developmental disabilities, while attending appropriately to their vulnerabilities. For additional information about the evaluation project, contact Charlie Lakin at 624-5005 ([lakin001@tc.umn.edu](mailto:lakin001@tc.umn.edu)) or Amy Hewitt at 625-1098 ([hewit005@tc.umn.edu](mailto:hewit005@tc.umn.edu)).

## Staff Update

- **Staff Departure:** Shannon Luhm, Office Specialist/Receptionist in 102.
- **Charlie Lakin** received the Gunnar Dybwad Humanitarian Award from the American Association on Mental Retardation at their annual conference in New Orleans on May 27. The award is given for "promotion of human welfare and social reform."
- ICI's **Brian Abery, Charlie Lakin, Marijo McBride, Joe Reichle, and Jennifer Sandlin** attended the Scott Doss Memorial Conference on Positive Behavior Supports in Minneapolis on May 19-20.
- On May 13, **Bob Prouty** spoke on *State Waiting List Policies and Practices: Framing the Issues*, at the 1999 mid-year meeting of the National Association of State Directors of Developmental Disabilities Services in Charleston, SC.
- **Lori Sedlezky** presented at the May 13th Minnesota State AARM conference on the topic of *Direct Support Staff Ethics*, and **John Sauer** presented on *Frontline Supervisors: Your Best Defense to Reducing Turnover*. Also attending the conference were **Amy Hewitt, Sherri Larson, David Johnson, and Charlie Lakin**.
- CEED has received a one-year, \$35,000 grant for a follow-up study on *Infant/Toddler Mental Health*. The project, directed by **Scott McConnell and Christopher Watson**, is funded through the Minnesota Department of Children, Families, and Learning.

## Dates to Remember . . .

- **June 21: ICI Council Meeting**, 9:30 am, 118 Pattee Hall.
- **June 22: Brown Bag Session**, 12-1 pm, 118 Pattee Hall.
- **June 25: Pizza Forum**, 12-1 pm, 118 Pattee Hall.
- **June 29 and July 14: Online Reporting Information Session**, 12:30-1 pm, 118 Pattee Hall.

## From the Front Office

News from ICI's Administrative Staff

- **Upcoming Holiday.** July 5 is a University holiday; offices will be closed.
- **Paycheck Reminder.** All paychecks are ready by 11:00 am on designated paydays. Direct deposit stubs (pink) are distributed to mailboxes, while hard paycheck stubs (blue) are available for pickup in room 102. Please direct any questions to Beth Nelson at 626-8042.
- **Information Session.** Jon Goldman has scheduled a training session (the same session is offered on two different days) on the AAUAP Online Reporting System. The session is for any ICI staff responsible for reporting and/or entering the annual data. (If you are unclear if this is your role, contact your coordinator or PI.) The session is designed to train new staff on the system, and to be a refresher for those who have used the system before. The session will be held from 12:30 – 1:00 pm on Tuesday, June 29 and again on Wednesday, July 14. If you cannot attend at either of the scheduled times but are in need of the information, call Jon at 626-1515 or Kathie Wolff at 624-2380.
- **Online Reporting Reminder.** The end of the reporting year is fast approaching, so please complete any online reporting you need to do in the next few weeks.
- **Vacation Reminder.** Academic Vacation Records for this quarter are due at the end of June to Beth in room 107.
- **ICI Council Meeting.** At the May 17th meeting, Dean Yussen attended and spoke about recent academic and financial accomplishments of the College of Education. After his visit, topics discussed were: publications office review, status of college constitution, and basement of Pattee. Next meeting: June 21.
- **Brown Bag Session.** Cliff Poetz, a longtime member of the Institute's Consumer Advisory Council, will be presenting "Who's Meeting is it Anyway?" on Tuesday, June 22 from 12 – 1 pm in room 118. Call Kathie at 624-2380 with any questions.
- **ICI Needs Your Help.** Believe it or not, it's time to begin planning the Fall 1999 Kickoff. This is your chance to be in on the ground floor — everyone is welcome and encouraged to join the planning committee. Call Kathie at 624-2380 to volunteer.

## Miscellaneous

- **Minnesota Literacy Summit.** On September 27-28, 1999, the University of Minnesota, in collaboration with the Center for Early Education and Development, is sponsoring a major event on school-based literacy. During the event, leading researchers in the field of literacy will address the current state of literacy research for youngsters, from pre-kindergarten through the secondary grades. Speakers include Catherine Snow (Harvard Graduate School of Education), Elfrieda Hiebert (University of Michigan), and Michael Pressley (Notre Dame University). For more information, contact Judy Bartlett at 612-624-5780 or [bartl002@tc.umn.edu](mailto:bartl002@tc.umn.edu).
- **Courage Cards Arts Search.** Courage Cards and Gifts is inviting artists to submit original works to be considered for the 2000 Courage Collection. This collection is traditionally comprised of colorful, unique holiday art, including Christmas, Thanksgiving, and New Year's. Artists with disabilities are encouraged to enter. The entry deadline is Friday, July 30, 1999. For a copy of the Art Search guidelines and/or an application, call 1-888-413-3323.
- **Birthdays.** Vicki Gaylord (6/18), Jon Schmidt (6/18), Angie Swanson (6/18), Connie Burkhart (6/21), Lynne Havsy (6/25), Judy Swanson (7/3), Yvette Giles (7/8), Marie Stadler (7/8), Janet Bast (7/10), Charlie Lakin (7/10), Julie-Anne Joyner (7/11), Mary Sinclair (7/12), Bill Latimer (7/15).

## Bits & Pieces

Information from the Institute's Web Development Team (110 Pattee, 6-8649) and Publications Office (109 Pattee, 4-4512).

### Web Group Activities

- **Web Survey Update.** The survey of ICI's external Web audiences is complete. We received responses from 21 individuals whose feedback will be used in the redesign of the Website by the ICI Web Development Team. Interestingly, each respondent said they found the site useful enough that they'd visit it again! Contact Megan Dushin at 626-8649 or [dushi001@tc.umn.edu](mailto:dushi001@tc.umn.edu) with any questions.
- **Websites for Kids.** The following are some interesting (and educational) websites for children with and without disabilities:
  - **Ask Jeeves for Kids** (search tool for children) <[www.ajkids.com](http://www.ajkids.com)>
  - **Enchanted Learning** (child's picture dictionary) <[www.EnchantedLearning.com](http://www.EnchantedLearning.com)>
  - **Fun Math** (math, science, & technology) <[www.kyes-world.com](http://www.kyes-world.com)>

From *Parent News*, Center for Persons with Disabilities, Logan, Utah.

### From the Publications Office

- **New ICI Publications.**

*Hey, We See It Differently! Lessons on Team Dynamics*

*Ensuring Access, Equity, and Quality for Students with Disabilities in School-to-Work Systems — A Guide to Federal Law and Policies*

*School-to-What? Newsletter — Spring 1999 issue*

*Brochure: Meeting the Needs of Youth with Disabilities: Transition and School-to-Work Publications*

- **FYI Deadline.** Submissions for the next FYI should be sent to Mike Vosika in 109 Pattee or emailed to [vosik003@tc.umn.edu](mailto:vosik003@tc.umn.edu) by Tuesday, July 13.

August, 1999

Bob Brick  
Executive Director  
Arc Minnesota  
777 Transfer Rd. Suite 26  
St. Paul, MN 55114

Dear Bob,

I'm responding to your letter from July 12, 1999. Quite frankly I was surprised you didn't just call me to discuss your concerns. I'm not sure what you have been told from other people. I believe anything I've discussed with other folks connected to the advisory group was discussed with you the last time we spoke.

After reading your letter I had some questions. Which Arc representatives made suggestions to the survey, what were the suggestions, which suggestions were used and when did that encounter occur? Do you know how many different advisory committees might be working on this project? Also, I believe the only group that should be surveyed is the individuals receiving services or their family members. However, I do think that gleaning information from case managers, provider's etc. in a different forum is a good idea and we already know there is a different perspective. Actually, that information would probably tell us how the waiver isn't working. This survey only invites comment from those receiving services. What about the folks on waiting lists for the waiver?

There is a question in my mind regarding the training for the volunteers conducting the surveys. I was informed that when asked to demonstrate an interview with a nonverbal person that Amy Hewitt and John Sauer declined to do so and that folks would be sent a manual. What kind of inservice is that considering 67-68% of individuals to be interviewed are nonverbal? There is still the question regarding a Tennessee warning and if the appropriate document has been prepared. Further I question what will happen when the results of the survey are tallied. If findings demonstrate shortcomings would the results be called into question because Arc gathered the data? Will Arc's participation in conducting the surveys diminish the organizations clout while advocating? Another question to think about, is there a conflict of interest for Arc MN to be participating in this work if Charlie Lakin is on Arc MN board of directors? From your letter one would assume no RFP was sent out and that Arc was just deemed into the project. Is that a place that Arc wants to be in when all is said and done? As advocates we always ask the question as to "what is the process?", "are there any conflicts of interest?"

If you still have concerns regarding my questions Bob, please feel free to call me.

Sincerely,



Pat Tietz

## Professional, Technical & Consulting Contracts

The EQB is seeking proposals for a literature review of the 12 topics of concern related to the effects of animal agriculture and included in the scoping document. The literature review is the first step in the study and analysis phase of the GEIS. The results of the literature review will assist the EQB, working with a 25-member citizen advisory committee (CAC), to determine what additional research might be necessary on any of the 12 topics.

The total cost of the literature review of all 12 topics is expected to be approximately \$150,000 and no more than \$250,000. Proposals may address one or any number of the 12 topics of concern.

The selected contractor(s) will: identify and prepare a bibliography of relevant sources of information; identify any important ongoing studies and interview the key researchers; critically review the sources and report in writing and orally to the 25-member citizen advisory committee; critique the researchability of the current study questions; and, recommend additional steps that could be taken to extend knowledge beyond what is currently available.

If you are interested in receiving an RFP please request one in person, by phone, by fax or email from the contact person listed below. The RFP will not be available until February 1. Requesters must provide full name, address, phone number and fax number. Contact person:

Shannon Wills  
EQB / MN Planning  
300 Centennial Office Building, 658 Cedar Street  
St. Paul, MN 55155  
(651) 296-9535; (651) 296-3698 FAX  
email: [shannon.wills@mnplan.state.mn.us](mailto:shannon.wills@mnplan.state.mn.us)

## Department of Human Services

### Community Supports for Minnesotans with Disabilities Division

#### Request for Proposal to Evaluate the Quality of Services and System Performance of the Home and Community Based Services

The Minnesota Department of Human Services, hereinafter "DHS", is soliciting proposals from qualified parties to do an independent assessment of the Title XIX Waiver for Persons with Mental Retardation, hereinafter "MR/RC Waiver".

This request for proposals does not obligate DHS to complete the project, and DHS reserves the right to cancel the solicitation if it is considered to be in its best interest.

#### DESCRIPTION OF THE PROJECT

The purpose of this project is to review and evaluate the quality of services and system performance of the Home and Community Based Services, hereinafter "HCBS", waiver for persons with developmental disabilities, with particular attention to health and safety. About 7,000 persons with developmental disabilities and their families receive HCBS from Minnesota's MR/RC Waiver program.

As an end result of this RFP, DHS will expect to receive information gathered from state systems, service providers, consumer surveys and local county agencies regarding recipients of waived services. Information collected will include but not be limited to data regarding access to and quality of services, health and safety, medication administration and training and consumer choice. DHS also expects to receive recommendations for a formative plan for continuous program improvement at the state and local level. Other outcomes will include validation of key indicators that predict state and local system performance, refinement of survey and assessment tools used to gather information, establishing baselines for future evaluations and establishing data bases for measuring on-going system and provider performance. DHS also expects a report identifying "best practices" occurring in counties.

#### Detailed RFP available by contacting:

Kristin Johnson  
Community Supports for Persons with Disabilities  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, MN 55155-3857

Deadline for submission of proposals is 1:00 p.m., February 26, 1999.

STATE OF MINNESOTA  
DEPARTMENT OF HUMAN SERVICES  
COMMUNITY SUPPORTS FOR MINNESOTANS WITH DISABILITIES DIVISION

**REQUEST FOR PROPOSAL TO EVALUATE:**

The Minnesota Department of Human Services, hereinafter "DHS", is soliciting proposals from qualified parties to do an independent assessment of the Title XIX Waiver for Persons with Mental Retardation, hereinafter "MR/RC Waiver".

This request for proposals ~~does not obligate DHS to complete the project~~, and DHS reserves the right to cancel the solicitation if it is considered to be in its best interest.

**I. DESCRIPTION OF THE PROJECT**

**A. PURPOSE**

The purpose of this project is to ~~review and evaluate the quality of services and system performance~~ of the ~~MR/RC Waiver~~. About 7,000 persons with developmental disabilities and their families receive HCBS from the MR/RC Waiver.

As an end result of this RFP, DHS will ~~expect to receive information~~ gathered from ~~state systems, service providers, consumer surveys and local county agencies~~ regarding recipients of waived services and recommendations for a formative plan for continuous program improvement at the state and local level. Other outcomes will include ~~validation of key indicators that predict state and local system performance, refinement of survey and assessment tools used to gather information, establishing baselines for future evaluations and establishing data bases for measuring on-going system and provider performance.~~ DHS also expects a ~~report identifying "best practices" occurring in counties.~~

## B. MR/RC WAIVER BACKGROUND

The Title XIX Home and Community-Based Waiver for Persons with Mental Retardation or Related Conditions began in 1985. The MR/RC Waiver allows Medicaid payment of home and community-based services for individuals with developmental disabilities who are in need of a 24-hour plan of care. There are approximately 6,750 individuals receiving services through the MR/RC waiver in Minnesota.

Eligibility for the MR/RC waiver is determined through a screening process and the application for Medical Assistance. A person is eligible for waived services if he or she:

- ▶ meets the definition of a person with mental retardation or a related condition;
- ▶ requires the level of care provided by an intermediate care facility for persons with mental retardation, hereinafter "ICF/MR" and is either currently living in an ICF/MR or would need the same level of training and supervision as provided in an ICF/MR due to their needs if waived services are not provided;
- ▶ has made an informed choice requesting waived services instead of services in an ICF/MR; and
- ▶ meets income and asset eligibility requirements for regular Medical Assistance.

Services reimbursable through the MR/RC waiver include: adult day care; assistive technology; care giver training and education; case management; chore services; consumer training and education; consumer directed community supports; 24-hour emergency assistance; crisis respite; habilitation (residential, day habilitation, prevocational services, supported employment); homemaker services; housing access coordination; modifications and attendant; personal support; respite care; specialist services and transportation.

Provider standards can be found in Minnesota Rules, parts 9525.1500 to 9525.1690 (Rule 41), which includes standards that govern funding and administration of Home and Community-Based

Services. MN Rules, part 9565.1200 (Rule 206) includes standards that govern homemaking services. Additionally, MN Rules, parts 9543.3000 to 9543.3090 (Rule 11) provides standards governing background studies of individuals, MN Rules, parts 9525.2700 to 9525.2810 (Rule 40) provides standards governing the use of aversive and deprivation procedures and MN Rules parts 9555.8000 to 9555.8500 (Rule 10) provides standards that govern reporting maltreatment of vulnerable adults.

### C. WAIVER PROGRAM EVALUATION DIMENSIONS AND DOMAINS:

#### 1. SCOPE:

##### a. ~~Measurable consumer outcomes related~~ to:

- satisfaction with service provision;
- choice/self-determination;
- independence; and
- supporting families, relationships and quality of life.

##### b. ~~Healthy, Welfare and Rights~~ related to:

- ~~consumer safety~~;
- health;
- addressing medical needs and medication administration;
- respect;
- rights;
- improved access for persons in racial/ethnic minority groups; and
- assurances that recipients and family members fully understand their choice between ICF/MR and waived services

#### 2. EVALUATION SAMPLE - SIZE AND SELECTIONS

The project must include identification and/or development of appropriate methods to be used by the contractor to ~~evaluate the quality of care, access to care and the cost effectiveness of the waiver~~. A sampling plan must be developed that ensures evaluation of the program in both urban and rural areas including the following considerations:

- A stratified sample of ~~15-20 counties~~, including both ~~urban and rural~~ counties;
- A ~~recipient sample~~ size of approximately 700, which would include a valid, representative sample of recipients.

### 3. EVALUATION PERIOD

Evaluation of the MR/RC waiver must cover a time period beginning ~~July 1, 1998 to present~~.

### 4. EVALUATION SPECIFICATIONS

Information will be gathered from consumers, providers, county agency staff and information systems. ~~Methods~~ used to gathering data will include but not be limited to: ~~consumer surveys/interviews, provider surveys, county agency staff interviews, licensing information (citations, vulnerable adult reports, etc.) and data collection~~ from MMIS (Medicaid Management Information System).

~~Provider data collection~~ will include information regarding:

- sensitivity to consumer preferences and demands;
- maintaining continuity of supports;
- absentee rates;
- staff turnover ratios;
- efficient use of recruitment;
- training resources;
- provision of ~~training~~ (particularly regarding ~~medication administration~~ and



assessing and meeting health care needs of recipients);

- screening of direct care staff; and
- reports provided to develop competencies necessary for providing services.

Consumer data collected will include information regarding:

- integrated community services;
- self-determination (including making life choices, active participation in planning their services and supports, improving family capacity to provide support for family members living at home, enhancing personal growth, increasing independence, etc.);
- availability of adequate complement of services and support; and
- availability of modes of communication other than spoken English in culturally diverse areas.

As part of the data analysis, correlations among variables will be examined and tested. DHS also expects the analysis to yield a series of benchmarks against which county agencies and provider agencies can measure themselves, a means through which consumers will be able to make informed choices and to identify "best practices" occurring in the state of Minnesota.

#### D. PROJECT TASKS

FOLLOWING ARE THE CONTRACTUAL DUTIES AND DELIVERABLES CONTRACTOR WILL PERFORM PURSUANT TO THIS RFP:

1. Task 1 - In cooperation with the DHS's authorized agent, within the first 60 days:

a. Interview by staff of the Community Supports for Minnesotans with Disabilities Division;

- b. identify and review ~~potential sources of information~~ and quantifiable data useful in meeting the stated objectives;
- c. conduct ~~field visits to~~ consumers, county agencies, service providers, and other key informants to elicit information about the operation of the MR/RC waivers;
- d. submit a memorandum to the DHS's authorized agent outlining the contractor's understanding of the project's primary assessment goals, issues which need to be resolved, and a preliminary research design;
- e. meet with the DHS's authorized agent and other key staff as required to ensure ~~consensus on assessment objectives~~; and,
- f. submit a detailed project design including assessment methodologies, tools, evaluation criteria and work plan schedule for approval by the DHS's authorized agent.

2. Task 2 - Submit ~~monthly progress reports~~. Monthly progress reports shall include:

- a. progress on the completion of ~~assessments~~ identified in Section I. Progress reports must be based on the work plan schedule approved as part of the project design;
- b. description of ~~assessment methodologies~~ and submission of assessment ~~tools~~ which are in addition to or revised from those included in the approved project design; and,

c. notification of ~~any issues that~~ may jeopardized the timely and satisfactory completion of assessments.

3. Task 3 - ~~By July 1, 1998~~, submit to and review with the DHS's authorized agent and key staff the ~~preliminary findings of the assessments~~ referenced in Section I. The preliminary findings shall reference all aspects of the approved project design.
4. Task 4 - ~~By August 1, 1999~~, submit a ~~draft of the assessments~~ incorporating the results of the review by DHS of the preliminary findings described in Task 3.
5. Task 5 - ~~By September 15, 1999~~ submit ~~final reports of the assessment~~ to DHS. The final reports must address issues identified by DHS in its' review of the draft assessments.
6. ~~Assessment findings and reports are to be submitted only to the DHS's authorized agent unless otherwise approved or directed.~~

#### E. HUMAN RIGHTS COMPLIANCE

Under the Minnesota Human Rights Act, Minnesota Statute 363.073, businesses having had more than 40 full-time employees, within or outside the State of Minnesota, on a single working day during the previous 12 months must have submitted an affirmative action plan to the Department of Human Rights prior to the closing date set in the RFP or amendment (whichever is later) on any proposal that is in excess of \$100,000. The business must have a Certificate of Compliance from the Minnesota Department of Human Rights prior to the execution of the contract or agreement. In all cases the state reserves the right to contract with the next acceptable proposer, if the business does not have a certificate of compliance from the Minnesota Department of

Human Rights by the award date. For further information, contact the Department of Human Rights, 190 E. 5th Street. , Ste. 700, St. Paul, MN 55101 (651) 296-5663.

To facilitate the STATE'S review, complete the attached Affirmative Action Data Page.

#### G. PROJECT COST

The cost of the project must ~~not exceed \$100,000.00~~ (~~\$50,000.00 in fiscal year 1999~~, ending June 30, 1999 and ~~\$50,000.00 in fiscal year 2000~~, beginning July 1, 1999.) This cost must include all proposed supplies and expenses including any additional data collection and/or analysis deemed necessary by DHS or the contractor.

## II. DESCRIPTION OF THE PROPOSAL

All proposals submitted to DHS in response to this RFP must meet the criteria outlined in items A - C below.

#### A. PROPOSAL CONTENT

##### 1. The proposal for the assessment must contain:

- a. a statement in concise terms of the respondent's understanding of the MR/RC waiver programs and the federal home and community-based services waivers regulations pertinent to the independent assessment requirements;
- b. the respondent's plan to ensure participation of DHS in all phases of the project;

- c. the research design and methodology that will result in an assessment which will conform with the specifications included in this request for proposals;
- d. a statement as to why the respondent selected the methodologies outlined in their proposal and how they intend to use those methodologies in data collection regarding the evaluation of the MR/RC waiver;
- e. a [REDACTED] to be provided by the respondent;
- f. an outline of the respondent's background and [REDACTED] with particular emphasis on:
  - 1) [REDACTED] previous experience with government agencies on long term care issues;
  - 2) demonstrated [REDACTED] competence in assisting administrators in defining evaluation needs and involving them in the evaluation process;
  - 3) previous experience in [REDACTED] evaluating long term care programs at the national, state or local level;
  - 4) include at least three references regarding past corporate experience. Please include the names, addresses and phone numbers of the responsible officials of three entities for which the prospective contractors' organization is supplying or has supplied similar services;

5) identification of personnel to conduct the assessment including reference and past work experience. No change in personnel assigned to the project will be permitted without the approval of the Department of Human Services; and,

6) designate the project manager and attach a current resume/vitae for all key project personnel, including consultants;

g. a detailed cost and work plan that identifies:

1) the major tasks to be completed;

2) the responsible personnel assigned to each task;

3) the products to be delivered;

4) a timetable for the identified tasks and products;

5) estimated staff hours and cost by specific personnel;

h. include a statement of assurance as to how the deadlines stated in the RFP will be met. i.e:

1) number of staff assigned to project,

2) hours dedicated to project.

I. a statement that the offer is valid and binding for a minimum of 180 days;

j. prices and terms of the proposal as stated by the respondent must be valid for the length of the project;

k. The successful responder will be required to submit acceptable evidence of compliance with Minnesota workers' compensation insurance coverage requirements prior to execution of the contract, as set forth in Minn. Stat. Sec. 176.181, subd. 2 and Sec. 176.182.

l. commitment to begin the assessment immediately upon execution of a contract with DHS.

2. A project budget setting forth all costs must be included in the proposal.

#### B. SUBMISSION REQUIREMENTS

All proposal must be received by:

Kristin Johnson  
Community Supports for Minnesotans with Disabilities  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, MN 55155-3857

no later than February 26, 1999; at 1:00 pm.

Submit three (3) copies of the proposal. Proposals must be submitted in a sealed mailing envelope or package with the respondent's name and address clearly written on the outside, and with evidence of the respondent's compliance with the Human Rights Act attached to the envelope or package. Each copy of the proposal must be signed, in ink, by an authorized

member of the firm. Prices and terms of the proposal must be valid for the length of the proposal.

#### C. PROJECT COMPLETION DATE

The project must be completed by September 30, 1999.

### III. REVIEW OF PROPOSALS AND NOTIFICATION OF RESPONDENTS

#### A. EVALUATION OF THE PROPOSALS

All proposals received by the deadline specified above will be evaluated [REDACTED] of

[REDACTED] A personal interview may be part of the evaluation process. In compliance with Minn. Stat. § 16C.08, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee, along with other responses to this Request for Proposal. Factors that will be considered by DHS when the proposals are evaluated include, but are not limited to:

- An expressed understanding of the project.
- An understanding of the populations of persons eligible for receiving services funded by the MR/RC waiver.
- A clear strategy for working with the Department in order to accomplish the project objectives.
- [REDACTED] in assessing home and community-based waiver program.
- Proposed project work plan.



- Project cost detail and detailed breakdown of costs.
- Data collection plan.
- Corporate capabilities and qualification of personnel assigned to the project.

#### B. NOTIFICATION

It is anticipated that evaluation of proposals and selection of a successful proposer will be completed by March 10, 1999. Until a final contract is executed, DHS reserves the right to cancel this solicitation or terminate negotiations with the selected proposer and enter into negotiations with another proposer for any reason should it be deemed in the State's best interest to do so.

#### C. PROPOSAL COSTS

Respondents to this RFP assume all costs incurred by them in preparing and submitting proposals in response to this RFP. DHS shall incur no liability to any respondent as a result of this RFP.

#### D. DEPARTMENT CONTACTS

Prospective respondents who have questions regarding this RFP may call or write:

Kristin Johnson

Community Supports for Persons With Disabilities

444 Lafayette Road

St. Paul, MN 55155-3857

(651)297-7015

All questions will be answered in writing and made available to all prospective respondents, regardless of the origin of the question, no later than February 19, 1998. No questions shall be accepted after the written responses are made available for distribution. Copies of the written responses may be obtained by fax or e-mail by contacting Kristin Johnson

Ms. Johnson is the only employee authorized to answer questions regarding this RFP.

**MN HCBW Evaluation Advisory Committee**  
**April 27, 1999**

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Steve Anderson  
Mount Oliver Rolling Acres (MORA)  
P.O. Box 220  
Victoria, MN 55386-0220  
(612) 474-5974 (612) 474-3652

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Ann Henry  
MN Disability Law Center  
430 1st Ave. N. #300  
Minneapolis, MN 55401-1780  
(612) 334-5785 ext. 254

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Mary Jean Babcock  
Arc Suburban  
7310 Landau Dr.  
Bloomington, MN 55438  
(612) 944-2299 (h); (612) 890-3057 (w); (612) 823-7448 w2) (612)  
890-3527  
mjbab@aol.com

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Amy Hewitt  
U of MN/ICI  
204 Pattee Hall, 150 Pillsbury Dr. SE  
Minneapolis, MN 55455  
(612) 625-1032 (612) 625-6619  
hewit005@umn.edu

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**625-1098**

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Alexandra Bartolic  
Hennepin County Waiver Manager  
300 South Sixth Street, A-1500  
Minneapolis, MN 55487-0150  
(612) 348-5273 (612) 348-2856  
alexandra.bartolic@co.hennepin.mn.us

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Mary Hienz  
2077 Hertford Ave.  
St. Paul, MN 55116  
(651) 690-5312

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Pat Boyer  
Clay County Social Services  
Fergus Falls RTC  
Moorehead, MN 56560  
(218) 299-7136 (218) 299-7515

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Kristin Johnson  
DHS - CSMD  
444 Lafayette Rd.  
St. Paul, MN 55155-3826

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Kristin.Johnson@state.mn.us

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Bob Brick  
Arc MN  
770 Transfer Rd, Ste 26  
St. Paul, MN 55114  
(651) 523-0823 x. 115; (800) 582-5256 (651) 523-0829

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Claudia Johnson  
405 N. 5th St. Apt. 227  
Mankato, MN 56001-4418  
(507) 387-4297

---

Lori Dablow  
DHS  
444 Lafayette Rd.  
St. Paul, MN 55155-3826

---

Charlie Lakin  
U of MN/ICI  
214 Pattee Hall, 150 Pillsbury Dr. SE  
Minneapolis, MN 55455  
(612) 624-5005 (612) 625-6619  
lakin001@umn.edu

**MN HCBW Evaluation Advisory Committee**

**April 27, 1999**

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Sherri Larson  
U of MN/ICI  
214 Pattee Hall, 150 Pillsbury Dr. SE  
Minneapolis, MN 55455  
(612) 624-6024 (612) 625-6619  
larso072@umn.edu

---

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Carol PanKow  
MN DACA BOD/SOCS Vocational Services  
444 Lafayette Rd.  
St. Paul, MN 55155-3826  
(651) 582-1859 (651) 582-1863

---

---

Sharon Laures  
Olmstead County  
2116 Campus Dr. SE, Ste 22  
Rochester, MN 55904  
(507) 287-2409

---

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Cliff Poetz  
Consumer  
2433 5th Ave. S Apt. 212  
Minneapolis, MN 55404  
(612) 871-0675

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Bob Meyer  
DHS-CSMD  
444 Lafayette Rd.  
St. Paul, MN 55155-3826  
  
Robert.F.Meyer@state.mn.us

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Bud Rosenfield  
MN Disability Law Center  
430 1st Ave. N. #300  
Minneapolis, MN 55401-1780  
(612) 5785 ext. 285

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Denise Miller  
REM Waivered Services  
1951 University Ave. #206  
St. Paul, MN 55104-3446  
(651) 644-6652 (651) 644-8526

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John Sauer  
U of MN/ICI  
204 Pattee Hall, 150 Pillsbury Dr. SE  
Minneapolis, MN 55455  
(612) 626-0535 (612) 625-6619  
sauer006@umn.edu

---

---

Lynn Noren  
MHC/RISE  
8406 Sunset Rd.  
Spring Lake Park, MN 55432  
(612) 783-2814

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Bud Seltzer  
1285 S. Cleveland Ave.  
St. Paul, MN 55116  
(651) 698-8321

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Donna Olson  
Mains'l Services, Inc.  
4900 Highway 169 North #103  
Minneapolis, MN 55428  
(612) 531-0330 (612) 531-0409

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Susan Showgren-Smith  
GCDD  
600 62nd Ave. N.  
Brooklyn Center, MN 55430  
(612) 566-5927 (612) 827-3065  
sssmith@pacer.org

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**MN HCBW Evaluation Advisory Committee**  
**April 27, 1999**

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Jill Slakieu  
DHS  
444 Lafayette Rd.  
St. Paul, MN 55155-3826

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Becky Smith  
MHC/NE Contemporary Services  
  
651-636-3343

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Sharon Staton  
MNDACA Connections in Access  
Box 975  
Moorehead, MN 56560  
(218) 233-8657

---

Pat Tietz  
GCDD  
916 Apgar St.  
Shakopee, MN 55379  
(612) 445-7019 h; (612) 993-1841 w

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Janet Wassman  
County Social Service Agency  
2113 Excaliber Rd.  
N. Mankato, MN 56003  
(507) 345-1542

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Debra Zahn  
Director, Riesco, Inc.  
455 Charles Ave.  
St. Paul, MN 55103  
(651) 464-6836 (651) 227-8568