

|                             |  |
|-----------------------------|--|
| <b>RFQVA AMENDMENT</b>      | <b>DEPARTMENT OF ECONOMIC SECURITY</b>                                       |
| <b>RFQVA No: DDD 704012</b> | <b>Agency: Division of Developmental Disabilities</b>                        |
| <b>Amendment No: 2</b>      | <b>Address: 1789 W. Jefferson, Site Code 791A<br/>Phoenix, Arizona 85005</b> |
| <b>Page 1 of 16</b>         | <b>Phone: (602) 542-6874</b>   |

**A signed copy of the signature page (page 2) of this amendment must be included in the hard copy of the Application, or, if a Qualified Vendor Agreement has been awarded, the Qualified Vendor must return a signed copy of this amendment to:**

Contract Management Section  
Business Operations – Site Code 791A  
Division of Developmental Disabilities  
Arizona Department of Economic Security  
P.O. Box 6123  
Phoenix, Arizona 85005

The RFQVA is amended as follows:

**Section 1 – NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (RFQVA):**

Page 1-1, 1<sup>st</sup> paragraph under “Application Due Date:” is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

Page 1-2, under “Service:,” is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

**Section 2 – TABLE OF CONTENTS, page 2-2, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”**

**Section 3 – INSTRUCTIONS TO APPLICANTS, page 3-5, Section 3.5, Protests, is amended to conform with amendments to Arizona Administrative Code (A.A.C.) R6-6-2115**

**Section 4 – BACKGROUND**

Page 4-3, Section 4.3, Program Description, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

Page 4-5, Section 4.5, Published Rate Schedules, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

**Section 6 – DES/DDD STANDARD TERMS AND CONDITIONS:**

Page 6-17, Section 6.6.2, Updating Information in Qualified Vendor Application and Directory System, is amended to conform with amendments to A.A.C. R6-6-2105

Page 6-28, Section 6.11, Agreement Claims, is amended to reference A.A.C. R6-6-2116

Section 7 – SERVICE SPECIFICATIONS, page 7-2, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

Section 9 – ATTACHMENT B, QUALIFIED VENDOR APPLICATION AND DIRECTORY SYSTEM:

Page 9 Att. B-2, Section 2, Information Entry Structure, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

Page 9 Att. B-3, Section 3, Instructions, 4<sup>th</sup> paragraph, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

Page 9 Att. B-9, Section 8, is amended to change the title from “Habilitation, Music” to “Specialized Habilitation with Music Component”

Page 9 Att. B-10, Section 9, the title, is amended to replace “Habilitation, Music” with “Specialized Habilitation with Music Component”

The following pages are attached:

Revised SECTION 1 – NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (RFQVA), pages 1-1 and 1-2

Revised SECTION 2 – TABLE OF CONTENTS, page 2-2

Revised SECTION 3 – INSTRUCTIONS TO APPLICANTS, pages 3-5 and 3-5 (a)

Revised SECTION 4 – BACKGROUND, pages 4-3 and 4-5

Revised SECTION 6 – DES/DDD STANDARD TERMS AND CONDITIONS, pages 6-17 and 6-28

Revised SECTION 7 – SERVICE SPECIFICATIONS, page 7-2

Revised SECTION 9 – ATTACHMENT B, QUALIFIED VENDOR APPLICATION AND DIRECTORY SYSTEM, pages 9 Att. B-2, 9 Att. B-3, 9 Att. B-9, and 9 Att. B-10

**EXCEPT AS PREVIOUSLY AMENDED, ALL OTHER PROVISIONS OF THE RFQVA SHALL REMAIN IN THEIR ENTIRETY.**

**NOTE: CONCURRENT WITH THE RELEASE OF THIS AMENDMENT THE DIVISION OF DEVELOPMENTAL DISABILITIES IS PUBLISHING REVISED RATE SCHEDULES THAT CHANGE REFERENCES FROM “HABILITATION, MUSIC” TO “SPECIALIZED HABILITATION WITH MUSIC COMPONENT”**

Applicant hereby acknowledges receipt and understanding of the above RFQVA amendment.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Name of Company

The above referenced RFQVA Amendment is hereby executed this 25th day of August, 2003, at Phoenix, Arizona.

*Antonia Valladares*  
DDD Procurement Specialist

**SECTION 1**  
**NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (RFQVA)**  
**State of Arizona**  
**Department of Economic Security (DES) or (Department)**  
**Division of Developmental Disabilities (DDD) or (Division)**

**RFQVA Number: DDD 704012**

**Time Limited**

**Open and Continuous**

**Application Due Date:**

Pursuant to Arizona Revised Statutes (A.R.S.) § 36-557 and rules adopted thereunder (R6-6-2101 et seq.), which are incorporated herein by reference, Applications for Specialized Habilitation with Music Component will be accepted by the Division at the time and manner specified below. Through this Request for Qualified Vendor Applications (RFQVA) the Arizona Department of Economic Security (DES or Department), Division of Developmental Disabilities (DDD or Division) will execute Qualified Vendor Agreements with providers for the provision of this service.

Applications must be submitted electronically using the Qualified Vendor Application and Directory System as well as submitting a printable hard copy with signatures and necessary additional documentation. See Section 3 and Section 9.

Applications will be accepted from current contracted providers beginning May 9, 2003. To assure service continuation effective July 1, 2003 Applications should be submitted by June 1, 2003 at 5 p.m. Arizona time. Applicants new to DDD may submit Applications beginning June 5, 2003. All Applicants shall not expect to be awarded an agreement sooner than 60 days after the submittal of a complete Application.

**Submittal Location:**

**ELECTRONICALLY GENERATED HARD COPY WITH ORIGINAL SIGNATURE**  
**AND NECESSARY DOCUMENTATION**

In Person or By Courier to:

DDD Contract Unit, 4<sup>th</sup> Floor Southwest  
Business Operations – Site Code 791A  
Division of Developmental Disabilities  
Arizona Department of Economic Security  
1789 West Jefferson Street  
Phoenix, Arizona 85007  
(602) 542-6874

By Mail to:

DDD Contract Unit  
Business Operations – Site Code 791A  
Division of Developmental Disabilities  
Arizona Department of Economic Security  
P.O. Box 6123  
Phoenix, Arizona 85005

**Service:** Specialized Habilitation with Music Component

Persons with a disability may request a reasonable accommodation by contacting the RFQVA contact person. (For TDD/TTY call through the Arizona Relay Service at 800 367-8939). Requests should be made as early as possible to allow time to arrange the accommodation.

**Agreement Type:** Qualified Vendor Agreement with Published Rate

**Agreement Term:** 12 months beginning no sooner than 7/1/03, with five one-year options for the Division to extend or renew the agreement, with all agreements ending 6/30/09. The agreement can be terminated as specified in Section 6, DES/DDD Terms and Conditions.

**RFQVA Contact Person** (Phone/email)

Marie Secor (602) 542-6896 /MSecor@mail.de.state.az.us)

---

DDD Procurement Specialist

---

Date

**AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY**

**4. DES/DDD Standard Terms and Conditions**

6.1 Definition of Terms.....6-1

6.2 Agreement Interpretation .....6-3

6.3 Agreement Administration and Operation.....6-4

6.4 Costs and Payments .....6-8

6.5 Accountability .....6-13

6.6 Agreement Changes .....6-16

6.7 Risk and Liability .....6-17

6.8 Warranties .....6-20

6.9 State’s Contractual Remedies .....6-25

6.10 Agreement Termination .....6-26

6.11 Agreement Claims .....6-28

**5. Service Specifications.....7-1**

Specialized Habilitation with Music Component .....7-2

**6. Map of DDD Districts .....8-1**

**7. Attachments (i.e. Forms to be completed by Applicant)**

A. Application and Qualified Vendor Agreement Award .....9 Att. A-1

B. Qualified Vendor Application and Directory System .....9 Att. B-1

### **3.5 Protests**

A protest shall comply with and be resolved according to A.C.C. R6-6-2115. An applicant or Qualified Vendor may protest the posting of a RFQVA, denial of a Qualified Vendor Application in its entirety, or denial of one or more services included in the Application by filing a written Request for Problem Solving with the Division Assistant Director or a Notice of Protest with the Department procurement officer. The Qualified Vendor or Qualified Vendor Application shall include the following information in the Request for Problem Solving or in the Notice of Protest:

1. Name, address and telephone number of the protester;
2. The signature of the protester or its representative;
3. Identification of the adverse action by the Division that is in dispute;
4. A statement of the legal and factual grounds of the intended protest including copies of relevant documents; and
5. The form of relief requested.

The Qualified Vendor or Qualified Vendor Applicant shall file the Request for Problem Solving with the Division within 21 days of the date the Qualified Vendor or applicant receives notice of the action.

The protestor shall file the Notice of Protest with the Department procurement officer within 21 days of the date the protestor receives notice of the action or within 14 days of issuance of the verification of non-resolution through the Problem Solving process from the Assistant Director.

### **3.6 Evaluation**

#### **3.6.1 Evaluation Factors**

The Division shall consider the following factors in determining if an Applicant is a Qualified Vendor and eligible to enter into a Qualified Vendor Agreement:

1. Ability of the Applicant to meet the need for services based on performance, including compliance with licensing and certification requirements; program monitoring, agreement monitoring, or contract monitoring reports; and corporate or individual experience providing community developmental disability services or similar services in Arizona and in other states.
2. Whether the Applicant has met the requirements of the Request for Qualified Vendor Applications process.

3. Whether the Application is consistent with the Division's network development plan or other documentation of projected service need.
4. Financial stability of the Applicant as demonstrated by the financial information provided in the Application.
5. The responsibility of the Applicant, as demonstrated by the background information provided in the Application and/or received from other sources.

### 4.3 Program Description

In State Fiscal Year 2002, the Division provided Specialized Habilitation with Music Component services to approximately 850 consumers through agency providers. Table 4.1 below depicts the number of consumers who received Specialized Habilitation with Music Component services from agency providers by district and in total during State Fiscal Year 2002.

**Table 4.1**  
**Number of Consumers Receiving Specialized Habilitation with Music Component**  
**by District State Fiscal Year 2002**

| District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | Total |
|------------|------------|------------|------------|------------|------------|-------|
| 729        | 1          | 121        | 0          | 0          | 1          | 852   |

The table shows that about 86% of consumers that received Specialized Habilitation with Music Component services from the Division in State Fiscal Year 2002 resided in District 1 and about 14% resided in District 2.

The Division coordinates services and resources through a central administrative office, District offices and local offices in various communities throughout the state. A comprehensive array of services are provided to consumers based on the person's identified needs, State and/or Federal guidelines and, when applicable, the availability of funds. While the Division provides a limited number of services directly, the majority of services are provided through contracts with individuals or provider agencies. These contracted services include support coordination services, home- and community-based services, institutional services and acute care services. Some of the services, such as acute care services, are available only to certain consumers. (See A.R.S. 36-558 and *DES/DDD Policy and Procedure Manual*, available on the Division's website [www.de.state.az.us/ddd](http://www.de.state.az.us/ddd), for a more detailed description of Division services.) Wherever possible, prior to authorizing services, the Division looks first at services or other forms of assistance that may be provided through existing community resources or family members.

Division services are funded through various means – Title XIX Medicaid (Federal and State matching monies) and State appropriations, with some additional funding available through Title XX and grants. However, Title XIX is the principle source of funds. The Division receives monthly capitation payments from AHCCCSA to deliver acute and long term care services to eligible ALTCS consumers and targeted case management services to Arizona Health Care Cost Containment System (AHCCCS)-eligible consumers. These funds, in turn, are appropriated by the Arizona State Legislature to DES/DDD for expenditure.

Home- and community-based service costs for ALTCS-eligible consumers must not exceed the cost of an Intermediate Care Facility/Mental Retardation (ICF/MR) placement, unless the Division requests and receives approval from AHCCCSA. For total service costs, which exceed 80% of an ICF/MR placement, the Division must conduct a cost effectiveness study; including development of a plan to prospectively reduce the costs over the next six months. (See *DES/DDD Policy and Procedures Manual – Chapter 905*.)



#### **4.5 Published Rate Schedules**

The published rate schedules that are referenced and incorporated into the RFQVA are the result of the statutes that mandate the Division to adopt a published rate system (see A.R.S. 36-557).

The published rate schedules:

- ❑ Satisfy the legislative mandate that the Division adopt a published rate system;
- ❑ Provide a critical element to the redesigned service procurement process that is contained in this RFQVA; and
- ❑ Provide equity and simplicity to the Division's reimbursement systems.

The Division produced and distributed a Provider Letter, dated January 21, 2003 concerning the published rate schedule. The letter and its attachments address:

- ❑ The development of the Benchmark Rates through the independent rate setting process;
- ❑ The State budgetary constraints that forced, and the methodology used by the Division, to scale back the Benchmark Rates to the Adopted Rates;
- ❑ The implementation of the Adopted Rates in Fiscal Year 2004 through a phase-in process; and
- ❑ The independent rate models that were used to develop the Benchmark Rates.

The Provider Letter, and its attachments, as well as any updates to the published rate schedules may be found on the Division's web site at [www.de.state.az.us/ddd](http://www.de.state.az.us/ddd). The rates for Specialized Habilitation with Music Component were subsequently withdraw. Prior to or concurrent with release of this RFQVA the Division will release final published rate schedules that will include rates for Specialized Habilitation with Music Component. These rate schedules can be found on the Division's website at [www.de.state.az.us/ddd](http://www.de.state.az.us/ddd).

- 6.6.2 Updating Information in Qualified Vendor Application and Directory System.
- 6.6.2.1 The Qualified Vendor shall update in the Qualified Vendor Application and Directory System the general information section of the vendor contract information component, the assurances and submittal form and associated submittals, and the program description section of the detail information component as necessary to ensure that the information is current and accurate. Any change to these items in the Qualified Vendor Application and Directory System must be approved by the Division and shall require an agreement amendment or other agreement action.
- 6.6.2.2 The Qualified Vendor shall update all other information in the Qualified Vendor Application and Directory System as necessary to ensure that the information is current and accurate.
- 6.6.2.3 If the Division finds that the information provided in the original application or as an update to the application is materially inaccurate, and the Qualified Vendor fails to correct such information within the time specified in a notice from the Division, such failure may be cause for termination of the agreement in whole or in part. The Division may remove the information from the directory until a correction is provided or the agreement is terminated.
- 6.6.2.4 The addition of a service to a Qualified Vendor Agreement shall require an agreement amendment.
- 6.6.3 Subcontracts.  
The Qualified Vendor shall not enter into any subcontract for direct services under this agreement without advance notice to the Division. The subcontract shall incorporate by reference this agreement. The Qualified Vendor shall provide copies of subcontracts relating to the provision of agreement services to the Division upon request. The Qualified Vendor shall be legally responsible for agreement performance whether or not subcontractors are used. No subcontract shall operate to terminate or limit the legal responsibility of the Qualified Vendor to assure that all activities carried out by any subcontractor conform to the provisions of this agreement.
- 6.6.4 Assignment and Delegation.  
The Qualified Vendor shall not assign any right nor delegate any duty under this agreement without advance notice to the Division.

**6.10.8 Termination for Any Reason.**

- 6.10.8.1 In the event of termination or suspension of the agreement by the Division, such termination or suspension shall not affect the obligation of the Qualified Vendor to indemnify the Division, the Department and the State for any claim by any other party against the Division, the Department and/or the State arising from the Qualified Vendor's performance of this agreement and for which the Qualified Vendor would otherwise be liable under this agreement. To the extent such indemnification is excluded by A.R.S. §41-621 et seq. or an obligation is unauthorized under A.R.S. §35-154, the provisions of this section shall not apply.
- 6.10.8.2 In the event of early termination, any funds advanced to the Qualified Vendor shall be returned to the Division within ten days after the date of termination or upon receipt of notice of termination of the agreement, whichever is earlier.
- 6.10.8.3 In the event the agreement is terminated, in whole or in part, with or without cause, or expires, the Qualified Vendor shall assist the Division in the transition of members to other Qualified Vendors in accordance with applicable rules and policies. Such assistance shall include but shall not be limited to:
- 6.10.8.3.1 Forwarding program and other records as may be necessary to assure the smoothest possible transition and continuity of services. The cost of reproducing and forwarding such records shall be borne by the Qualified Vendors.
- 6.10.8.3.2 Notifying of subcontractors and members.
- 6.10.8.3.3 Facilitating and scheduling medically necessary appointments for care and services.
- 6.10.8.3.4 Providing all reports set forth in this agreement.
- 6.10.8.3.5 Making provisions for continuing all management/administrative services until the transition of members is completed and all other requirements of this agreement are satisfied.
- 6.10.8.3.6 If required by the Division, extending performance until suitable arrangements have been made by the Division for a replacement Qualified Vendor.
- 6.10.8.3.7 If required by the Division, at the Qualified Vendor's own expense, assisting in the training of personnel.
- 6.10.8.3.8 Paying all outstanding obligations for care rendered to members.
- 6.10.8.3.9 Providing the following financial reports to the Division until the Division is satisfied that the Qualified Vendor has paid all such obligations: (a) a monthly claims aging report by provider/creditor including Incurred But Not Reported (IBNR) amounts; (b) a monthly summary of cash disbursements; and (c) copies of all bank statements received by the Qualified Vendor in the preceding month for Qualified Vendor's bank accounts. All reports in this section shall be due on the fifth day of each succeeding month for the prior month.
- 6.10.9 In the event the agreement is terminated in part, the Qualified Vendor shall continue the performance of the agreement to the extent not terminated.

**6.11 Agreement Claims**

All agreement claims or controversies under this agreement shall be resolved according to A.A.C. R6-6-2116.

## **SPECIALIZED HABILITATION WITH MUSIC COMPONENT**

### **Service Description**

This service provides a variety of interventions designed to maximize the functioning of consumers based on habilitation objectives identified by the ISP team. Interventions may include but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensory-motor development provided by a Board Certified Music Therapist.

### **Service Setting**

1. This service may be provided in the following settings:
  - 1.1 The consumer's home; or
  - 1.2 The consumer's community.
2. This service shall not be provided while the consumer is attending day treatment and training.
3. This service shall not be provided when the consumer is hospitalized.
4. This service shall not be provided in addition to another habilitation service when consumers live in group homes, vendor supported developmental homes (child or adult), skilled nursing facilities, non-state operated ICFs/MR, or Level I or Level II behavioral health facilities.

### **Service Goals and Objectives**

#### Service Goals

Facilitate the removal of barriers related to social interaction and independent functioning through the techniques available from a music therapist.

#### Service Objectives

The Qualified Vendor shall ensure that the following objectives are met:

1. Conduct an assessment of the consumer's strengths and needs concentrating on the concerns identified by the individual support plan. Areas of testing may include but are not limited to: social interactions, language, speech and communication skills, sensory-motor skills, sensory perception, cognitive function and skills to manage emotional expression.

Information for the System will be requested using the following structure:

1. Registration with the System. Applicants will register with the System in order to receive a password and gain access to the Qualified Vendor Application.
2. Vendor contract information. This feature of the System will collect information such as vendor name, street address, contact person, etc. (See “4. Vendor Application Contract Information” below.)
3. Qualified Vendor Application Assurances and Submittals form. This feature must be completed for the application process. (See “5. Qualified Vendor Application Assurances and Submittals” below.)
4. General vendor policy information. This feature collects information required for the application process relating to such items as the recruitment and training policies and the quality management plan of the Applicant. (See “6. General Vendor Policy Information” below.)
5. Administrative sites. This feature is only partially activated for the Application release. When the Directory release is made available, certain information regarding each administrative site operated by the Qualified Vendor will be required, and additional information will be optional. (See “7. Administrative Sites” below.)
6. General information on the service provided. Part of this feature is included in the Application component of the System, primarily to collect a program description for the service offered by the Applicant. In future releases, optional information such as staffing and references can be supplied by the Qualified Vendors. (See “8. Specialized Habilitation with Music Component” below.)
7. Geographic area/site information. This feature is not included in the Application release, but will be included in the Directory release. This feature will collect specific information about capabilities and capacity for the service, for each geographic area/site in which the service is to be provided (some of this information is required, and other information is optional). (See “9. Specialized Habilitation with Music Component Site Specific Information” below.)

The discussions that follow contain descriptions of the information that will be collected for both the Application release and the subsequent Directory release of the System. As a general rule, the information designated as required will have to be submitted with the Qualified Vendor Application and the information designated as optional may be submitted for the Directory.

The Directory will be used by consumers to identify potential providers and by the Division to match consumers’ service needs with providers. The more information given by an Applicant, the more likely that a consumer will identify that provider’s programs as meeting his/her needs. For example, if some of an Applicant’s direct service staff is bilingual, but this information is not provided, the Qualified Vendor Application can still be approved, but consumers requiring bilingual service staff will not find a match on that Qualified Vendor’s service if they make this

part of their search criteria. Thus, providing requested information will result in more matches when consumers search for services. Note that Qualified Vendors may update the optional information in the System, but changes to required items will require Division approval.

### **3. Instructions**

To register with the System, the Applicant will enter their vendor name, contact name and telephone number, their FEIN or SSN, their email address, and a password. The System will respond to the email address with a link to a secure section of the Qualified Vendor website. The Applicant will use their user name (email address) and password at this secure website for all future System interaction.

It will not be necessary to complete all information in one session. The Applicant will be able to save and leave the System and to sign on later and resume filling information where they left off. Also, it will be possible for more than one person to provide information. For example, one person may fill in all of the general information, but a different administrator may sign in using the Applicant's user name and password and provide information about the service. When the Applicant has entered all of the necessary information, the Application shall be submitted electronically for review and evaluation by the Division. The System will provide the capability for the vendor to print the Application and Qualified Vendor Agreement Award signature form, the Qualified Vendor Application Assurances and Submittals form, and all sections that were completed so that they may be signed and submitted to the Division as required to complete the Application.

Once the electronic information is submitted, it cannot be amended until after it has been processed as a Qualified Vendor Application. The amendment module of the System will be available at a later date. Applicants are advised to monitor the Division website for announcements regarding this component.

The following sections identify the information that the System will collect for Specialized Habilitation with Music Component. Failure to provide information in the required fields will cause the Application to be considered incomplete, and the Application will not be accepted by the Division's website until that information is provided and the Application is complete.

NOTE: When "½ page" is indicated, the System may accept more than ½ page. Applicants are strongly encouraged to limit their responses to ½ page. The Division reserves the right to truncate the response when responses longer than ½ page are prepared for publication in the Directory.

### **4. Vendor Application Contract Information**

For this section, the vendor shall identify their Federal Employer Identification number (FEIN) or Social Security number (SSN), AHCCCS ID, executive/owner name, and whether they are an agency, independent professional provider or an independent provider. The Applicant must provide their street, mailing, and payment/billing addresses, and contact information including telephone numbers and email address. They may also include fax numbers and their website

Each Application must have at least one Administrative Site identified before it will be accepted by the System. If an Applicant does not have a separate Administrative Site, the Applicant must create one in the System using the same corporate information entered on the Vendor Application Contract Information screen.

## 8. Specialized Habilitation with Music Component

The Applicant shall provide the information marked “required” in the Application component of the System or should provide the information marked “optional” in the Directory component of the System.

- Vendor experience for the service (optional)
  - Number of years of DES/DDD service provision
  - Number of years Arizona service provision
  - Number of years out of state service provision
  - Current unduplicated count of adults being provided with the service
  - Current unduplicated count of children being provided with the service
  - Number of full time direct service staff for the service
  - Number of part time direct service staff for the service
  - Median direct service staff years of experience providing the service
  - Median direct service staff years with the vendor
- Description of the program from referral through service delivery (up to ½ page) (required)
- Up to four references from a consumer’s legal representative for the service. The reference information includes the reference name, county/community, and telephone number. The reference information is optional. However, if it is provided, the Applicant **must** indicate that the reference has given permission to use them as a reference and that consumers may contact the reference. (optional)
- Responses to the following questions regarding wages: (optional)
  - What is the beginning wage for the direct service staff for the service?
  - What is the average wage for the direct service staff for the service?
  - Is there a salary differential provided, and if so, under what circumstances?
- Descriptions of any changes or additions to the descriptions for recruitment and training, incident reporting and correction systems, complaint/grievance process, program feedback, consumer involvement, and internal quality efforts that were provided in the general information section that are different for the specific service (optional but included on the Application version of the System)

## 9. Specialized Habilitation with Music Component Site Specific Information

When the Directory component of the System becomes available, the Qualified Vendor will be requested to provide specific information regarding the service provided to specific geographic areas through a particular administrative or corporate office/site. The Qualified Vendor will be provided with a dropdown list of the corporate site and any administrative sites entered into the System previously. The answers to the questions presented relate only to the service being provided by the corporate/administrative site selected from the dropdown list. As indicated below, the Applicant shall (required) or should (optional) provide the requested information for each service provided by or coordinated through each corporate/administrative site:

- Identify the geographic area(s) where this service is provided from this corporate/administrative site on a checkbox-list of counties/communities (required)
- Identify languages spoken by direct service staff - English, Spanish, American Sign Language, and others (optional)
- Identify languages spoken by the administrative staff (in particular, the contact/scheduling person(s)) – English, Spanish, and others (optional)
- Gender preference (male, female, no preference) (optional)
- Provide the number of full time and part time direct service staff for this service in this office and the number of years that the staff has provided this kind of service (optional)
- Indicate if accepting new referrals for adults and/or children (*this is important and should be kept up to date whenever the status changes*) (optional)
- Indicate the experience at this office in providing this service to four age groups (number of consumers served in each group): (optional)
  - 0-3
  - 4-17
  - 18-64
  - 65+
- Any changes or additions to the descriptions for recruitment and training, incident reporting and correction systems, complaint/grievance process, program feedback, consumer involvement, and internal quality efforts that were provided in the general information and service-specific sections that are different for the specific geographic area (optional)
- Identify the training and experience of the staff in this office for this service: (optional)
 

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Alternative communication</li> <li>○ Augmentative communication devices</li> <li>○ Autism</li> <li>○ List specific types of training and experience related to individuals with autism (e.g. PACE, Lovaas)</li> <li>○ Cerebral palsy</li> <li>○ Client intervention training level</li> </ul> | <ul style="list-style-type: none"> <li>○ Client intervention training level II</li> <li>○ Epilepsy</li> <li>○ First aid treatments, self recognition of symptoms of illness</li> <li>○ Home accident prevention</li> <li>○ Implementing and following therapy home programs</li> <li>○ Mental Retardation</li> </ul> |
|--|--|