



Assistance. Advocacy. Answers on Aging.

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PROVIDER NEWSLETTER

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Request for Proposals

ACMS is soliciting proposals from vendors/agencies to provide year round supportive and nutritional services to older adults (60+ years of age) and individuals with disabilities (18-59 years of age) who reside in Fayette, Lauderdale, Shelby and Tipton counties.

Funding from July 1, 2010 – June 30, 2011 (FY '11) will be available to selected providers under the Older Americans Act (OAA), Family Caregiver (FCP) and Options Program.

Provider agencies with current ACMS contracts will need to reapply for this annual RFP process. Please complete and return an Expression of Interest Form. *An Expression of Interest Form is attached electronically to this newsletter mailing.*

Provider agencies applying that do not currently have a contract for services under OAA, FCP and Options Programs should return their Expression of Interest Forms with attached copies of their Business License, Professional Licenses as required for the service that they wish to provide, and Proof of Insurance (minimum of \$500,000 each workman's comp and general liability).

When ACMS receives your Expression of Interest Form, with documentation, if required, your organization will be placed on the list to receive the complete RFP Application when it becomes available on December 30, 2009.

There will be an Informational Session regarding preparation of the FY'11 RFP on Wednesday, January 7, 2010 at 10 am at ACMS.

The deadline for submitting completed applications is January 25, 2010 at 4 pm. Due to the competitive nature, deadlines will not be extended.

Interested organizations with questions about this process may contact Elaine Graf via email at egraf@agingcommission.org or call (901) 515-2129.

Unlicensed Care Facilities

Written by

Sandy Smegelsky, District Ombudsman

All providers work hard every day to protect their clients and to prevent abuse and neglect. To protect your clients, make sure that they are not living in an unlicensed facility, especially if they reside in a care home.

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Unlicensed Care Facilities

continued

When providing services in institutional homes, ask if they are licensed by the Department of Health (as Homes for the Aged) or by the Department of Mental Health (as Supportive Living Facilities). Look for a current license posted on the wall. Smaller homes with only 2 or 3 individual residents may not require a license from the state, but any home within the City of Memphis caring for 2 or more residents unrelated to the operator must have a Personal Care Home Permit from the Health Department.

It is important to have a license or permit because this indicates that the operators have met fire safety and structural codes for the protection of their residents. It also means that medications are properly locked and stored, that there is a sufficient supply of nutritious food, and that the operator is open to regular quarterly and annual inspections to ensure quality care of residents.

We are all required by state law to contact Adult Protective Services (901-320-7220) anytime that abuse or neglect is suspected in a private home or care home setting. In addition, if a provider feels that something is “off”, finds residents restrained, frightened or in unsanitary conditions be sure to contact the Ombudsman Program (901-527-0208, ext. 215). Report unlicensed facilities to the Ombudsman. The Ombudsman can also help access databases to verify whether a facility is licensed.

WAIVER UPDATE

Call for Assisted Care Living Facilities (ACLF) & Adult Day Cares (ADC)

The HCBS Elderly/Disabled Waiver Program is currently recruiting ACLF and ADC to become providers for the Waiver Program.



ACLF and ADC services are available for our elderly and disabled Waiver enrollees.

Adult Day Care – Community-based group programs of care lasting more than three (3) hours per day but less than twenty-four (24) hours per day provided pursuant to an individualized plan of care by a licensed provider not related to the participating adult.

Assisted Care Living Facility – Personal care services, homemaker services and medication oversight (to the extent permitted under state law) provided in a home-like environment in a licensed Assisted Care Living Facility. Coverage shall not include the costs of room and board. Reimbursement will be a maximum of \$1,100.00 per month.

We will also be recruiting for Adult Care Homes very soon which is a new service for the Waiver Program for the upcoming year. Waiver enrollees typically meet Level I nursing facility criteria, however, Adult Care Homes will be Level II care.

If you or anyone you know may be interested in becoming a provider for any of these services, please contact Jennifer Lowe, Medicaid Waiver Quality Assurance Specialist at 901-515-2088.

The Aging Commission of the Mid-South is funded in part by the Tennessee Commission on Aging and Disability, Shelby County Government, and the City of Memphis.

FY '11 RFP Timeline



December 4, 2009.....

Call for RFP issued.

Interested providers please complete and return an Expression of Interest Form (attached to this newsletter mailing). All providers that do not hold a current contract for services under OAA, FCP and Options must attach the following documents:

- **Copy of a Current Business License**
- **Copy of Professional Licenses for the services that they propose to provide (PSSA, Adult Day Care, Nursing Facility, etc).**
- **Proof of Insurance**

December 30, 2009

RFP applications will be available both hard copy and electronically to organizations that have submitted an Expression of Interest Form.

January 7, 2010.....

Technical Assistance Training in the ACMS large conference room from 10 am – 12pm. This is mandatory for new providers but optional for returning providers.

January 25, 2010.....

RFP applications are due in the ACMS office by 4 pm.

April, 2010.....

Notification letters will be sent to providers.

