ATTACHMENT 2

TECHNICAL SECTION – FAMILY CAREGIVER SUPPORT PROGRAM
& KINSHIP CAREGIVER SUPPORT PROGRAM

The Technical Section of the proposal defines the methodology for delivering the services in Section 3, FCSP Scope of Work to be Performed and Section 5 KCSP Scope of Work to be Preformed, of the Request for Proposal. For each of the following items in # A – H, describe what you propose to do and how you propose to do it. Be as concise as possible.

If proposing for KCSP, please complete a separate Technical Section.

Your response to this entire section is not to exceed ten (10) pages.

A. Services to be Provided (10 points total)

1. Provide a description of your organization including the location, vision for service to unpaid caregivers in Snohomish County and how this service provision fits with the mission statement of your organization. Describe how your agency provides service to unpaid caregivers—give an example of an information giving contact with an unpaid caregiver and provide an example of a staff member utilizing the TCARE assessment, consultation and care planning tools. Please describe your organizations greatest asset for working with unpaid caregivers. (5 points)

2. Based on Requested Funds, what is your organization’s unduplicated minimum Client caseload capacity throughout the contract year under FCSP and KCSP (if proposing for KCSP)? How many unpaid caregivers can be maintained, served or actively managed in relation to the funds requested? (5 points)

B. Conducting In-Home Assessments (10 points total)

1. Once Covid-19 restrictions lift, what is your organization’s plan for conducting in-home assessments utilizing the TCARE assessment tool? Describe training provided by your organization to prepare staff for conducting in-home assessments. How does your organization ensure staff accountability regarding home visits? (5 points)

2. Please describe person centered approaches utilized by your organization regarding leadership practices, staff training and practice approaches staff use when in a Client’s home.
(5 points)
C. Outreach Events (5 points total)

Please describe your outreach plan for the programs your organization is proposing. Describe techniques that will be used to conduct outreach efforts aimed at potential participants. What community partners or gatekeepers will you approach to help spread the word? How will your organization encourage people of color, limited/non-English speaking older persons, unpaid caregivers in rural areas of the County, and other target populations to utilize this service?
(5 points)

D. Quality Assurance (5 points total)

What is your organizations method for ensuring that data is recorded timely and required reports and documentation are completed timely? What is your organizations approach to maintaining fidelity to program expectations?
(5 points)

E. Emergencies (5 points total)

Describe plan for responding to weather related emergencies and/or client illness and methods used to explain procedure to clients.
(5 points)

F. Orientation and Training (5 points total)

Describe how your organization recruits and screens staff for qualifications, orients and trains new employees for the programs your organization is proposing and describe how staff are mentored to interact with unpaid caregivers.
(5 points)

G. Interagency Coordination (5 points total)

Describe plan and schedule for developing and executing interagency coordination agreements for the programs your organization is proposing—be sure to include other FCSP contractors to support the FCSP Network.
(5 points)

H. Client Grievances (5 point total)

Describe methods of receiving and responding to client grievances. How will paid staff and volunteers, if applicable, be trained about the organization’s grievance procedure? How will participants be informed about the grievance policy?
(5 points)