



COMMUNITY CONTRACT ASSESSOR

Request for Qualifications

The Mid-America Regional Council's (MARC) Department of Aging and Adult Services is seeking contractual personnel to complete new and reassessments for multiple service lines within the department.

The Department is also a designated Area Agency on Aging for Cass, Clay, Jackson, Platte and Ray counties in Missouri. Medicaid and Older American's Act (OAA) reassessments will take place in all five counties.

Recruitment

- Unlimited earning potential after training period!
- Seeking highly-motivated, qualified individuals who work well independently.
- Ideal applicants are interested in improving the health and quality of life of older adults and individuals with disabilities.
- Applicants must live in the Kansas City region and have reliable transportation to travel throughout the region.

Training and Meetings as needed (below is a sample of training for Medicaid reassessments; training will vary based on programs):

- The Contractor will complete online training through the State of Missouri Department of Health and Senior Services (DHSS) Division of Senior and Disability Services (DSDS).
- The Contractor will then shadow a state worker or MARC employee in the field.
- There may be further meetings and trainings after the initial training period.

Re-assessment Home Visits (below is a sample of training for Medicaid reassessments; training will vary based on programs):

- The Contractor will utilize person-centered assessment techniques, using the InterRAI instrument, to conduct an annual reassessment to Medicaid participants.
- The Contractor will be assigned re-assessments by MARC staff and must follow strict deadlines set by DSDS for completion of each assessment. This includes the following:
 - A comprehensive, functional re-assessment using the InterRAI instrument.
 - Updating or changing an individualized care plan.
 - Completion of a detailed case note.
 - Uploading paperwork signed by the participant.
- The contractor will use MARC-issued equipment to complete the assessments in the participant's home, in the community, or at their own homes. The equipment includes the following:
 - A notebook
 - A MiFi
 - A portable scanner
- The contractor will work closely with the MARC-assigned supervisor, and possibly state employees.

Required Qualifications

- Applicants must meet ONE of the following experience OR education requirements:
 - A bachelor's degree from an accredited college or university;
 - A Registered Nurse (RN) who is licensed and in good standing in Missouri;
 - A Licensed Practical Nurse (LPN) who is licensed and in good standing in Missouri with one or more years working as an LPN;
 - One or more years of experience as a Social Services Specialist;
 - Four or more years of experience with the Division of Senior and Disability Services (DSDS) or an Area Agency on Aging; OR
 - Multilingual and approved through DSDS.

Preferred Qualifications

- Ease with rapport-building with older adults and individuals with disabilities.
- Comfortable with in-home visits in all parts of the Kansas City region.
- Experience working with a diverse population.
- Experience working with cloud-based applications.
- Proficiency with Microsoft Office applications.
- Available to work at least 15 hours per week at a minimum.
- Availability for training during office hours (9 am – 5 pm).
- Able to travel in personal vehicle throughout the five-county region.

Note for applicants: Studies have shown that women and people of color are less likely to apply for jobs unless they believe they check all the boxes in a job description. We are most interested in finding the best candidate for the job. If you think you have the skills for the job, we encourage you to apply, even if you don't meet every one of the listed qualifications

Minimum Assessment Capacity or Caseload

MARC seeks Assessors who commit to a minimum of 10 assessments per week (or roughly 15 hours per week or work). This opportunity is not ideally suited to those who can only do sporadic or periodic work.

Background Check

- **Contractors are required to pass a background check, initiated by MARC.**

Aging Assessor rate updates are contained in the table below:

Compensation: The MARC Aging and Adult Services Assessor will be compensated based upon the following reimbursement schedule			
Activity	Description	Rate	Unit
Orientation Training	Training with brief testing (in-person and online); shadow an existing assessor in the field; training reimbursement is payable upon completion of the first submitted assessment to MARC	\$27	Hour
Older Americans Act (OAA) Assessment	For services such as home-delivered meals	\$50	Assessment
Telephonic Assessment	Assessment conducted remotely (telephonic or video), for Older Americans Act or integrated care initiatives	\$30	Assessment
In-depth Assessment	Deeper assessment of client characteristics, functional status, etc., including Arizona Self-Sufficiency Matrix, or similar.	\$65	Assessment
Medicaid Re-Assessments	Testing period, before anticipated value-based contract	\$75*	Assessment
	After anticipated value-based contract	\$92*	Assessment
	Rate if value-based quality scores are attained	\$128*	Assessment
Care Management/Community Support/Options Counseling	Initial Veterans Directed Care (VDC) in-home visit, FMS enrollment, assessment, and options counseling; initial integrated care in-home visit and care plan development	\$300	Per client/per first month
Ongoing care management, community support, or options counseling	Including self-directed services assessment and enrollment	\$190	Per client/per month

Miscellaneous	At discretion of supervisor, reimbursement may be available for extra duties performed by the assessor at a mutually agreed upon rate	\$27	Per hour, unless otherwise specified
*Medicaid re-assessment rate is dependent upon State funding, MARC's value-based contract, and attainment of quality scores			

NOTE: This is a 1099 contract position. Travel reimbursement and other office supplies (not listed above) are not provided by MARC; however, respondents are encouraged to explore potential deductions from federal tax liability with a tax professional.

Submittal Information:

Please provide your response in electronic format at this link: <http://www.marc.org/Jobs/Job-Application.html>.

The following items should be addressed in your response:

- Name
- Address
- Phone number
- Email address
- Resume: provide current resume with education, certifications, and work experience.
- Cover letter: provide additional information on background, including experience, education, and skills necessary to perform the required work. Indicate specific credentials that make the individual well suited to meet MARC's requirements.

Questions

Questions may be submitted by email to Shannon Halvorsen at shalvorsen@marc.org.

Mandatory Reporting

All instances of suspected elder abuse and neglect must be reported to the State-administered Elder Abuse & Neglect Hotline, (800) 392-0210.

Likelihood of serious physical harm definition: one (1) or more of the following: 4 CODE OF STATE REGULATIONS (11/30/06) ROBIN CARNAHAN Secretary of State Division 15—Division of Senior and 19 CSR 15-7—DEPARTMENT OF HEALTH AND SENIOR SERVICES Disability Services (A) A substantial risk that physical harm to an adult will occur because of failure or inability to provide for essential human needs as evidenced by acts or behavior which have caused harm or which give another person probable cause to believe that the adult will sustain harm; (B) A substantial risk that physical harm will be inflicted by an eligible adult upon him/herself, as evidenced by recent credible threats, acts or behavior which have caused harm or which places another person in reasonable fear that the eligible adult will sustain harm; (C) A substantial risk that physical harm will be inflicted by an eligible adult upon another as evidenced by recent acts or behavior which has caused harm or which gives another person probable cause to believe the eligible adult will sustain harm; or (D) A substantial risk

that further physical harm will occur to an eligible adult who has suffered physical injury, neglect, sexual or emotional abuse or other maltreatment or wasting of his/her financial resources by another person.

Performance Period:

Performance periods generally follow the State Fiscal Year (SFY), July 1 – June 30 of the subsequent year, and contracts are renewed annually thereafter. Due to the rolling nature of this RFQ, partial fiscal year contracts, or contracts that exceed a single fiscal year may be executed, but annual renewal after the initial performance period will apply.

Anticipated RFQ Process Schedule

Release of RFQ: June 2018 (original), August 2019 (updated), June 2022 (updated)
Deadline for Responses: Rolling responses are accepted until this opportunity is removed from postings
Begin Services: Rolling start dates
All agreements are subject to final approval by the MARC Board of Directors.

Engagement

This RFQ does not commit MARC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received because of this request, or to cancel any or all of this RFQ, if it is considered in the best interest of MARC.

Affirmative Action Policy

MARC hereby notifies all respondents that it will affirmatively ensure that minorities and women will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability, or veteran status in consideration of the contract award.

Confidentiality of Information Contained in the Responses

All proposals received by MARC are subject to the Missouri Sunshine Law and the U.S. Freedom of Information Act. To the extent possible, MARC will keep information contained in bid proposals/responses confidential. Respondents are required to identify those portions of their bid document that they consider proprietary. An entire bid document may not be protected. All proposals and supporting documents will remain confidential until a final contract has been executed.