**#2022-HCS-8000**

**Training First Responders Bid Work Plan Template**

**(Must be submitted with bid)**

***Person Responsible and Bidder’s Qualifications to Deliver Planned Scope of Work and Services must be populated by bidder.***

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| **Scope of Work Prescribed Tasks** | **Timeline** | **Person(s) Responsible** | **Bidder’s Qualifications to Deliver Planned Scope of Work and Services** |

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| 1. Appoint an advisory committee that will minimally include first responders, emergency medical and mental health personnel, school administrators, the Agency for Persons with Disabilities (APD), Florida Department of Law Enforcement, service providers, family members, and individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors. | | | |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| Select advisory committee members with input from FDDC staff. | September 30, 2022-  October 31, 2022 |  |  |
| Hold virtual advisory committee meetings at least once each quarter. | November 1, 2022-  August 15, 2023 |  |  |
| Develop meeting minutes and document input from advisory committee. | November 1, 2022-  August 15, 2023 |  |  |
| Submit minutes of advisory committee meetings with appropriate quarterly deliverables. | December 15, 2022; March 31, 2023; May 31, 2023; September 15, 2023 |  |  |
| 1. Investigate state legislative rules and policies regarding training of law enforcement personnel, first responders, and emergency medical and mental health personnel in I/DD and co-occurring mental health diagnoses and/or challenging behaviors, including autism. | | | |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| Gather legislative requirements and rules, policies, and practices regarding training for law enforcement personnel, school resource officers, and 911 operators in Florida. | September 30, 2022-February 28, 2023 |  |  |
| Gather formal policies and practices regarding training for other first responders, hospital ER personnel, and Baker Act receiving facilities. | September 30, 2022-February 28, 2023 |  |  |
| Provide a report summarizing the findings regarding the current state of training in Florida for the stated populations. | Draft report submitted February 28, 2023,  final report submitted March 31, 2023 |  |  |
| 1. Survey existing training in Florida (e.g., Autism Society Florida, Centers for Autism and Related Disabilities (CARD), Florida Department of Law Enforcement, Adult Protective Services, foster care system). | | | |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| Identify providers of existing training in Florida who educate the stated populations about individuals with I/DD and co-occurring mental health diagnoses and/or challenging behaviors, including autism. | September 30, 2022-February 28, 2023 |  |  |
| Access existing training curriculum for review when possible. | September 30, 2022-February 28, 2023 |  |  |
| Construct an annotated list of existing training in Florida for the stated populations. | Submitted March 31, 2023 |  |  |
| 1. Develop training for law enforcement personnel, first responders, and emergency medical and mental health personnel to include: Recognizing and effectively communicating and interacting with individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors, to include strategies for communicating verbally and through augmentative and alternative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations. | | | |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| Identify, revise, or develop training curriculum for the stated populations that can be implemented live or virtually to include identification of individuals who have co-occurring mental health diagnoses and/or challenging behaviors, to include strategies for communicating verbally and through augmentative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations. | Draft due March 31, 2023 |  |  |
| Identify, revise, or develop evaluation measures that include pretest-posttest of knowledge, attitude toward individuals with I/DD and co-occurring mental health diagnoses and/or challenging behaviors, and self-efficacy of training participants. | Draft due March 31, 2023 |  |  |
| 1. Pilot training in three areas of the state (two must be live and one virtual) with law enforcement personnel, first responders, and emergency medical and mental health personnel, and revise, as necessary. | | | |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| Submit final pilot version of training curriculum and evaluation measures. | May 1, 2023 |  |  |
| Provide two live pilot trainings to the stated populations in different areas of the state. | May 1, 2023-July 31, 2023 |  |  |
| Provide one pilot virtual training in a third area of the state. | May 1, 2023-July 31, 2023 |  |  |
| Collect evaluation data from the three trainings and analyze results. | May 1, 2023-  September 15, 2023 |  |  |
| Revise training, as necessary. | August 1, 2023-  September 15, 2023 |  |  |
| 6. Fulfill Council programmatic requirements. | | | |
| Scope of Work Prescribed Tasks | Timelines | Person(s) Responsible | Bidder’s Qualifications to Deliver the Planned Scope of Work and Services |
| Complete and submit an updated work plan. | December 15, 2022; March 31, 2023; May 31, 2023; September 15, 2023 |  |  |
| Participate in a mid-term review of the project. | No later than March 31, 2023 |  |  |
| Complete and submit an Executive Summary with the final deliverable that provides all components set forth in the contract (e.g., overview of major activities, outputs, outcomes, summary and analysis of data, recommendations for future action). | September 15, 2023 |  |  |