

## Home and Community-Based Services (HCBS) Rules CONCEPT FORM

Vendor name	Social Vocational Services
Vendor number(s)	PH1345, PH1346, PH1387, PH1849, PH1659, PH1347, PH0694, PH0303, PH1076, PH1864, HH0759, HH0762
Primary regional center	Harbor Regional Center
Service type(s)	Day Program, Supported Employment
Service code(s)	055, 950
Number of consumers currently serving and current staff to consumer ratio.	836 total consumers currently served
Have you or the organization you work with been a past recipient of HCBS Funding?	yes
Please provide a brief description of the service/ setting that includes what a typical day consists of and how services are currently provided; include barriers to compliance with the HCBS rules.	<p>The CMS Rule focuses on an individual's full access to the benefits of community life, the opportunity to receive services in the most integrated setting appropriate and enhancing the quality of service based on the individuals choice while respecting and protecting their individual rights.</p> <p>Currently the schedule of activities participated in by clients at Social Vocational Services are developed by the staff person with the input from clients in order to develop various clubs. Each month an administrative staff meets with each individual client to choose the clubs they are interested in and an individualized schedule is developed. In the Supported Employment Program there are expectations that the Employment team assist the client in obtaining a job they desire but this process is often limited by the client's ability to communicate their true interest and understanding of the jobs they are seeking.</p>
Identify which HCBS federal requirements this concept addresses that are currently out of compliance.	Each individual in SVS Day Programs participates to some degree in the development their INSP as well as their monthly activity schedules. These plans and schedules are the basis for daily service activities. Currently no SVS staff are certified to train Person Centered Planning curriculum. This knowledge base would improve our ability to personalize service to a higher degree.
Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.	SVS will develop a new position Person Centered Planning Coordinator and will require the Person Centered Planning Coordinator to become a credentialed trainer through a PCP certification program for example; Mains'I,/The Learning Community or other RC approved Person Centered Thinking accreditation. 8This certification will enable the Person Centered Planning Coordinator to train Program Directors and

## Home and Community-Based Services (HCBS) Rules CONCEPT FORM

	<p>Case Managers in person centered plan facilitation; Which in turn enables Program Directors and Case Managers to utilize the approach when developing INSPs and then training the staff to use the approach when implementing INSPs. The PCP will provide training to Employment Specialists to ensure client's employment goals include their vision for future career aspirations. Additionally, SVS will work with the Person Centered Planning Coordinator to offer families and care providers Person Centered planning training which will allow for the provision of choice making and subsequent respect for choices made. SVS and the PCP will offer Person Centered approach training to other vendors Community members, training as needed, on the person center planning process. We believe that this training will provide a sustainable method to improve SVS compliance with Federal Requirement #4.</p>
<p>Please describe your person-centered approach<sup>1</sup> in the concept development process; how did you involve the individuals for whom you provide services?</p>	<p>Throughout the year, individuals served in this program express their desire to their supervisors or administrative staff for expanded, new or different opportunities to address their goals. In addition, SVS performs annual satisfaction surveys with each of its program participants in order to gather more information about what they want and need from SVS services. SVS also supports Regional Client Advisory Committees. The committees are comprised of persons who represent each program within each SVS region. The SVS Regional Director facilitates the meeting once each quarter and help committee members communicate feedback about their programs. SVS would propose the PCP attend one (per region) Regional Client Advisory meeting to provide both guidance and training to both the clients and the Regional Director to better listen and work in partnership in developing the best services. The minutes include information that is addressed at the local program level but also collects input that is more global to SVS that is then shared with the SVS Board of Directors. The Board of Directors review client input and requests and respond back to the committees in writing</p>
<p>Does the concept address unmet service needs or service disparities? If so, how?</p>	<p>Yes, currently this need is unmet with individuals who have difficulty communicating their wants and needs verbally with their program administrators. PCP training will help to teach SVS administrators how to better include the client and use different perspectives to create programming that</p>

<sup>1</sup> A person-centered approach emphasizes what is important to the individual who receives services and focuses on personal preferences, satisfaction, and choice of supports in accessing the full benefits of community living. For more information regarding person-centered practices, please visit [www.nasdds.org/resource-library/person-centered-practices](http://www.nasdds.org/resource-library/person-centered-practices).

## Home and Community-Based Services (HCBS) Rules CONCEPT FORM

	truly reflects the individuals needs and desires despite communication barriers.
Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.	<p>\$166,406.40 - 2years of salary (including overhead)  Travel expenses – \$10,600.00  Computer/office supplies - \$3000.00  Cell allowance - \$840.00  Training - \$20,000.00  <b>Total funding request for the two year grant period -See fiscal year benchmark attachment following this section for more information</b></p>
Total requested amount.	\$ Total funding requested: \$ 200,846.40
What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?	<p>SVS is requesting that this be a multi-year project, FY 2018/2019 and FY 2019/ 2020 – asking for two fiscal years of funding.</p> <p>The plan for SVS to hire a Person Centered Planning Coordinator who will become a credentialed PCP trainer helps to sustain person centered benefits within SVS overtime as the position will train SVS Administrators and staff. Training may also take place with other vendors or families which also achieves person centered sustainability by establishing a more well-rounded approach to services and the individual. The SVS staff that are trained will use the PCP training while working with individuals and SVS administrators who have been trained will continue to teach staff as necessary when turnover occurs.</p>

### Project Milestones

	Description of Milestone	Projected Cost	Deadline for Completion
1	Develop job description, hire PCP Coordinator, introduction to programs, PCP philosophy and service delivery within SVS	\$8,368.60	07/31/19
2	PCP will attend PCP certification training & begin to assess and operationalize PCP “Best Practices” for training SVS administrators. Attend orientation on logistics & training planning.	\$8,368.60	08/30/19
3	Attend PCP certification training as a trained individual to review presentation process and delivery of information.	\$8,368.60	09/30/19
4	Begin Assessment of each program that will inform of the training plan to be developed for all participating vendor numbers.	\$8,368.60	10/31/19

## Home and Community-Based Services (HCBS) Rules CONCEPT FORM

5	Develop materials on PCP to share with SVS administrators, clients and families. Begin scheduling training sessions with administrators. Meet together with clients.	\$8,368.60	11/30/19
6	Attend PCP certification training as a trainer with the assistance of a credentialed mentor to provide training of the PCP principles to SVS administrators. Continue to review plans integrating PCP principles within parameters of the INSP.	\$8,368.60	12/31/19
7	Continue scheduling training sessions with administrators. Meet together with clients. Continue to review plans integrating PCP principles within parameters of the INSP.	\$8,368.60	01/31/20
8	Attend PCP certification training as a trainer with the assistance of a credentialed mentor to provide training of the PCP principles to SVS administrators. Continue Assessment of each program that will inform of the training plan to be developed.	\$8,368.60	02/29/20
9	Begin scheduling training sessions with administrators. Meet together with clients. Continue to review plans integrating PCP principles within parameters of the INSP.	\$8,368.60	03/31/20
10	Attend PCP certification training as a trainer with the assistance of a credentialed mentor to provide training of the PCP principles to SVS administrators.	\$8,368.60	04/30/20
11	Begin scheduling training sessions with administrators. Meet together with clients. Continue to review plans integrating PCP principles within parameters of the INSP.	\$8,368.60	05/31/20
12	Distribute among all stakeholders a "PCP Project Year One Review" document outlining the trainings planned key changes in approaches and outcomes relative to PCP activities and SVS service delivery.	\$8,368.60	06/30/20
13	Begin training sessions with administrators. Meet together with clients. Continue to review plans integrating PCP principles within parameters of the INSP.	\$8,368.60	07/31/20
14	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	08/31/20
15	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	09/30/20

**Home and Community-Based Services (HCBS) Rules  
CONCEPT FORM**

16	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	10/31/20
17	Conduct plan review and provide PCP input for all clients in participating vendor numbers. Assess each programs training plan for potential revisions or additions.	\$8,368.60	11/30/20
18	Develop an information gathering, feedback vehicle targeting clients, parents, care providers satisfaction tool – “PCP Project – Completion”	\$8,368.60	12/31/20
19	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	01/31/21
20	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	02/28/21
21	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	03/31/21
22	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	04/30/21
23	Continue monthly training sessions with SVS administrators and meet together with clients. Continue to review plans integrating PCP principles within the parameters of the INSP.	\$8,368.60	05/31/19
24	Distribute among stakeholders “PCP Project Completion Review” document outlining key changes in approaches and outcomes relative to PCP activities include survey information from clients, parents, care providers & HRC.	\$8,368.60	06/30/21