

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

Vendor name	Cole Vocational Services
Vendor number(s)	H69400, H28977
Primary regional center	San Gabriel Pomona Regional Center
Service type(s)	Adult Day Center
Service code(s)	510
Number of consumers currently serving and current staff to consumer ratio.	140 and current ratio is 1:3
Have you or the organization you work with been a past recipient of HCBS Funding?	Yes – through other regional centers
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>Cole Vocational Services offers structured, activity-based day programs that give individuals the chance to achieve goals, become independent and be active in the community. The 2 programs listed above are both center licensed programs with a community service component. Individuals arrive via third party transportation and employees utilize their personal vehicles to transport for community integration or public transportation may be used, if available. We have remained largely in program and have ventured out in small groups. Transport was provided by staff in their private vehicles. The types of outings were short trips, shopping or to the movies. As we began to move forward with activities that require getting our clients out in the community on a daily basis, we found that a more efficient approach to transportation will be required as we continue to increase community integration in the ways our clients have requested.</p>
Identify which HCBS federal requirements this concept addresses that are currently out of compliance.	<p>CVS has conducted a self-assessment of this day program and determined that we are not in full compliance with Federal Requirement #1: we lack the resources, vehicles and enhanced staffing to integrate all of our individuals in the community.</p> <p>Federal Requirement #3: we lack of technology and tools to communicate with individuals based on their method of communication.</p> <p>Federal Requirement #4: we lack of transportation options, which limits options for choice of activities for individuals.</p>

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	<p>Federal Requirement #5: due to our ratio of 1:3 and staff taking time off, the individual may not be provided with the options they would prefer for staff and interaction with others.</p>
<p>Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.</p>	<p>In order to achieve full compliance we are proposing the addition of Community/Activity Coordinators (AC), wheelchair accessible vans, additional staff, technology and to get managers certified as a Train the Trainers for Person Centered Thinking. These resources will make it possible for CVS to identify and access opportunities for Competitive Integrated Employment (paid or volunteer). The AC will identify and develop additional integrated community sites to create the capacity for all individuals to participate in integrated community activities at least 50% of their program day. The addition of the vans will facilitate increased access to these integrated sites. The AC and staff members assist each client as they direct the design of their ISP and activity schedule. Outings may be at a volunteer site, community center, shopping center, or other location of the clients choosing. Staff will provide the least restrictive method of supports, in order to afford the clients the opportunity to be as independent as possible.</p>
<p>Please describe your person-centered approach¹ in the concept development process; how did you involve the individuals for whom you provide services?</p>	<p>Over the past several months, CVS has been diligently working with individuals to meet their community integration and vocational interests. During ISP meetings, CVS shares the requirements in the CMS guidelines. During these meetings we are requesting input on the programs and overall services they are receiving.</p>
<p>Does the concept address unmet service needs or service disparities? If so, how?</p>	<p>Our concept addresses service disparities by reducing the barriers that impede getting all CVS program individuals engaged in the community on a daily basis.</p> <p>Specifically, the concept includes:</p> <ul style="list-style-type: none"> • increasing staffing to allow for an enriched staff-to-person served ratio that will enable those individuals who may need 1:1 support to build job skills or to receive job training or for additional supervision when in the community for individuals with behaviors and/or who may need assistance with ambulation. • Two vehicles, per program, with wheelchair accessibility that will allow staff to transport clients

¹ 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.

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	<p>from the program site to the community to participate in community engagement, get to volunteer destination sites timely and return timely for end of day and to quickly return to the center in the event of a personal need or other non-medical emergency.</p> <ul style="list-style-type: none"> • A Community/Activity Coordinator, for each program, to develop formal partnerships with local businesses and non-profit agencies for employment and volunteer opportunities so our clients may participate in community service projects or choose different activities in the community. • Train the Trainer program for “Person Centered Thinking” certification and training for staff. CVS believes that in order for all programs to be successful and in compliance with the Federal Requirements all staff must be trained to shift their mindset to person center thinking. It cannot be accomplished without continued training. • Technology - CVS has limited technology resources to promote advocacy and community skills. The use of technology will enhance the communication and advocacy skills of our consumers..
<p>Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.</p>	<p>2 - Community/Activity Coord wages w/benefits \$80,500 4 - Van Acquisition \$220,000 4 – maintenance for vans (Ins, Gas, repairs) \$69,792 Technology – Assistive Technology- \$10,000 Train the Trainer certification & training for staff - \$78,504</p>
<p>Total requested amount.</p>	<p>\$458,796</p>
<p>What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?</p>	<p>Add'l staffing: submit addendum to our program design to incorporate the enhanced ratios for individuals to receive additional supports to build on job readiness skills and job coaching while on the job.</p> <p>Vehicles – keep these vehicles and continue to utilize them to transport individuals to volunteer sites and community integration.</p> <p>Community/Activity Coordinator position – Submit addendum to the program design and work with the regional center in order to continue to be reimbursed ongoing.</p> <p>Staff Training – continue to provide refresher trainings for all management and staff during regular staff meetings.</p>

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	Technology – continue to utilize the equipment to encourage individuals in the areas of communication, community research development and vocational interests.
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