

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

Vendor number(s)	H31721, HT0105, HT0199
Primary regional center	Tri Counties Regional Center
Service type(s)	Adult Day Center
Service code(s)	510 & 515
Number of consumers currently serving and current staff to consumer ratio.	134 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 programs listed above are licensed center facilities. In the licensed center, 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. In the past 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 <b><u>Federal Requirement #1:</u></b> <i>“The setting is integrated in and supports full access of individuals receiving Medicaid HCB Services to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services.”</i></p> <p>Reason for being out of compliance with this requirement – we lack the resources, vehicles and enhanced staffing to integrate all of our individuals in the community.</p> <p><b><u>Federal Requirement #3:</u></b> <i>Ensures an individual’s rights of privacy, dignity and</i></p>

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	<p><i>respect, and freedom from coercion and restraint.</i></p> <p>Reason for being out of compliance with this requirement – lack of technology and tools to communicate with individuals based on their method of communication.</p> <p><b><u>Federal Requirement #4:</u></b> <i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p> <p>Reason for being out of compliance with this requirement – lack of transportation options, which limits options for choice of activities for individuals.</p> <p><b><u>Federal Requirement #5:</u></b></p> <p><i>Facilitates individual choice regarding services and supports, and who provides them.</i></p> <p>Reason for being out of compliance with this requirement - 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 a Community/Activity Coordinator, 2 wheelchair accessible vans, additional staff and technology. These resources will make it possible for CVS to identify and access opportunities for Competitive Integrated Employment (paid or volunteer). The Community/Activity Coordinator 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 2 vans will facilitate increased access to these integrated employment and community activity sites.</p> <p>The Community/Activity Coordinator is responsible for initiating a broad array of community partners in order to cultivate integrated community involvement. The Community/Activity Coordinator's primary responsibilities are:</p> <ul style="list-style-type: none"> <li>• Establish functional age appropriate and accessible community integrated sites</li> <li>• Review activity schedules and facilitate an activity schedule planning session with the individuals and the staff</li> <li>• Provide training to staff regarding activity delivery methods and techniques</li> <li>• Maintain curriculum binders related to making choices, planning schedules and community activities</li> <li>• Ensure varied/age appropriate activities are planned and</li> </ul>

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	<p>offered to individuals</p> <ul style="list-style-type: none"> <li>• Establish activity plans for each community location, which includes a variety of activities for the location and specific tools needed and recommended training techniques in that particular setting</li> <li>• Conduct site checks in the community to ensure the locations remain beneficial to the individual and staff are providing the appropriate support</li> </ul> <p>The Community/Activity Coordinator and staff members assist each client as they direct the design of their Individual Service Plan (ISP) and activity schedule. The Activity Coordinator develops locations with the primary goal to increase participant's community access, skills and independence.</p> <p>Below are some examples of community sites and activities:</p> <ul style="list-style-type: none"> <li>• Adopt a Garden - Community Garden: Provides opportunities to support the beautification of local communities, work alongside other gardeners and develop gardening skills, etc.</li> <li>• Community College: Obtaining a degree or certificate in an area of interest exploring vocational interests, class participation, college campus life, using the library for internet access and homework, having lunch in the cafeteria, etc.</li> <li>• Internet Café: Building computer skills, emailing friends and family, planning a trip, exploring community event calendars for activity schedule planning, etc.</li> <li>• Community Centers, Gyms, etc.: Attending an exercise or dance class, exploring a hobby such as photo or scrapbooking, cooking classes or participating in a local sport.</li> </ul> <p>In order for CVS to meet the community integration and employment expectation 2 accessible van per program, will be needed to ensure access and appropriate safety for all individuals being transported.</p> <ul style="list-style-type: none"> <li>• The vans will be on a maintenance program to ensure they are safe operating vehicles.</li> </ul> <p>Outings may be at a volunteer site (such as: Humane Society, libraries, parks, churches, etc.), community center, shopping center, or other location of the clients choosing. Staff will provide supervision to the clients at all times and will provide the least restrictive method of supports, in order to afford the clients the opportunity to be as</p>
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	independent as possible.
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?	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.
Does the concept address unmet service needs or service disparities? If so, how?	<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"> <li>• Funding for 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.</li> <li>• Funding for two vehicles, per program, with wheelchair accessibility that will allow staff to transport consumers from the program site to the community. Having these vehicles allows clients to participate in community engagement and will provide a way to easily get to volunteer destination sites on time and return on time for end of day activities, as well as be able to quickly return to the center in the event of a personal need or other non-medical emergency.</li> <li>• Funding for a Community/Activity Coordinator, for each program, to develop formal partnerships with local businesses for employment opportunities; with non-profit organizations for volunteer opportunities; with community groups so that our clients can participate in community service projects; and with other entities where our clients will access recreation, adult education, cultural activities, and personal wellness and safety resources.</li> <li>• Funding for staff training that will allow for formal training in “Person Centered Thinking” and CMS Compliance for the entire program, including</li> </ul>

<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).

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	<p>management and direct staff. This will facilitate staff efforts to work in the community with our clients as community liaisons not just caretakers. Funding to train staff to change their mindset from a traditional day program setting to a person centered mindset. We need to train staff how to properly encourage clients to gain the work adjustments skill to sustain employment. 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 this.</p> <ul style="list-style-type: none"> <li>• 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. The use of Smart Boards, iPads, laptops, etc. will not only allow our consumers to better express themselves but it will also allow them to make choices in their daily living and enhance their skills to be integrated in our community.</li> </ul>
<p>Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.</p>	<p>2 - Community/Activity Coordinator wages w/benefits \$80,500  4 - Van Acquisition \$220,000  4 – to maintain the vans (Insurance, Gas, repairs, depreciation) \$69,792  Technology – Assistive Technology- Research and purchase of appropriate technology for both programs \$10,000  Staff Trainings – Two 6 hour trainings for management &amp; staff - \$23,000 (75 staff &amp; 6 managers)</p>
<p>Total requested amount.</p>	<p>\$403,292</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>Additional staffing: We would complete an 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.  Vehicles – we would keep these vehicles and continue to utilize them to transport individuals to volunteer sites and community integration.  Community/Activity Coordinator position – we would complete an addendum to the program design and work with the regional center in order to continue to be reimbursed ongoing.</p>

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	<p>Staff Training – we will continue to provide refresher trainings for all management and staff during regular staff meetings.</p> <p>Technology – we will continue to utilize the equipment to encourage individuals in the areas of communication, community research development and vocational interests.</p>
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