

Vendor name	Lincoln Training Center and Rehabilitation Workshop
Vendor number(s)	HA0368, HA0464
Primary regional center	Alta California Regional Center
Service type(s)	Supported Employment (Group, IP, ESA, PVSA)
Service code(s)	952, 979
Number of consumers currently serving	86 clients from LTC's Roseville office; 300+ clients agency wide
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	Lincoln Training Center recognizes the clients as individuals and involves them in the development of their program based upon their unique needs and desires. Our team considers each client's holistic and specific needs and addresses them in a way that considers both social adjustments and the individual views. Clients are given autonomy in their individual program plan for integrated employment and/or community integration in areas of their interests, whenever possible.
Does the concept address unmet service needs or service disparities? If so, how?	Our concept will allow our clients to explore job opportunity and employment options currently not available to them, and will provide integration into the community through vocational training, and educational opportunities. The community integration will be monitored initially to ensure the clients' health and safety, and as the level of independence increases, the shadowing and monitoring of his or her activity will decrease, with the goal of full community employment integration.
Barriers to compliance with the HCBS rules and/or project implementation	There are three major barriers for meeting compliance with HCBS rules and/or project implementation. They are: 1) Funding for staff/resources to provide training for clients in the service area of their needs and preferences. Currently, LTC SEP clients receiving services have had limited access to many areas of desired employment relevant to today's employment culture; 2) Funding for staff/resources to coordinate the transportation needs of each client. 3) Funding for staff/resources for current technological devices such as increased server capacity, tablets, laptops, printers, and career specific software in order to provide training and education to clients in all phases of community integration employment development.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include	Federal Requirement #1 Currently, the employment opportunities offered by Lincoln Training Center have been mostly limited to employer contracted work opportunities. Through our ESA (External Situational Assessment) and Trial Work Programs, client preference indicates there is a strong interest in "career", or at least, "occupation

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 <http://www.nasddds.org/resource-library/person-centered-practices/>

<p>justification for funding request</p>	<p>specific” employment options.</p> <p>Clerical services, customer service, warehouse/inventory control, animal care, culinary arts, and computer skills related occupations are desired employment choices. Limited funds have prevented LTC from being able to obtain the resources and personnel to educate, train, and place individuals in these employment options.</p> <p>The three modules of LTC’s Training and Transition Program (TTP) have been tailored to provide clients with the training and education to pursue these desired employment opportunities with the intended outcome of full integration in the community.</p> <p>The <i>Pre-Employment</i> aspect (Module #1) of the program, called A.C.C.E.S.S. (Academy for Career Collaboration, Empowerment, & Skills for Success), was developed by a LTC IP client and provides skills assessment, career choice exploration, basic computer skills, benefits education, and job seeking skills development. Training components include resume building, meeting employer expectations, interviewing, motivation, and dressing for success. The implementation of this program has been limited due to funding constraints. To bring this HCBS requirement into compliance, Lincoln Training Center is requesting funding for the A.C.C.E.S.S. Program Specialist position, four computer lab stations, (each comprised of wheel chair accessible modular furniture, a laptop, a data port, increased internal server capacity and a smart phone), applicable software programs, miscellaneous office supplies, and program overhead costs.</p> <p>The <i>Employment Success</i> aspect (Module #2) of the TTP centers on clients receiving on-the-job employment training in SE group settings to prepare for community integrated employment and referred IP clients ready for job development and community integrated employment.</p> <p>-For LTC’s SE group clients, funding is needed for improved training software and access to tablets to provide on the job training on various job skills and health and safety considerations. Additionally, funding is needed to replace two vans in our fleet that have exceeded their life expectancy and are no longer safe for transporting clients to and from their work sites.</p> <p>-For LTC’s IP/Job Development Program’s funding is needed for a part-time Community Skills Trainer (CST) to help meet the number of referrals now being received for person-centered community integrated employment placement. Currently, the LTC job development centers around the labor market, advertised employment opportunities, or easy to find jobs in the community. An additional CST will allow for more time for person-centered, customized job creation based on the individual’s employment needs and the conditions needed for his/her success. Additionally, funding is needed for a vehicle to assist staff/clients with job development, as</p>
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	<p>well as funding for alternate transportation for clients hired in the community when public transportation is limited or unavailable.</p> <p>The <i>Employment, Community Access, and Life Skills Success</i> aspect (Module #3) of the Training and Transition Program centers around the use of experienced trainers and consultants to cover topics such as Benefits Training, Cultural Competency, Conflict Resolution, Problem Solving, Self-Advocacy, Communication Skills, Mobility, Safety, Community Resources, Client Rights, Time Management, and Budgeting. These trainings would be offered to clients, direct care staff, case managers, and parents/care providers.</p> <p>All aspects of the Training and Transition Program would be developed, scheduled, monitored, etc. by the TTP Manager and the Program Director. Funding for this position and the TTP administration will assist with compliance with this regulation.</p> <p>Federal Requirement #2: Lincoln Training Center's SE Program offers limited vocational options, with little community integration due to the nature of the industries (grounds maintenance and janitorial). These barriers will be eliminated or reduced with the funding for Training and Transition Program and the necessary resources listed in Federal Requirement #1.</p> <p>Federal Requirement #3: While Lincoln Training Center is meeting this the requirement of providing communication, both verbal and written, in a manner that ensures privacy and confidentiality at the present time, when the clients are transitioned into integrated community environments, additional resources will be required to ensure compliance with this requirement, including funding for tablets and software that will allow staff to provide on-going training and education and to access clients' records and emergency files without compromising the clients' privacy. The tablets would also offer a broader range of communication options for communicating with clients.</p> <p>Federal Requirement #4: Lincoln Training Center's career options for SE clients are very limited, and may not include the preferred vocation for many of our clients. Funding is requested to implement Lincoln's proposed Training and Transition Program which will provide full compliance with this requirement and greatly expand career exploration, vocational training, customized employment options, and successful community integration.</p>
<p>Estimated budget; attachments are acceptable.</p>	<p>-Please see attachment</p>
<p>Requested funding for 2017-18</p>	<p>\$799,670.00</p>
<p>Estimated timeline for the project</p>	<p>First year to develop programmatic elements Second year for hiring, training, and implementation</p>

Lincoln Training Center
"Training and Transition Program"
Preliminary Program Budget

Program Expenses	Total Budget
DIRECT COSTS - Personnel	
Program Director/Administrator	\$83,200.00
Training and Transition Program Manager	\$50,800.00
A.C.C.E.S.S. Program Specialist	\$33,100.00
A.C.C.E.S.S. Program Assistant	\$28,960.00
Community Skills Trainer (Job Developer)	\$22,450.00
Computer Skills Specialist	\$41,260.00
Case Manager II	\$50,800.00
Case Manager	\$33,100.00
Total DIRECT COSTS (Personnel)	
\$343,670.00	
INDIRECT COSTS - Non-Personnel	
Rent	\$ 60,000.00
Computer Labs (furniture, computer, software, server, phone, etc.)	\$205,000.00
Tech Devices (tablets, smart phones, data plan, etc.)	\$ 38,000.00
Communications	\$ 20,000.00
Vehicles/Alternative Transportation	\$160,000.00
Program Supplies-Office	\$ 14,000.00
Training	\$ 33,000.00
Overhead (15%)	\$51,550.50
Subtotal INDIRECT COSTS (Non-Personnel)	
\$581,550.50	
Donated Services: Rent; Program Supplies-Office; Overhead	-\$125,550.50
Total INDIRECT COSTS (Non-Personnel)	
\$456,000.00	
TOTAL	
\$799,670.00	