

Vendor name	C & H Homes DBA: Hawkins Residential
Vendor number(s)	HF0101 HF0109 HF0270 HF0376
Primary regional center	Far Northern Regional Center
Service type(s)	915
Service code(s)	915
Number of consumers currently serving	24
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	<p>We currently serve adult women within 4 homes, ranging in age from 20-69. When completing the federal regulation evaluation included in this grant process it became clear that a careful review of each residents IPP must occur. It was also clear that thoughtful individual conversations with each resident must occur to ensure that the goals in their IPP are current and relevant to them as individuals. After embarking on this discovery mission together with our residents we identified several areas in which we were falling short of the federal regulations. In addition it became clear that we were falling short in providing life experiences for our residents in a way that encourages growth and assists them in making decisions with greater clarity. Our residents are interested in many diverse activities but many were unsure of what they are truly passionate about. Our residents may need to experiment with many things because they can be unsure of what the possibilities are or if they would enjoy them. There is uncertainty for many of our residents, about whether they will feel comfortable in new environments. Our residents also confirmed that privacy is extremely important. A desire to protect has left clients feeling less in control of their lives in their own home.</p> <p>A discovery process with our staff occurred. We asked thoughtful questions about their work. It is apparent we care about our residents, it is also apparent that caring personalities can lead to over protection, and limitations on residents.</p>
Does the concept address unmet service needs or service disparities? If so, how?	<p>Yes our concept addresses current unmet service needs that limit our resident's ability to enjoy greater community integration through opportunities for employment, volunteering and social activities. In addition our homes are falling short in the area of resident privacy.</p> <p>Currently our community activities are focused on what type of transportation and staffing we have available as opposed to specific,</p>

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>employment, events, classes or clubs that are occurring in the community that are part of each individuals life plan.</p> <p>Person Centered Training for all staff will increase success rates with residents learning the skills needed to begin building safe relationships in the community.</p> <p>Our residents do not have a great deal of expendable income. This adds to an unmet service need. Residents cannot afford to experiment with different activities. Limited financial assistance to assist our clients in the self discovery process will assist us in addressing IPP goals sooner.</p> <p>The addition of two small gas efficient vehicles shared between four homes, coupled with a creative staff scheduling process will reduce barriers to greater community integration residents.</p> <p>Our residents do not have locks on their bedroom doors. This is creating an unmet service need in the area of privacy for our residents. A cost effective door coding system as opposed to traditional door knobs with key locks will allow residents access while preserving safety and privacy.</p>
<p>Barriers to compliance with the HCBS rules and/or project implementation</p>	<p>Financial limitations to install coding system for doors. Limited finances for individual resident life experiences Transportation Staff Training</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>Hawkins Residential Homes are currently out of compliance in Federal Regulations #1, #4 and #7.</p> <p>In order to come into compliance with Federal Regulation #1 bullet points 2 and 3 and Federal Regulation #4 bullet points 1, 2 and 3. Our compliance project begins with ensuring Person Centered Planning Training for our entire team. This will include a policy change to ensure that new staff attend Person Centered Planning Training within a short period of time post hire. We currently have 11 staff. Our regional Center provides this training at \$60 per person. Financial assistance in the amount of \$660, ensures training for all staff, fostering a culture shift within our organization. Service provider's job descriptions will include, teaching, facilitation, and community liaison skills. Direct service providers will enjoy their work more, as they watch residents grow. Both residents and staff will become more comfortable with new types of relationships in the community.</p> <p>Phase two of the plan will include exploration of IPP related activities in the community. As an example several residents expressed</p>

	<p>interested in dance. Currently a community integrated dance class costs \$46 a month. Many of our clients have \$30 per month in expendable income. The cost overall would take several months to save the money required to begin class and would require saving extensively to attend future classes.</p> <p>We currently assist residents with budget. Learning the discipline of money management is difficult. Helping residents identify important activities to save for can be a hardship for them. We are requesting life experience assistance in the amount of \$1000 dollars for each house for a total of \$4,000. We want to identify what they like, and then assist them in making decisions and helping them budget for what they would like to participate in each year.</p> <p>Currently we have three vehicles for 4 facilities. Increased activities for each resident will result in a multitude travel destinations nightly. Two fuel efficient vehicles to be shared between four homes, coupled with creative staff scheduling will remove obstacles to increased community integration. We estimate the purchase price for each vehicle at \$25,000 resulting in a total of \$50,000. An additional \$1,200 to help us with the first year of insurance for each vehicle will help us integrate into the community in a timely and safe manner.</p> <p>The final project phase addresses Federal Regulation #7, bullet point 3. To provide 24 hour access to homes and add bedroom locks. We plan to install a keyless entry system. A numerical code system will reduce risk to residents by quickly deactivating codes if codes are lost, a resident moves out, or a change in staff occurs. A traditional keyed door system is costly and time consuming to correct should a break in security occur. The estimated cost to purchase and install a coded door system for each home is \$725.00 resulting a total of \$2,900.00 to include all four homes.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Staff Training \$660.00 Resident Life Exploration Funds \$4000 Two fuel efficient vehicles \$50,000.00 Vehicle Insurance \$1200.00 Keyless entry System (Coded)Purchase Price \$2,400.00 Installation \$500.00</p>
<p>Requested funding for 2017-18</p>	<p>\$58,760.00</p>
<p>Estimated timeline for the project</p>	<p>4/2018 – Staff Training, Increased resident communication, IPP activity research, Staff schedule exploration 6/2018 – Increased budgeting assistance for residents, 8/2018 – Vehicle purchases</p>

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

Enclosure C

	10/2018 –Increase community integrated activities
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