

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

**Enclosure C**

Vendor name	Napa Valley Support Services
Vendor number(s)	H01809; H83756; H13459; HN0330
Primary regional center	North Bay
Service type(s)	ADC and BSP 1:3 and ADC 1:4
Service code(s)	510, 515
Number of consumers	130
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?	Input is regularly gathered in many ways. In 2015 Individuals supported by NVSS with I/DD formed an advisory committee, of individuals supported by NVSS- Leadership, Education, Advocacy & Determination (LEAD). In December 2017 the LEAD committee developed and implemented a survey to gather information from individuals and provided this to NVSS. NVSS regularly receives feedback from this LEAD committee and other individuals in the following ways: informally on a daily basis, through focus groups and at their annual meetings. This feedback is documented and included in this grant request. Individuals supported by NVSS with I/DD will guide the implementation of this grant through the support of a consultant and NVSS staff.
Does the concept address unmet service needs or service disparities? If so, how?	Yes, individuals supported by NVSS have identified unmet service needs including: lack of the ability to choose staff; displeasure and a feeling of unsettledness with constant staff turnover; lack of transportation; lack of funds to access chosen activities; lack of employment choices; low wages; and the desire to be more involved in the community. The hiring of a Community Liaison will allow NVSS to develop opportunities to directly address most of these issues. The purchase of SUVs will address transportation needs, and the development of a community-based program will provide another choice for those who chose to participate. Creating a partnership with Workforce Napa Business and Career Center will generate employment opportunities & choices for individuals with I/DD. Hiring a Person Centered Consultant to work with the individuals we support to develop and implement training and policies and procedures for the management, staff, family members and others will further everyone's understanding of the HCBS Requirements.
Barriers to compliance with the HCBS rules and/or project implementation	Inability to attract and retain qualified DSPs; Inadequate resources to research, access and build relationships in the community to identify Person Centered employment and community engagement opportunities; Inadequate natural supports (Workforce Napa Business and Career Center) to provide individuals with I/DD

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

	<p>employment training and opportunities; Lack of timely public transportation; Inadequate resources for administration and managers to develop Person Centered infrastructure; Inadequate program design to provide autonomy, independence and Person Centered support; Inadequate resources to provide Person Centered alternative communication support.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>NVSS is out of compliance with HCBS federal requirements (FR). In response to the individuals supported by NVSS requests for more community engagement and employment (individuals have requested a full day in the community), a Community Liaison will be hired to build a network within Napa County that will provide a variety of community-based vocational development services (these will include but not be limited to: services provided to enhance community employment readiness, which may include the use of discovery and job exploration opportunities, social skill development services necessary to obtain and maintain community employment, internship, apprenticeship and volunteer opportunities to provide community-based vocational development skills development opportunities, services to access and participate in postsecondary education or career technical education), community-based jobs and community engagement for the over 130 individuals currently being supported by NVSS. Community engagement will include generic community classes, memberships to service/social clubs, and customized employment. (FR#1), The Community Liaison will be directed by individual with I/DD supported by NVSS, hired as consultants, to develop customized employment, etc.</p> <p>The Community Liaison will also research and develop a plan to create partnerships with Workforce Napa Business and Career Center. This plan will develop generic employment services for individuals with I/DD. In working with NBRC the Community Liaison will develop a model that will be used by NBRC to implement in other counties. Also in response to FR#1, NVSS will purchase two SUVs to provide transportation to employment, volunteer and community engagement activities. The use of SUVs verses vans will reduce the stigma associated with individuals with I/DD.</p> <p>A Consultant Conversant in Discovery (CCD) will be hired to provide training to the agency. A Person Centered Consultant (PCC) will be hired to provide training and work with chosen members of the LEAD committee (mentor and advisory committee) who will also act as paid consultants on HCBS regulations. A Person Centered approach will be developed by and for the individuals that are supported by NVSS. Post training, LEAD consultants will guide the consultant(s) to assist NVSS to develop training for NVSS managers and employees to implement activities, environments, and employment choices that meet their desires for support (FR#2, 3 &amp; 5). The PCC/CCD and chosen LEAD committee members will also develop policies,</p>

	<p>procedures, and implement training for the newly developed policies and procedures for management and DSPs at NVSS. The NVSS management will be trained by the consultants to embrace the cultural change to a person-centered approach that includes conducting discovery for employment and within the Napa community.</p> <p>Based on feedback of barriers listed in FR#1 and #4 and requests from individuals with I/DD during surveys, NVSS will hire a part-time Community Liaison and Community Engagement Specialist, to develop a Community Based Program (Community Engagement Services) pilot, with the guidance of the LEAD consultants, for 3 individuals. A full time Community Engagement Service Professional will be hired to provide customized day person centered services. Each person receiving services will develop a Person Centered Planning Guide that will outline necessary supports (e.g., support staff characteristics that best meet the persons needs), determine environmental choices, and outline opportunities for discovery in the community and employment. This program will offer a variety of community-based vocational development services, community-based jobs (including customized employment) and community discovery experiences. The funds received will allow NVSS to initially pilot this program to allow individualized services on a smaller ratio to give us the freedom to discover what is necessary for a community based person centered approach. Transferring to a Tailored Day Program/Supported Employment Service and/or fading to community independence with natural supports is the intended outcome.</p> <p>Funding for all individuals supported by NVSS (130+) with I/DD to pay for memberships and other class fees in the community will support choices and community engagement. These funds will be used for but not limited to pay for the following based on an individual's choice: Gym memberships; class fees (e.g., ceramics, swimming, music, yoga, exercise); service or social club memberships and other club requirements like buying lunch (e.g., Rotary, Napa Valley Welcome Club). Networking contacts and individual employment opportunities will replace these funds at grant end. Based on individuals choice opportunities will also be developed, that do not require a fee, for example: Government advisory committees like the Napa Valley Para-transit Coordinating Council; committees that promote leadership skills; community knitting class; drumming class, etc., however funds may be used for purchasing necessary materials.</p>
Estimated budget;	See attached
Funding for 2017-18	See attached
Estimated timeline	Pilot program and access added community services to begin 5-18.

## Timeline for 2018/19

Salaries	Expense Cost	February 2019	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018
<b>Community Liason</b> (\$35)part-Time Pro Rated 11 months	\$36,400	Hired								
<b>Lead Consultant Wages</b> (180 Hours @25.00 Per Hour)	\$4,500		Hired							
<b>Community Engagement Specialist</b> (\$17.50 Per Hour, Part-Time)	\$18,200	Hired								
<b>Community Engagement Service Professional</b> (\$15.00 Per Hour Full-Time) Pro Rated 11 Months)	\$31,200	Hired								
<b>Benefits</b>										
<b>FICA</b> (7.65%)	\$6,907.95									
<b>Health/Dental</b> (\$4800 Per Year) - 90 Day Waiting Period pro rated 7 month	\$2,800									
<b>SUI</b> 3.6% up to \$7000.00	\$3,298									
<b>Worker's Compensation Rates</b>	\$12,642									
<b>Professional fees/training</b>										
<b>Consultant</b>	\$5,000	Hired								
<b>Consultant (conversant in discovery) training costs.</b>	\$8,500									
<b>Capital Purchases</b>										
<b>2 SUVs</b>	\$90,000				Purch'd					
<b>Equipment</b>										
<b>Computers</b>	\$1,500			Purch'd						
<b>Desk</b>	\$500			Purch'd						
<b>Smart Phone</b>	\$800				Purch'd					
<b>Operating Expenses</b>										

Cell Phones (3 phones @\$80 pro rated  
11 mo)

\$2,640

Class/Material Fees

\$3,000

Start

Service And Social Club Memberships

And Meeting Fees

\$2,294

Start

SUV Maintenance

\$2,000

**Total Expenses 2017/18**

**\$232,182**