

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

Enclosure C

Vendor name	Living Options, Inc.
Vendor number(s)	HB0703
Primary regional center	Regional Center of the East Bay
Service type(s)	Behavioral Adult Day Program
Service code(s)	915
Number of consumers currently serving	28
Please describe your person-centered approach in the concept development process; how did you involve the individuals for whom you provide services?	Approximately 6 months ago the Executive Director starting meeting with a small group of participants to learn about what they liked about the program and what they wanted to improve. Using that information the Director met with staff to share participant information and answer the questions on this evaluation. Moving forward the agency hopes to incorporate participant data in all discussions about the organization.
Does the concept address unmet service needs or service disparities? If so, how?	Our funding request addresses unmet service needs in order to be in compliance with the upcoming HCBS requirements in the following areas: developing competitively paid employment opportunities in a natural environment that the participant chooses; enhanced advocacy on the part of participants to ensure a person centered approach is utilized; enhanced infrastructure to support the agency in effectively implementing the federal requirements; additional training for staff (instructors, administrative & participants).
Barriers to compliance with the HCBS rules and/or project implementation	Living Options has to shift from a staff driven organization to a person centered driven program. The shift will require a revision of how work currently gets done, who does the work, how decisions are made and participants support needs assessed. Barriers include: Change in paradigm for participants, instructors and administrative staff (including training for all); the need for more community integration/connections to expand opportunities for participants to procure competitive paid employment and the supports needed to maintain employment for people with behavioral challenges.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include	Living Options Inc. is requesting funds to close the gap between current supports and services and required changes to comply with federal requirements to meet the upcoming Home and Community Based Service Requirements. Our goals are: Goal #1: Develop a program in collaboration with Regional Center and the Department of Rehabilitation (DOR) to provide opportunities for participants to work for competitive wages in natural

<p>justification for funding request</p>	<p>community environments alongside non disabled peers. (Requirements #: 1, 4, 5,) Objective: #1 Incorporate a non profit in order to get funding for supported employment from DOR; #2 Get Vendored for supported employment; #3 Get Certified by the Commission on Accreditation of Rehabilitation Facilities (CARF) to be in compliance with DOR; #4 Hire a Job Developer/Community Connector to develop relationships with local businesses, identify community resources, provide job and soft skills trainings to participants and develop the supported employment and volunteer (student intern and community member) program.</p> <p>Goal #2: Expand transportation opportunities to enhance community activities (Requirements 1,4) Objective #1 Assess the mobility of all participants; Objective #2 Ensure all participants who can take fixed bus routes and Dial a Ride do so- purchase mobility training curriculum and develop training protocols for participants to get to work as independently as possible. Goal #3 Review and revise the agencies policies and procedures and strengthen infrastructure to make the shift from staff driven to person centered programming (Requirements 1,4,5) Objective #1: Hire an Administrator to review the agencies policies and procedures, hiring practices (including participants and oversee the transition from staff driven to person centered participant driven services and supports; #2 Hire an Advocate (a participant who can participate in training to become a “person centered advocate”) that can teach other participants how to advocate for person centered services # 3 The Administrator and Advocate will develop an internal group. The group’s role would be to provide feedback on policy and procedure revisions related to the new requirements; and provide quality assurance type activities to ensure participant’s wishes are being implemented in their Individual Service Plan (group members include instructors, a manager, and 2 participants). #4 the Person Centered Team will oversee training to participants, staff and administrative personnel. Goal #4 Train participants, instructors and management/administrative staff on the person-centered model of service (Requirements 1, 4, 5). Objective #1: Design and implement quarterly trainings for participants, staff and management/administrative staff participants, instructors and administrative staff; #2 Identify a trainer to provide the trainings (Sample training topics could include: Being a community connector; person centered planning for real this time; identifying when your being person centered versus staff centered; accessing activities in the community with non-disabled peers, supported employment, etc.)</p>
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<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Please see Attachment A:</p>
<p>Requested funding for 2017-18</p>	<p>\$155,894.00</p>
<p>Estimated timeline for the project</p>	<p>Timeline July 2018- June 2019-Quarter #1: Incorporate a non profit; Hire and train staff, retreat to review roadmap for the project and share information, Start developing policies and procedures collaboratively with staff and participants; begin mobility enhancements (train staff and participants on options; get participants signed up for Para transit and begin mobility trainings for participants and staff), Quarter #2: Job Developer- prepare program design for Regional Center and DOR; start development of an outreach plan for identifying potential employers, community resources and volunteers who can assist with helping participants with community integration activities; begin training with participants. Hire and train Administrator to begin reviewing and revising policies and procedures; begin CARF certification and provide training for staff and management on the process, lease vehicles; purchase needed curriculum. Begin quarterly trainings with participants; train staff, administration and participants on new policies and procedures- as they are completed, Complete outreach plan for community members that includes participant involvement. Continue mobility training, Job developer to meet individually with participants to determine their job needs and trainings needed to be competitive Quarter #3- Continued monthly trainings, matching participants with paid employment & volunteer positions; training on new policies and procedures; complete volunteer outreach and handbooks; training participants on participating in the hiring process Quarter #4- Complete policies and procedure revisions for shift in services (can be shared with other behavioral day programs); develop a plan to continue supported employment activities and ongoing training.</p>

	Home and Community Based Services HCBS Rules				
	Attachment A Proposed Budget- Living Options				
	Personnel				
	Job Developer/Volunteer Coord	\$62,352.00	\$30 per hour x 40 hours per week x 52 weeks		
	Administrator	\$31,176.00	\$20 per hour x 30 hours per week x 52 weeks		
	Advocate (.25FTE)	\$5,716.00	\$11per hour x 10 hours per week x 12 months		Regional C
	Personnel Subtotal:	\$99,244.00			
	Fringe Benefits @ 23%	\$22,827.00	Futa, FICA, WC, health, dental, etc.		
	Personnel Total:	\$122,070.00			
	Expenses				
	Trainer	\$1,200.00	\$50 per hour x 6 hours of training x 4 quarters		
	Outreach Materials	\$2,000.00	Community Outreach for Employers, volunteers and par		
	Program Materials	\$15,000.00	training videos and other curriculu mobility, volunteer ma		
	Expense Subtotal	\$36,400.00			
	Expense Total	\$148, 470			
	Administrative overhead	\$7,424.00	5% payroll, accounting, management, legal, additional i		
	Total Budget	\$155,894.00			

Center Participant				
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agement and supported employment (CARF)				
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