

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

**Enclosure C**

Vendor name	Vocational Visions
Vendor number(s)	H13609; H13715; PM0109; PM0522; HM1252
Primary regional center	Regional Center of Orange County
Service type(s)	Adult Development Center, Adult Day Care, Day Training Activity Center, Community Activity Support
Service code(s)	510, 063, 855, 505
Number of consumers currently serving	240
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?	We are using focus groups as well as individual meetings with clients to determine their preferences and needs during the program day. After completing 3 days of RCOC training to transition to a more person-centered organization, we are in the process of completing plans for each individual that include: what is important to the individual (what does the person like and want to do); what is important for the individual (are there dietary or other medical restrictions to follow); skills of the individual; and the meaning of certain behaviors the individual may show and how to respond.
Does the concept address unmet service needs or service disparities? If so, how?	<p>It does address unmet service needs of those currently in our program. We know our clients want more community employment opportunities, community service projects, and community activities to build skills and relationships. Creating the position of Community Access Specialist will provide us with the resources to build formal partnerships with potential employers, non-profit organizations, and other community resource sites that will offer meaningful activities to our clients.</p> <p>Creating the position of Community Supervisor will allow us to frequently conduct unannounced visits to community sites to ensure clients are actively engaged and participating and to continue to build on the partnerships with community site hosts. Staff that work with our clients in community settings need more supervision, guidance, and support to provide services and facilitate activities as designed. The Community Supervisor position will be a great first step to enhancing staff support and ensuring program quality when our clients are participating in community-based services.</p>
Barriers to compliance with the HCBS rules and/or project implementation	Barriers to compliance do exist both within the organization and outside of the organization. Long-term day program staff are resistive to changing the program model; family members are concerned about safety in the community; transportation is a barrier, especially here in South Orange County; and having the staff

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

	<p>resources to create the community partnerships and program quality protocols are some of the more significant barriers. Clients in our Adult Day Care (HRS) program have significant restricted health conditions that require nursing services during the program day, which limits their access to community outings.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>Our proposal focuses on creating two (2) staff positions that will impact our ability to partner with community entities and provide the necessary follow-up with staff and partners to ensure meaningful community-based activities; provide staff with increased supervision/guidance/instruction in delivering community-based services; and expand the opportunities for community access for clients currently enrolled in our day programs.</p> <p>We currently provide community-based activities for our day program clients but what we currently do need to become more person-centered and include greater access to employment options for our clients in order to be in compliance with the federal regulations.</p> <p>Funding for a Community Access Specialist will position Vocational Visions 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 service projects; and with other entities where our clients will access recreation, adult education, cultural activities, and personal wellness and safety resources. Funding for a Community Supervisor will allow Vocational Visions to more frequently visit community sites where our clients and staff are engaged to ensure services and activities are aligned with the program design, the individual goals of clients, and provide staff with supervision, guidance, and real-time instruction related to community-based service delivery. Both positions will have a very positive impact on the day programs we currently offer.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Major costs for the proposed concept are payroll, indirect payroll costs, employee benefits, mileage and cell phone reimbursement, collateral materials &amp; office supplies (business cards, brochures to promote partnerships), and administrative support to the two positions. (See attached projected budget)</p>
<p>Requested funding for 2017-18</p>	<p>\$122,302</p>
<p>Estimated timeline for the project</p>	<p>The project timeline will be based on receipt of funding:</p> <p>Month 1: Create job descriptions for Community Access Specialist and Community Supervisor; place ads to recruit candidates; interview candidates.</p>

	<p>Month 2: Select and hire candidates to fill positions, complete Vocational Visions new employee orientation; meetings with Day Program Managers to review client preferences and needs for community access opportunities; develop collateral materials; begin visiting local businesses, non-profit organizations and other community entities to seek opportunities. During month 2, the Community Supervisor can begin conducting site visits to community sites currently frequented by our clients to introduce their role to staff.</p> <p>Month 3 and beyond:</p> <p>The Community Access Specialist has partnerships secured for employment and volunteer opportunities, community service projects, connecting clients to integrated community offerings in adult education, recreation, wellness &amp; safety, and cultural activities. Submits monthly reports to Executive Director including: contact log, new partnerships, pending partnerships, and anecdotal information.</p> <p>Continue to conduct &amp; document community site visits to ensure program quality and submit monthly reports including recommendations for improvements at sites visited to the Day Program Managers, Community Access Specialist and Executive Director for review and analysis.</p>
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Vocational Visions  
Proposal Budget

Personnel / Direct Payroll

Community Access Specialist	\$ 45,760.00	
Community Supervisor	\$ 37,440.00	
		\$ 83,200.00

Indirect Payroll

Workers's Compensation	\$ 1,886.00	
Payroll Taxes	\$ 6,656.00	
		\$ 8,542.00

Benefits	\$ 10,560.00	
		\$ 10,560.00

Mileage & Cell Phone Reimbursements	\$ 5,300.00	
		\$ 5,300.00

Collateral Materials & Office Supplies	\$ 1,400.00	
		\$ 1,400.00

Administrative Support	\$ 13,300.00	
		\$ 13,300.00

Total		\$ 122,302.00
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