

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

Enclosure C

Vendor name	Parents and Friends, Inc.
Vendor number(s)	HR0341, H79519
Primary regional center	Redwood Coast Regional Center
Service type(s)	Community Integration Training
Service code(s)	055
Number of consumers currently serving	55
Please describe your person-centered approach in the concept development process; how did you involve the individuals for whom you provide services?	Using simplified questions presented verbally, a compliance survey of 43 individual clients served by PFI was conducted in a one on one environment. Individual responses to each of the questions was documented and then tabulated to determine the need for improved compliance, where indicated.
Barriers to compliance with the HCBS rules and/or project implementation	PFI presently offers 2 adult day programs that each contain a work component. Barriers to Federal Requirements #1 and #4 are staff availability to uniformly, across programs, perform dedicated Individual Discovery and Job Development tasks while supporting each of our rapidly growing programs, due to the nature of ever-changing client needs and staffing constraints that may exist within each program. Another barrier to compliance is that PFI programs do not have funding to support a dedicated, centralized Job Developer position to cover our remote rural employment service area. Potential barriers to project implementation are: staffing constraints that could occur unexpectedly.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	Parents and Friends, Inc. presently supports 55 individuals in our adult day programs. Of the 55 individuals served, 43 participated in our survey. 49% of those surveyed stated that they do not have a job. 26% of clients surveyed answered “yes” when asked if they are interested in a new or different job in the community. In order to improve our compliance on Federal Requirement # 1 and #4, PFI is seeking funding for a full time position of Job Developer serving ½ time to each of our 2 adult day programs to facilitate personal discovery via The Job Club curriculum, and ultimately, Competitive Integrated Employment for who have a desire to participate. The Job Developer will network and develop relationships with as many businesses in the community as possible by conducting site analyses of community businesses to outline type of jobs, environmental commentary, safety concerns, social atmosphere, and specific skills needed for each job position or customized employment opportunity that may be cultivated. The Job Developer will present creative ideas for jobs that could fill employer needs, but are not necessarily a “job description” position within a business by splitting time between each program over the course of the grant, though June 2020. As more individuals are referred to and

	<p>participate in our programs, and, seek competitive integrated work and employment across these programs, it is important for the agency to have developed and continue to maintain positive working relationships with our coastal businesses, in such a way that this information and access is streamlined for programs and businesses alike through a single point of contact from PFI in our remote rural area. When an individual client is in the discovery process, the Job Developer will offer them participation in The Job Club, an 18-hour, Instructor-led job training curriculum for which we have demonstrated employment success for the individuals whom we served by delivering a series of unfunded, brown-bag pilot sessions in 2013. There were 8 participants, all of whom received a certificate of completion. These sessions resulted in 5 referrals to the Department of Rehabilitation, 1 referral to a local microenterprise development grant program, and ultimately 6 job placements. By delivering the course in a succinct and repeatable format, the opportunities for success could also be expanded to other communities and audiences, increasing community integration and competitive integrated employment outcomes. The Job Club will improve employment outcomes by strengthening employable skills through the enhancement of the keys to job success prior to looking for a job: motivation, soft skills, and some hard skills. The Job Club will utilize the person-centered discovery process leading to a positive personal profile that could unlock the key to motivation and identification of barriers that can be overcome with competitive integrated job success as the goal. The Job Developer can share their individual client skills portfolio and also perform site visits with the client at known or potential employment partner businesses. This will facilitate timelier individual discovery, including skills and desire matching, and positive action leading to customized and competitive integrated employment in servicing program participant goals. Most importantly, our goal is to match employer needs with job candidate qualifications and talents. The Job Club course will be delivered in 12 Modules via weekly, Instructor-led sessions with a duration of 90 minutes per session, serving up to 12 participants at once along with their designated support person. The training audience for The Job Club may include individuals who may have never been part of the workforce, individuals who are currently employed but are seeking a change in employment, and individuals who are moving from group employment to community employment. To enhance client attendance in The Job Club, we would also welcome those, if important to the individual, who may be an active family or circle of support member. A diverse audience lends to a richer experience for all, providing a model for increased opportunities for community integration and communication as well as reinforcement of the employment desires, goals, and support for each individual</p>
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	<p>participant. There is one course requisite for The Job Club. Class participants need only a desire to explore the possibility of work.</p> <p>The Job Club, Expected Outcomes:</p> <ol style="list-style-type: none"> 1. Identification of individual interests, talents, and transferable skills 2. Identification of individual barriers and necessary accommodations to enhance individual employment success 3. Identification of individual work task preferences 4. Discovery and development of a personal employment folio 5. Ability to identify various work tasks in a workplace of an individual's interest 6. Ability to identify various work expectations for imagined/toured/site assessment to apply good workplace practices 7. Ability to identify methods used to self-advocate for individual work task preferences 8. Ability to recognize and avoid workplace harassment 9. Ability to report workplace harassment 10. Increased individual support for employment choices 11. Improved competitive integrated employment outcomes 12. Increased self-advocacy skills 13. Increased community integration 14. Individual referral to Department of Rehabilitation for employment services 15. Individual placement in competitive integrated employment
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Job Developer Time per Month: \$5,335.00 (full time / 40 hrs week) Total Job Developer Time: \$138,710.00 (26 months) The Job Club Class Assistants' Time: \$15,833.00 (5 courses) The Job Club Class Materials: \$8,541.00 (5 courses) Total: \$168,419.00</p>
<p>Requested funding for 2017-18</p>	<p>\$168,419.00</p>
<p>Estimated timeline for the project</p>	<p>As HCBS awards are made in March 2018, Job Developer services will commence May 2018 and perform through June 2020 (end of FY 2019).</p>