

Vendor name	The Arc Los Angeles and Orange Counties Career Development Center
Vendor number(s)	HX0344
Primary regional center	SCLARC
Service type(s)	Community Integrated Training Program
Service code(s)	055
Number of consumers currently serving	12
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	As a result of the current program structure of The Arc Los Angeles and Orange Counties Career Development Center it is difficult to assure that our participant's individual needs are met when seeking community integrated employment. In order to be in full HCBS compliance and ensure that each individual is seeking and gaining community employment in a job field of their choice a change in the current program structure, a scientific assessment system with a person-centered approach, and staff trainings would be essential and beneficial to the individuals being served.
Does the concept address unmet service needs or service disparities? If so, how?	Yes. By redesigning the current program structure to have a lower ratio in order to meet participants individualized/customized needs, having a true assessment of a participants individual employment desires, being supplied with adequate training materials, and providing staff training on how to implement a person-centered approach, we can ensure that individual needs and preferences are met when seeking competitive integrated employment.
Barriers to compliance with the HCBS rules and/or project implementation	<p>Barriers to compliance include not having individualized job seeking activities available to participants makes it difficult to ensure their individual needs are being met on a daily basis.</p> <p>There are currently limitations in systematically identifying a participant's specific skills and desires. As of now, we offer a Personal Interest Inventory, but it is not designed to assist individuals with intellectual and developmental disabilities. Not having training materials that are geared towards individuals with intellectual and developmental disabilities is challenging when seeking employment opportunities for participants.</p> <p>While staff does receive regular and yearly trainings on Participant's Rights, Zero Tolerance, Safety, and Reporting additional education and training on a person-centered approach would be beneficial for ensuring full HCBS compliance.</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.nasdds.org/resource-library/person-centered-practices/>

<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>While we do meet the minimum federal requirement and our participants do receive services in the community he/she is not fully able to access specific employment/training sites of their choice on a daily basis. In order for us to be fully compliant with HCBS Federal Regulations #1, #4, and #5 we would need to do the following:</p> <ul style="list-style-type: none"> • Hiring four Job Developing Consultants would be beneficial in assuring an individual is receiving services and has appropriate access to community agencies/resources based on their individual needs, preferences and abilities. As a result of the current program not all participant's individual needs and preferences are met on daily basis when it comes to meeting with specific employers. With additional Job Developing Consultants there will be more accessibility for an individual to meet with employers of his/her choice on a daily basis. • Funding for a calculated assessment system will allow for full compliance in meeting the participant's individual's needs and desires. Due to financial limitation staff is unable to access effective scientific assessments needed to identify a participant's specific skills and desires when seeking community integrated employment. This assessment system also include various training materials. • Inviting independent consultants to train staff on the person-centered approach will ensure staff has the competency to address each participants individual needs, desires, and abilities.
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>4 Job Developing Consultants: \$163,000 Annually Career Assessment System: \$80,000 Job Preparation training materials - \$5,000 Staff Training/Person-Centered Training Consultants: \$10,000 With fundraising efforts, grant proposals, and working with Regional Center to look into a rate increase will help with maintaining HCBS compliance and provide continuous sustainability to The Arc LAOC's Career Development Center.</p>
<p>Requested funding for 2017-18</p>	<p>\$258,000</p>
<p>Estimated timeline for the project</p>	<p>Hire and train Job Developing Consultants by June 2018. Purchase and implement Career Assessment System to current staff by September 2018 Schedule consultants for trainings by December 2018</p>

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

Enclosure C

Vendor name	The Arc Los Angeles and Orange Counties - CIT
Vendor number(s)	HX0257
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Community Integrated Training (CIT)
Service code(s)	055
Number of consumers currently serving	13
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	Staff in the Community Integrated Training (CIT) program at The Arc LAOC are qualified, however, they would benefit from a person-centered training by an independent consultant in order for staff to be able to address participant's individual needs and preferences that are consistent with HCBS regulations.
Does the concept address unmet service needs or service disparities? If so, how?	Providing person-centered approach trainings for staff would ensure that participant's individual needs, choices, and preferences are fully met. It would also allow for staff to completely understand HCBS regulations.
Barriers to compliance with the HCBS rules and/or project implementation	Financial limitations does not allow for independent consulting training on a person-centered approach.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	Staff in the Community Integrated Training (CIT) program are qualified and trained regularly on CPR/1 st Aid, Whistle Blowers Policy, Zero Tolerance, Crisis Intervention, Emergency Preparedness, etc. they would highly benefit from a person centered approach training in order to better serve participants' needs and preferences. Bringing in a Person-Centered Consultant/Trainer for in depth training of new laws and regulations would allow staff to fully comply with HCBS regulations. Approximately 80 people would benefit from the Person Center Training including families, participants and potential new hires.
Estimated budget; identify all major costs and benchmarks — attachments are	Federal Regulation #3 \$8000 for a Person Center Consultant/ Trainer.

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

Enclosure C

acceptable	
Requested funding for 2017-18	\$8000
Estimated timeline for the project	August 2018

Vendor name	The Arc Los Angeles & Orange Counties
Vendor number(s)	HX0202
Primary regional center	SCLARC
Service type(s)	WAP
Service code(s)	954
Number of consumers currently serving	77
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	The Arc Los Angeles & Orange Counties has been informing its participants and their families of upcoming changes to its WAP program since the enactment of WIOA in July 2016. CC&IR presentations by DOR informed participants of employment options besides working in a WAP program. Information on self-advocacy, self-determination and peer counseling have also been conveyed to participants and their families to seek further trainings. The Arc has also been keeping participants and their families abreast of the HCBS regulations, which goes into effect March 2022. The Arc disseminated this information during the participants' annual meetings and during monthly Family Information meetings. However, some participants and some families are still resistant to having any changes made to The Arc's WAP program. In order to further involve participants and their families with the process of its WAP conversion, The Arc's WAP program would need to conduct a comprehensive assessment of the participant's preferred service options through individual surveys, interviews, and focus groups. This is one area we would like to get funding in order to conduct a comprehensive assessment of the participant's needs, abilities and preferences.
Does the concept address unmet service needs or service disparities? If so, how?	In order to be in full compliance to the HCBS requirements, our current WAP must address Federal Requirement #1, #4 and #5. In order to do this, the current program structure needs to change. First the program must incorporate a person centered plan to ensure participants' needs, preferences, and abilities are addressed. Participants will also be able to participate in community outings and activities as part of his/her plan, if desired. Second, the program must lower its current staff to participant ratio in order to provide a more individualized/customized program to meet each participant's needs and preferences.
Barriers to compliance with the HCBS rules and/or project	Several barriers to compliance have been identified: (1) participants and their families resistance to changing how the program currently operates (2) a need for staff, families, and support team training and

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<p>implementation</p>	<p>development in understanding and implementation of person-centered services (3) current program structure does not allow for integration opportunities (4) staff to participant ratio is high which does not allow for an individualized/customized program to meet the participant's needs or preferences.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>In order for the program to be in full compliance with the HCBS regulations and embrace the person-centered plan approach it proposes to do the following:</p> <p>(1) Conduct a comprehensive assessment of participants' needs and preferences through individual surveys, interviews, focus groups of participants, families, and caregivers. An independent third party consultant will be contracted to undertake this assessment and data analysis. Working with The Arc's leadership team, the consultant will provide a strategic plan for its WAP program to ensure HCBS compliance is met as well as ensure participants needs and preferences and opinions as well as their families is well represented in any program changes.</p> <p>(2) Training on person-centered approach offered to participants, families/caregivers, staff, and board members in order to shift current organizational mindset.</p> <p>(3) Our concept involves transforming the WAP to an integrated work facility at which some of the current participants will continue to work for part of their day. The other half of their day will be on community integration where participants work on soft training skills, volunteering at organizations like Southeast Area Animal Control Authority (SEAACA), job exploration, and paid internships in the community for each participant.</p> <p>(4) A Community Coordinator will need to be hired to seek out and form opportunities and partnerships for community integration, community educational opportunities, volunteer opportunities and paid internships which may lead to competitive integrated employment for participants served. This would enable our agency to offer a varied amount of community integration choices to meet each participant's person-centered plan.</p> <p>(5) In order to provide a more individualized/customized program, the program will need to hire ten staff in order to lower the current ratio so that participants used to making a paycheck will have the opportunity to continue to work, and by utilizing the enhanced staffing team, will also have the opportunity to access their local community during WAP program training time.</p> <p>(6) 10 minivans will be needed to ensure that participants are consistently able to arrive at their community sites and community activities in a timely manner. Being able to transport participants to their activities will help ease families fears of their son/daughter having to take public transportation.</p>

<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<ul style="list-style-type: none"> • \$30,000 - Independent Consultant and Development of Surveys to be completed by August 1, 2018. • \$20,000 - Person-Centered training for approximately 180 staff, participants, families/caregivers, and board members to be completed by December 31, 2018 • \$351,000 – Annual salary for 10 staff members. We are requesting this salary for two years. • \$400,000 – Cost of 10 minivans. • \$40, 560 – Annual salary for Community Coordinator. We are requesting this salary for two years. • \$1000 – Laptop for Community Coordinator • \$4,000 – for 10 iPads to be utilized by staff for documentation of participants’ activities and also to be used by participants to research and access community and employment listings. <p>After HCBS funding is exhausted, the program will need to do the following in order to keep it operational:</p> <ul style="list-style-type: none"> • Since the program structure has to be changed in order to meet the HCBS requirements, we need to work with the Regional Center to implement a new program design and also the possibility of increasing the current rate for each participant. The rate increase would help meet some of the operational costs and sustain the program. • The Arc LAOC would also need to fundraise to meet some of the program’s operational costs. • The Arc LAOC would also need to apply for grants to help offset some of operational costs.
<p>Requested funding for 2017-18</p>	<p>\$846,560</p>
<p>Estimated timeline for the project</p>	<p><u>2018 Development Phase:</u> Hiring of consultant and development of surveys. Data analysis to be completed by August 1, 2018</p> <p>Training on person-centered planning for staff, participants, families/caregivers, and board members to be completed by December 1, 2018</p> <p><u>2018/2019 Implementation Phase:</u> Hire and train 10 staff members and Community Coordinator. Purchase 10 minivans, 10 iPads and other necessary equipment. Reevaluate and adjust new program structure.</p> <p><u>2019/2020 Operational Phase:</u> All components of new program structure are in place and operational. Ongoing review of program structure to ensure HCBS compliance is met.</p>