

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

Enclosure C

Vendor name	Hope House, Inc.
Vendor number(s)	H00829, PP4908, PP4910, PP5760, HP5832, PP5853, HP5833, PP5850
Primary regional center	San Gabriel Pomona Regional Center
Service type(s)	residential
Service code(s)	920, 113, 915
Number of consumers currently serving	41
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	Stakeholders were notified of a meeting by phone and email. A stakeholder meeting was held on 12/12/17 in which 5 residents, 5 parents, 5 DSPs, 6 Administrators, and the BOD President participated. The HCBS requirements were presented in formats that all parties could understand. A lively discussion followed with many ideas, especially requests from the residents. A stakeholder analysis and logic model was completed following the meeting discussion. The concept proposal was developed from the stakeholders' desires and their evaluation of the services.
Does the concept address unmet service needs or service disparities? If so, how?	Yes, the concept addresses the need for person-centered planning and knowledge of support practices, facilitation of communication of needs and preferences, foster community connections and activities. The project is designed to empower individuals in self-direction of services and daily activities. The project provides for changes in services to provide a person-centered program design and structure.
Barriers to compliance with the HCBS rules and/or project implementation	The existing paradigm of supports or culture is directed at the individual as opposed to being directed by the individual. The staff and organizational structure's lack knowledge of person-centered planning and practices. Individual's limited communication behaviors and conceptual skills decrease the ability of staff to provide informed information and identify individuals' preferences and life goals. Inadequate connections, restricted opportunities, exposure to community activities, services, and resources result from inadequate staffing and program design.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	Three major areas were identified by our stakeholders to address compliance with the federal requirements #1, 2, 3, 4, 5, 6, 7, 8 and 10. A) Activity for compliance in meeting federal requirements # 1, 4, 8 and 10 Stakeholder goal: Develop more social, recreational, educational and volunteer opportunities in the community. Provide staff to

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

	<p>support individuals in community activities. Learn about employment opportunities.</p> <p>Proposal: <i>A Community Networks Coordinator position</i> will connect with community entities to develop resources for individuals to access activities of choice and have greater community involvement in classes, volunteer work, service clubs, scouts, businesses, religious activities, etc. Inclusive volunteering helps fight stereotypes, prepares for future employment, engages individuals with different groups of people, and affords individuals the beneficial experiences of giving back to their community. The Community Networks Coordinator will accompany individuals in sampling and establishing participation in community activities.</p> <p>Outcome: Individuals will have full access to community life and services, be known in their neighborhood, experience joy and satisfaction in activities of choice, and develop skills for transition to competitive employment.</p> <p>B) Activity for compliance in meeting federal requirements # 1, 2, 3, 4, 5, 7, and 8</p> <p>Stakeholder goal: Provide more computers and augmentative/alternative communication systems (AAC) for interaction with others.</p> <p>Proposal: <i>Personal ACC systems or devices</i> will enhance individuals' capabilities in verbal and symbolic communication methods to express their emotions, needs and preferences and promote contact with family and friends. The ability to track daily choices will increase person-centered learning and care. Staff and family's abilities to recognize, and therefore honor, individuals' needs and preferences will be increased through the use of AAC systems. Person-centered planning, budgeting, and control of resources are aided by AAC tools. Communication with family and friends is facilitated through email and social media. With each person's communication system connected to a central <i>Smart Board device</i> in each home, staff can organize the provision of individualized daily activities in the home and personalize services. Devices also provide leisure choices such as movies and games, a highly requested and desired item. A <i>half-time IT position</i> will provide individuals with hardware and software adapted to their needs and teach individuals how to use the technology of their choice. The IT services will ensure the safety of data for privacy and maintenance of the technology. In addition, the position will be responsible for teaching individuals, families, and staff safety when using internet based services for socializing, outreach, and advocacy activities and the use of technology in providing person-centered support and community circles.</p> <p>Outcome: Individual's will communicate their needs and desires, achieving autonomy and independence in making life choices and</p>
--	---

	<p>interacting with others. Staff and families will use technology to empower individuals' voice.</p> <p>C) Activity for compliance in meeting federal requirements # 1, 2, 3, 4, 5, 6, 7, 8, and 10</p> <p>Stakeholder goal: Organize and deliver support services in a person-centered design that results in increased social and community inclusion.</p> <p>Proposal: The project will support a <u>Person-centered Consultant</u> to assist the agency and its stakeholders in strategic planning for a person-centered thinking approach and program design. Individuals, families and staff will receive orientation to person-centered thinking and model of care. A train-the-trainer methodology will be applied, training coaches for each program, with follow-up mentoring activities. Orientation and continuing education curriculums will be revised to sustain person-centered planning and implementation.</p> <p>Outcome: Each individual will have a person-centered assessment, support plan, and trained support staff. Individuals will direct their support services, make decisions about services, and be able to voice concerns and modify services.</p> <p>Project evaluation:</p> <p>A) Each individual will have at least one new activity or connection within the community.</p> <p>B) Each individual will have a personalized working ACC device/ system that is used daily.</p> <p>C) Orientation and continuing education curriculums will reflect person-centered training.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Community Networks Coordinator: Salary & Benefits: \$51,584 ACC Devices and Systems: \$32,230 Part-time IT Position: Salary & Benefits: \$25,792 Person-Centered Planning Consultant & Materials: \$12,500 Person-Centered Family & Organizational Training: \$34,560 Curriculum Development: \$8,400 Evaluation: \$5,740</p> <p style="text-align: right;">See attached detailed budget</p>
<p>Requested funding for 2017-18</p>	<p>\$170,906</p>
<p>Estimated timeline for the project</p>	<p>The following will occur by the month from receiving the grant:</p> <p>Hire and orient Community Networks Coordinator – 3 months Hire and orient IT Position – 3 months Person-Centered Consultation – 6 months Person-Centered Family & Organizational Training – 12 months ACC Devices and Systems established – 6 months Curriculum Development – 9 months Evaluation – 15 months</p>

MY Life and Community Project

Hope House, Inc. HCBS Compliance Proposal 12-26-17

Consumers = 41
Residences = 8

Community Networks Coordinator	Hours/week	Rate/hr	Total
Salary	40	\$20	\$41,600
Benefits	24%		\$9,984
		Total	\$51,584

ACC Devices and Systems	Quantity	Cost per unit	Total
iPad, 32gb, 9.7in (1 x client)	41	\$329	\$13,489
iPad Pro, 64gb, 12.9in (1 x facility)	8	\$799	\$6,392
iPad Protective Case (iPad)	41	\$50	\$2,050
iPad Protective Case (iPad Pro)	8	\$11	\$88
Apple Care (All iPads)	49	\$99	\$4,851
Software (Apps)	49	\$100	\$4,900
Canon MX922 Wireless Printer	8	\$70	\$560
		Total:	\$32,330

Part time IT Position	Hours/week	Rate/hr	Total
Salary	20	\$20	\$20,800
Benefits	24%		\$4,992
		Total	\$25,792

Person Center Planning Consultant	Days	Rate/ day	
2 Days Administrators & Practice Reviews	2		
1 Day Family & Individuals' IPP Facilitation	1		
5 Days DSP Training	5		
Subtotal	8	\$1,400	\$11,200
Materials (3/8 residences)	24	54	\$1,300
			\$12,500

Person Centered Training	Staff	Wage/hr	Hours	Total
Strategic Planning & Policy Review	7	\$30	16	\$3,360
DSP (+ Individuals & Family Training)	150	\$13	16	\$31,200
				\$34,560

Curriculum Development	Orientation	Continuing Ed	Wage & Benefits/ hr	Total cost
	120	80	\$42	\$8,400

Evaluation	Consumers	Hours	Wage & Benefits/ hr	Total
	41	2	70	\$5,740

Project Total	\$170,906
----------------------	------------------

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

Enclosure C

Vendor name	Hope House, Inc.
Vendor number(s)	PP4908, PP4910, PP5832, PP5850
Primary regional center	San Gabriel Pomona Regional Center
Service type(s)	Specialized Service Group Homes
Service code(s)	113
Number of consumers currently serving	14
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	Held a stakeholder meeting on 12/12/17 which included residents, family members, DSPs and Administrators. Phone discussions involved Regional Center personnel. Residents and family members expressed a desired to continue services with the vendor because of the history of service supports.
Does the concept address unmet service needs or service disparities? If so, how?	Individuals are given none or limited choices when moving from children's specialized service group homes to adult living environments. Their specialized needs are difficult to meet.
Barriers to compliance with the HCBS rules and/or project implementation	Individuals lack options and choice of living situations when transition to adult living situations. Individuals, families and support staff have limited knowledge of rights and involvement in person-centered planning and services.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	<p>Federal Requirements # 1-10 will be addressed by this project to start up a Supported Living Service agency. The Hope House Supported Living Service will assist individuals in having a home of their own, choice and self-direction in their services and supports, and relationships with their family and community to the same degree as a person without a disability. When current consumers in our specialized residences become adults they continue to need intensive services. Supporting the individual in a fully person-centered program that has knowledge of the individual's history and respects their needs, preferences, rights and dignity will continue the individual's growth in adulthood.</p> <p>Project Goal: An SLS program design will reflect the principles of the HCBS rule and the mission of supported living through design, policies and practices that result in:</p> <ul style="list-style-type: none"> a) a home of their own, b) choice and self-direction,

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.nasddd.org/resource-library/person-centered-practices/>

	<p>c) relationships, d) community membership, and e) flexible, personalized tailored services and supports.</p> <p>Project Activities: 1. Recruit, hire and orient a Director, SLS Coordinators, and Support Staff 2. Design a Supported Living Service. 3. Train all team members in Person-Centered Planning and Support 4. Offer the service to 1-2 adult consumers transitioning from a specialized children’s group home. 5. Perform person-centered assessment and design service & support plan for 1-2 consumers.</p> <p>Project Outcome: Establish supported living arrangements for 2 consumers transitioning from specialized group homes.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Person Centered Training Consultation: \$9,100 SLS Director, full time initial 6 months: \$38,688 SLS Individual Coordinator, full time for initial 4 months: \$22,320 SLS Program Design: \$8,928 2-Day Training for Consumers, Family Members and Support Staff: \$3,900 Recruit, Hire, & Orientation for 20 Support Staff: \$25,872 PCP Assessment & Plan for 2 Consumers: \$2,520</p>
<p>Requested funding for 2017-18</p>	<p>\$111,328</p>
<p>Estimated timeline for the project</p>	<p>The following timeline and benchmarks shall occur at or during the month indicated: Person Centered Training Consultation – ongoing throughout the year SLS Director – month 1 SLS Individual Coordinator – month 3 SLS Program Design – month 2 2-day Training for Consumers, Family & Potential Support Staff – month 6 PCP Assessment & Plans – month 9 Complete Support Staff – month 12 operational</p>

Hope House Supported Living Service - Design Proposal 2018

Person Centered Training Consultant	Per Day	Days	Travel	Materials	Total
	1500	4	2100	1000	\$9,100
SLS Director	Per Hour	hours/week	Benefits		
1 - Full-time Position for 6 months	30	40	24%		\$38,688
SLS Individual Coordinator	Per Hour	hours/week	Benefits		
1 - Full-time Position for 4 months	25	40	24%		\$22,320
SLS Program Design	Per Hour	Hours	Benefits		
Author	45	160	24%		\$8,928
2 day Training for Individuals, Family, & Support Staff	Training Cost	Individuals	Family Members	Support Staff	
At \$150 per person	150	2	4	20	\$3,900
Support Staff, Recruit, Hire, Orientation	Per Hour	hours/week	Benefits		
Orientation for 20 Support Staff	16	40	24%		\$15,872
Onboarding	Per Person	Staff			
	500	20			\$10,000
PCP Assessment and Plan - 2 Consumers	Per Hour	Hours	Benefits		
Director	30	24	24%		\$893
Coordinator	25	32	24%		\$992
Support Staff	16	32	24%		\$635
Total					\$111,328