

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

**Enclosure C**

Existing regional center vendors may receive funding to make changes to service settings and/or programs to help them come into compliance with the HCBS rules. To be considered for funding, vendors must complete and submit this form and the Provider Compliance Evaluation form by October 1, 2016, to the regional center with which it has primary vendorization.

**This form may not exceed three pages and must be kept in Arial 12-point font.** The narrative should link to the federal requirement that is not being met. The Provider Compliance Evaluation should guide the narrative. The results of the Evaluation should be clearly laid out in the narrative. Additionally, the narrative should describe how the funding would achieve compliance. Concept proposals should be developed with a person-centered approach, with proposed changes/activities focused on the needs and preferences of those who receive services. The estimated budget and timeline need not be detailed at this point but must include all major costs and benchmarks.

More information on the HCBS rules and this form can be found at:

<http://www.dds.ca.gov/HCBS/>

Vendor and vendor number	East Los Angeles Remarkable Citizens' Association, Inc. H26264
Primary regional center	East Los Angeles Remarkable Citizens' Association, Inc.
Service type and code	Adult Development Center; 510
Number of consumers currently serving	Average of 56 consumers
Barriers to compliance with the HCBS rules and/or project implementation	Vended program does not currently have a plan in place nor the community network to assist consumers with being placed in employment settings and/or volunteer opportunities in the community. Vendor does not currently have the financial resources at its disposal to engage a knowledgeable individual to successfully implement this component of the HCBS rules.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance;	Use: hiring of 1 "Employment and Volunteer Services Specialist"  Out of Compliance: Federal Requirement 1  Justification: In order to successfully transition from a facility-based program to a true community-based program, we are petitioning assistance in hiring an individual able to acquire the community support and external resources to provide integrated competitive employment and increased opportunities for volunteering and interacting with the community.

<p>include justification for funding request</p>	<p><b>Employment and Volunteer Coordinator</b>                  Position Description</p> <p>Under the direction of the Vice-President of Programs, this position will be responsible for (not an exhaustive list)</p> <p>External</p> <ol style="list-style-type: none"> <li>1. research potential sites for employment and volunteer opportunities</li> <li>2. research self-employment opportunities, financing options and legal requirements</li> <li>3. Prepare and distribute materials seeking opportunities for job/volunteer placement</li> <li>4. Outreach and site-visits to potential sites to market the option of hiring/volunteering w/persons with developmental disabilities</li> <li>5. maintain constant contact with regional center service coordinators and hcbs coordinator</li> <li>6. skillfully negotiate customized employment/volunteer activities with potential sites</li> <li>7. coordinate with worksource centers, hiring firms, employment fairs and others to find jobs for consumers</li> </ol> <p>Internal</p> <ol style="list-style-type: none"> <li>1. analyze and assess skills sets and behavior/medical concerns of consumers (approx. 200)</li> <li>2. develop plan to transition consumers into employment/volunteer opportunities based on their skill sets and support needed</li> <li>3. Develop training plan for informing consumers and families of employment and volunteer options</li> <li>4. conduct meetings/presentations for families and consumers on the hcbs requirements and our compliance attempts</li> <li>5. stay up to date with policy concerns; including SSI/social security implications</li> <li>6. create updates/progress reports for upper management</li> </ol> <p>Requirements</p> <ol style="list-style-type: none"> <li>1. 2 year degree in business, public administration, communications or related field</li> <li>2. 5 years' experience in human resources, recruiting or working with disabled individuals in lieu of education</li> <li>3. MS Office proficiency</li> <li>4. Exceptional communications and presentation skills</li> </ol>
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Estimated budget; identify all major costs and benchmarks — attachments are acceptable	Budget: Vendor will vet qualified individuals and offer employment within 60 days of placing ad.		
	SPECIALIST CALCULATION		
	COST OF ONE SPECIALIST		
	Hourly pay rate <b>Mandated Costs</b> FICA/FUI Social Security SDI UI miscellaneous/local	\$20.00  \$ 0.44 \$ 1.30 \$ 0.05 \$ 0.03 \$ 0.05 <hr/> \$ 1.87	
	<b>Retention Benefits</b> Employer 401(k) match 9 paid holidays Workers Comp Insurances (med/life) Vacation Time Sick time travel time	\$ 0.84 \$ 0.73 \$ 0.17 \$ 3.30 \$ 0.81 \$ 0.48 \$ 0.57 <hr/> \$ 6.90	Employee only coverage; Employer portion cost
	TOTAL COST	\$ 28.77 <u>\$ 59,841.60</u>	
Requested funding for 2016-17	\$60,000		
Estimated timeline for the project	The project is expected to last 12 months after individual is hired.		