

Unlimited Quest – JD**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	Unlimited Quest, PH0375
Primary regional center	Harbor Regional Center
Service type and code	Adult Day Program, 055
Number of consumers currently serving	39
Barriers to compliance with the HCBS rules and/or project implementation	Limited Resources includes not having a designated person to develop jobs and establish employment opportunities with a focus on personal choice. Staffing ratio makes it difficult to focus on individualized job assessment and development.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	<p>Unlimited Quest has conducted a self-assessment of this day program and determined that we are not in full compliance with HCBS requirement #1: <i>"The setting is integrated in and supports full access of individuals receiving Medicaid HCB Services to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services."</i></p> <p>In order to achieve full compliance we are proposing the addition of a Job Developer. This resource will make it possible for the individuals receiving services by Unlimited Quest to identify and access opportunities for Competitive Integrated Employment (paid or volunteer).</p>

	<p>Below are the principal duties of the Job Developer to be hired:</p> <ul style="list-style-type: none">• Create job opportunities in community• Coordinate with employers and determine jobs available• Complete a Job Interest Inventory with each individual interested in employment• Assist with resume development and completing applications• Develop activity/training modules for staff and clients to utilize throughout the day to develop vocational skills• Negotiate employment agreements with employers• Conduct continued job assessments as clients increase their vocational skill set• Assist clients in searching and interviewing for jobs and provide follow-up support to individual clients once placed in a job.• Conduct mock interview with the individual• Supervise clients with paid and volunteer jobs, including performance evaluations, scheduling and training clients in their jobs/jobsites• Train staff on job coaching responsibilities• Provide feedback to the rejected candidates and help them upgrade their qualifications and correct their mistakes while making further job applications.
Estimated budget; identify all major costs and benchmarks—attachments are acceptable	Job Developer wages with benefits \$55,200 Overhead \$8,280
Requested funding for 2016-17	\$ 63,480 annual cost
Estimated timeline for the project	2 years