

**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	Bethesda Family Home # H13304
Primary regional center	North Bay
Service type and code	Adult Residential Facility - 905
Number of consumers currently serving	six
Barriers to compliance with the HCBS rules and/or project implementation	<b>Barriers to compliance:</b> outdated/incomplete staff training topics, documentation, policies/procedures, methodologies and resident communication deficits. <b>Barriers to project:</b> Inadequate funding to pay for a temporary administrative/compliance assistant/consultant to aid the Administrator in bringing all of the above into compliance. Time to locate and instruct residents in means and methods to communicate their preferences, etc.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	<b>Narrative:</b> A maximum of six months paid position for an Administrative Assistant to aid the Administrator in bringing all documentation, files, forms, methods, staff training and other facility policies and procedures, etc., into compliance. This will free the Administrator to perform interviews with residents to discover preferences, and to identify communication barriers, to set up/instate person centered methods for meeting these and to research means & methods that may be employed to bridge communication gaps, address fears/anxieties, increase residents knowledge, confidence and feelings of empowerment so they may voice concerns over services and preferences. <b>HCBS requirements out of compliance with:</b> #2 No policies or means regarding documentation to ensure residents are being offered an informed choice in living arrangement. #3 Lack of ongoing staff training related to rights and Lanterman Act. #4 Lack

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	means to communicate effectively with all residents to ensure individual needs and preferences are being met & properly documented. #5 Lack a means to communicate with some residents to ensure their choices and preferences are being met. #6 Legally enforceable residency agreement that meets city/county/state regulations and landlord tenant laws.
Estimated budget; identify all major costs and benchmarks— attachments are acceptable	At a rate of no less than \$12.00 per hour, and no more than 40 hours a week for no more than six months = \$ 11520.00. Plus all employer matching, federal and state employer tax responsibilities as well as workers compensation, sick pay and if applicable other employee benefits = \$2200.00 +/- Total = \$ 13720.00
Requested funding for 2016-17	Total funding being requested = \$13720.00
Estimated timeline for the project	Six months