

**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	Napa Valley PSI Vendor #HN0176
Primary regional center	North Bay Regional Center
Service type and code	Work Activity Program Service Code 954
Number of consumers currently serving	55
Barriers to compliance with the HCBS rules and/or project implementation	<p>Napa Valley PSI’s Work Activity Program provides primarily site-based work training to individuals in a 1:15 ratio. The facility is in close proximity to Napa State Hospital without easy access to community activities. Several years ago PSI committed to moving toward community employment by augmenting the staff ratio to add additional off-site work crews in a 1:3 ratio. In 2015, PSI was awarded technical assistance from Transcen Services (via an RFP from NBRC) to develop a program design that would transition site-based services to those that were 100% community integrated. PSI launched the new program called “Integrated Services” in February 2016. While leadership is committed to this transition, it has required a “culture shift” for PSI staff, work program employees and the community. While there are currently 6 people being served in the new program, there is more work to be done to ensure stability and continued growth.</p> <p>Barriers to compliance for Napa Valley PSI’s Work Activity Program (WAP) include the following:</p> <ol style="list-style-type: none"> 1) A need for staff (and support team) training and development in understanding and implementation of person-centered services. While the new program demonstrates PSI’s commitment to transitioning individuals from site-based to community-based services, there is a need for training to

	<p>ensure that the program is being implemented with a high level of skill. Technical skills will be required as well as training to accomplish this “culture shift”. An experienced manager is currently implementing the majority of the new program successfully, but as it expands it will be critical that staff increase their ability to engage in ways that are meaningful, individualized, and goal-oriented. An important component is teaching staff to be community ambassadors, how to “carve” jobs and how to make connections with all available resources. Support teams will also need training.</p> <p>2) Employment outreach and development is equally as critical to the success of the new program. The local community is not aware of the value and workforce capabilities of PSI employees. PSI will become involved in community service organizations in order to develop relationships with potential employers. Marketing and advertising materials need to be updated. Community outreach and collaboration with businesses will help grow the Integrated Services program yet not create the need for long-term or ongoing financial support. Community employers will need education regarding changes in laws in order to understand the drive and subsequent value of employment for people with disabilities.</p> <p>PSI leadership feels that with a comprehensive training package and effective community outreach, the Integrated Services program will provide the opportunity for transition from the site-based services to 100% community based services for those who choose this option.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>Napa Valley PSI is focused on employment and offers three programs: Work Activity Program, Integrated Services and Placement Services. 90% of the program’s participants continue to work solely in a site-based facility doing sub-minimum wage work (WAP). While PSI has been proactive in its approach to transitioning to community based services, it has become clear that a culture shift is needed in order to ensure success. Not only for staff and individual’s served, but also for families, support teams and community members who will need to be educated and informed about the person-centered approach, changes in the laws, and ways to implement the new requirements. PSI has identified two areas that are critical to the transition of the organization. Requests are focused on Federal Requirement #1, but it should be noted that fulfillment of these requests will allow PSI to also meet the additional requirements for person-centered planning and participation in activities of choice, which currently have areas out of compliance.</p> <p>1) Training and Staff Development: PSI is interested in investing in resources (consultants, trainers, conferences, written and/or video training materials). Training will include but is not limited to: person-centered planning, self-advocacy, self-</p>

	<p>determination, peer mentoring, self-discovery, assessment, job coaching skills, job “carving” and community relations. Training sessions will be documented; staff will meet identified criteria in order to apply for community positions. Training would be provided to WAP program participants interested in learning about Integrated Services, including their support team members. Informed choice is key to a person-centered approach. By providing “trial opportunities” to participate in the service prior to commitment, PSI will allow the individual to experience a typical day in Integrated Services. Discussions at Annual IHC meetings will address the Integrated Service model, provide information to help inform the decision, and relay the value of volunteer work as a way to assess skills and gain work experience as a “next step” in gainful employment.</p> <p>2) Employment outreach and development will allow PSI to update marketing materials including the logo, brochures, and a revised mission statement. With a new look, PSI will be able to professionally approach the community with the goal of increasing employment. A discovery process will be utilized to assist people in making informed choices about their lives. PSI will utilize funds for memberships in local service organizations such as the Kiwanis /Rotary Clubs, participate in Leadership Napa Valley, and ensure involvement in the Chamber of Commerce in order to develop relationships with the business and non-profit community.</p> <p>3) Persons served will also be encouraged to become active in their communities through participation in these service clubs, and through volunteerism and leadership opportunities.</p> <p>Request for funding in these areas will provide the Integrated Services program with a sustainable foundation that is needed for growth, yet will not create reliance for ongoing financial support.</p>
<p>Estimated budget; identify all major costs and benchmarks— attachments are acceptable</p>	<p><u>Salaries for project implementation</u> \$10,842</p> <p><u>Staff Development:</u></p> <p>Consultants/Professional Services/Internal training (including materials) \$35,000</p> <p>External Training \$5,000</p> <p><u>Community Development</u></p> <p>Consultants/Professional Services-Branding to include logo redesign and update of brochures (includes printing) \$10,000</p> <p>Community Memberships \$6,000</p> <p>Community Recognition Funds \$2,000</p>
<p>Requested funding for 2016-17</p>	<p>\$68,842</p>
<p>Estimated timeline for the project</p>	<p>2017-2019</p>