

**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	Pace Solano, Benicia Vendor # H13670
Primary regional center	North Bay Regional Center
Service type and code	Adult Day Program
Number of consumers currently serving	29
Barriers to compliance with the HCBS rules and/or project implementation	<p>Currently funding for Pace Solano’s day program in Benicia is determined by a staff to client ratio that creates a significant barrier to the person centered focus of current HCBS regulations. The following are barriers to compliance at Pace Benicia:</p> <ol style="list-style-type: none"> 1. There are very few “individual” community activities. Activities are planned and completed in 1:3 or 1:4 staff to participant ratios. Individuals participate in typical group activities such as bowling, shopping, eating in restaurants, walking, having lunch in the park, going to the movies, working at job sites, and volunteer activities. Lack of vans to transport individuals, drivers, scheduling constraints, individual needs (medication, personal care, medical) and an absence of money are all barriers to getting individuals out into the community. 2. The current planning process for each individual is a collaborative effort largely driven by the regional center, families, care providers, and the program. The end result may or may not address the preferences of the individual. 3. Insufficient training in person-centered planning is a barrier to establishing how the individual wants to be served and what their ideal day would look like. Providing this training to all Pace Solano staff, supervisors, van drivers, family members

	<p>and residential service providers will embed person centered practices within the organization and move us towards compliance with federal and state mandates for services and supports.</p> <p>4. At Pace Benicia, programming is based on the preferences of the larger group and not necessarily driven by individual choice. Individuals can choose what they would like to do, but they choose from a list of available group activities. If an individual wants a change, they are limited to what is available to them at the program site.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>Changing the culture at Pace Benicia will encourage and support each individual's opportunity to make individual choices throughout their program day and provide them with the skill set to make their own informed decisions. This change can then be used as a model to change the culture of the entire agency.</p> <p>As is typical in most day programs, staff at Pace Benicia is most concerned about what is important <u>for</u> a person; this includes prevention of illness, treatment of medical conditions, health and safety, and support needs. While important, it is equally important for the individuals we support to be able to live their lives as they chose in their community. Relationships, things they like and want to do, places to go and having choices, all provide individuals with new possibilities that emphasize hopes and dreams, preferences, needs, and meaningful experiences. We recognize there has to be a healthy balance of what is important to and for each individual. Individuals we support are taken care of, but we fail in providing them with the tools needed to be in charge, and getting the life they want.</p> <p>Pace wants to create a pilot project that will start with person centered thinking and planning training for the families, care givers, supervisors, staff and individuals who use Pace Benicia services. Sue Wakerley, Pace CPO and Katy Vanzant, Associate Director Napa Valley Support Services are in the process of becoming certified Person Centered Thinking trainers. The plan is for the two to co-train with their individual agencies. After initial trainings are completed, Sue Wakerley will work with supervisors and staff at Pace Benicia so they are equipped to provide individuals in the program with the support and training needed to ensure: (1) informed decisions; (2) opportunities to be part of their community through volunteer work, paid integrated work; and, (3) participate in the community activities of their choice.</p> <p>The steps needed to complete this project include:</p>

	<ul style="list-style-type: none"> • Rewrite key Job Descriptions to include the basic core principles of a person-centered services and supports. • Develop 1 Page Descriptions (PCD) for all participants. A PCD is an at-a-glance positive way to share key information about each individual supported including what is important to and for an individual, needs and preferences regarding everyday activities and work, and how to successfully support the person. • Provide support opportunities for individuals to make their own informed decisions regarding what they want to do and learn. During each Annual ISSP meeting, individuals and their support team will discuss likes, needs, preferences, what's working well and what could be better, and determine goals and outcomes for the following year. • Each individual plan will reflect the unique interests, gifts and talents of the person. Plans will focus on the development of individual choice, preferences, personal relationships and community life. • After each Annual ISSP, an evaluation of the process will be provided for each of the team members to complete. Evaluations will be reviewed to determine if the facilitator is fostering person centered planning expectations (e.g., process and outcomes) and whether there is follow through with each outcome written into the plan. • 1 Page Descriptions will be reviewed and revised for each individual at the ISSP meeting at a minimum. Individuals will be able to review and revise their plans more often as requested. • The staff at Pace Benicia will be provided with new job descriptions and asked to re-interview for a Job/Community Coach position that supports person-centered thinking. Additional staff will be hired to assist with development and implementation of PCP. Monthly staff meetings will cover what is working well, what needs to be revised, and what additional support staff and/or individuals need. Meeting minutes and follow up notes will be used as tools for the other Pace sites as they move towards person centered services.
<p>Estimated budget; identify all major costs and benchmarks— attachments are acceptable</p>	<p>Consultant Fees for Person Centered Training - \$7,500 Training Expenses including materials - \$5,000 Additional staff to implement Plans & provide community outreach - \$75,000 Funds for increased community activities - \$5,000</p>
<p>Requested funding for 2016-17</p>	<p>\$92,500 for 2016-2018</p>

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Estimated timeline for the project	2016-2018
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