

**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	PathPoint 1) LA ACCESS – H32900 2) 2) Pathfinder – PL1205 3) AV CAP – HL0044 4) AV CAP Transportation – HL0067 5) AV CAP – 1:1 Ratio – PL0218
Primary regional center	North Los Angeles Regional Center
Service type and code	1) Adult Developmental Center – 510 2) Community Integration Training – 55 3) Adult Developmental Center – 510 4) Transportation – 880 5) Program Support Group – 110
Number of consumers currently serving	1) 78 2) 27 3) 50 4) 14 5) 4 Total = 173
Barriers to compliance with the HCBS rules and/or project implementation	<p>Although we do meet the minimum requirements, to properly integrate our participants in the community we need improvements for our programs to become fully compliant.</p> <p>We have a difficult time monitoring our participants and staff while they are out in the community. We want to ensure that the activities are properly corresponding to their person centered plan.</p> <p>Also the method of recording our participant's progress while out in the field can potentially compromise their privacy. Our staff also have</p>

	<p>a difficult time recording progress and taking notes while out in the field. Staff use hard copy paper files what include personal identifiers which is risky to maintain while out in the community.</p> <p>Staff are not currently trained in ensuring participant's rights while out in the community. They face many more challenges in the community that our current facility based rights training does not cover.</p> <p>Our staff also have difficulties in incorporating these out of facility activities because of lack of experience in this domain. We want to ensure that the activities being offered are interesting to the participants and do not become redundant over time.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>We are currently not meeting Federal Requirement #1. Although community integration is incorporated in the person centered plans, we lack the tools to monitor if the plans are actually being followed by our staff. We rely on staff reporting that the schedule was followed but we need to create more transparency.</p> <p>Our solution to this is to incorporate GPS tracking for the vehicles we own that are used to transport our participants to their community based activities. The technology that we are interested in is: Fleetmatics. We have received a recommendation from another service provider that currently uses this technology. With the use of Fleetmatics we would be able to monitor fuel, miles, and location remotely. Supervisors would have the tools to ensure schedules are being properly followed. This would also allow us to become more efficient in our outings which would allow us to offer even more over time.</p> <p>The other Federal Requirement that we are not fully meeting is #3. To track participant progress while out in the field, our staff use hard copy paper files. We are concerned that this method can compromise the privacy and safety of our participants if not properly handled.</p> <p>A solution to this would be to implement a Case Management System. This system will allow us to become much more efficient in providing our services. We have researched many systems and have found one that will meet our needs. The system comes with an app that can be used on smartphones. Through this app staff are able to view participant files and record their notes directly from their work phones. We are requesting funding for initial implementation of this database and devices to be used in the field. This would reduce the need for paper files, make recording progress more efficient, and</p>

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	<p>guaranteeing the privacy of our participants because their records would now be secured electronically eliminating the potential risk.</p> <p>Our third solution would allow us to comply with both regulations. We would like to hire a Community Integration Specialist. This person would design and conduct client's rights training. As mentioned we do train our staff on clients rights within the facility, but once in the community there are other considerations that staff are not currently aware of. The Specialist would train staff in how to ensure safety, privacy, and respect while out the in the community. We also want the Specialist to conduct trainings within the community. The specialist would create presentations for our community partners to teach their staff how to interact with our participants with respect and to be mindful of their privacy. We believe this will enhance our community relations and ensure that these community outings will lead to positive interactions.</p> <p>The Specialist will also work alongside staff in creating plans for community outings and will make connections in the community to diversify the types of outings we offer. The specialist will observe the activities, provide feedback and monitoring, and help adjust accordingly. With this funding we will pilot this position and if successful we will adjust our budgets to sustain the position.</p> <p>With these solutions we will be in compliance with the new Federal Regulations and most importantly we will be able to provide quality services for those we serve.</p>
Estimated budget; identify all major costs and benchmarks—attachments are acceptable	<p>Case Management System – initial fees and training =\$10,750</p> <p>GPS Tracking - \$4,800</p> <p>Devices for collecting data - \$1,800 for devices / \$5,040 service costs</p> <p>Integration Specialist – 1 year wages & benefits \$70,000 + Travel & Training fees \$3,640. See budget attachment for more information.</p>
Requested funding for 2016-17	\$96,030
Estimated timeline for the project	Upon approval but ready to start in January. Full implementation within 9 months of funding. See budget attachment for more information.