

**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	<ol style="list-style-type: none"> 1. United Cerebral Palsy of San Diego County – Ready Stamps (HQ0420) 2. United Cerebral Palsy of San Diego County – North County Habilitation (HQ0406) 3. United Cerebral Palsy of San Diego County – Adult Development Center (H14580)
Primary regional center	San Diego Regional Center
Service type and code	<p>#s 1 & 2 above: WAP / 954 #3 above: ADC / 510</p>
Number of consumers currently serving	<p>HQ0420 – 16 consumers HQ0406 – 38 consumers H14580 – 26 consumers</p>
Barriers to compliance with the HCBS rules and/or project implementation	<p>Federal Requirement #1: Although there are some options for community integration / utilization of community services in lieu of onsite services, these are limited to staff availability and generally occur in small groups. It has also not been determined in a systematic, comprehensive manner what alternatives to site based services individuals and their families would like to have.</p> <p>Federal Requirement #2: Although individuals consent to placement in the program, there is limited opportunity for the program to provide consumers with informed choices (eg. job site visits, internships) on alternative setting options.</p> <p>Federal Requirement #4: Daily activities are prescribed and schedules are mostly routinized primarily focusing on work production with some limited choices for non-work activities.</p> <p>Federal Requirement #5: Although individual rights are respected and the program makes every attempt to honor individuals’ choices, there are limits based on staff and production needs. The process</p>

	<p>for modifying services and voicing concerns is formalized annually. If consumers are unhappy with current services generally meetings are held with their support team to determine alternatives. The program would benefit from an in depth and thorough process of discovering what services, choices, and supports consumers truly want and to develop a robust process to modify current program design to allow for greater opportunities to assist individuals in the areas of personal empowerment, self-efficacy and ultimately self-determination.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>United Cerebral Palsy of San Diego, believing that individuals along with their families and other interdisciplinary team members know best what supports and services they would like to receive to achieve life goals, plan to conduct a comprehensive assessment of individual’s preferred service options through individual surveys, interviews, and focus groups of individuals, families, care providers and other stakeholders and will subsequently analyze the results to determine the best way to modify and adapt services to a) overcome barriers to compliance with HCBS rules and b) ensure current individuals’ and families’ needs and desires are well represented in the modifications / adaption of services. To obtain unbiased data and assessment, UCP will contract with a neutral, third party consultant to undertake this assessment and data analysis. In association with UCP’s leadership team, the consultant will then provide a strategic direction for UCP’s adult programs that reflect current best practices and innovative strategies to support not only compliance with HCBS rules but to ensure that the needs, preferences and voice of the individuals served and their families is well represented in any program changes or modifications.</p>
<p>Estimated budget; identify all major costs and benchmarks— attachments are acceptable</p>	<p>1. 2017: Stakeholder Surveys and Analysis Benchmarks (Year 1):</p> <ul style="list-style-type: none"> - Development of Surveys (Face to Face, Paper, Focus Groups) to target individuals with domaine knowledge and created to obtain diversity of views: Completed by July 31, 2017 - Key Informant Interviews (60% of individuals served): Completed August & September 2017 - Paper Surveys (50% of families & care providers, 50% of individuals served): Completed September 2017 - Three Focus Groups (Parents/Care Providers, Individuals Served, & Other Stakeholders): October 2017 - Objective of above is to define ‘customer’ (family / care provider / other stakeholder needs and preferences). - Surveys Analyzed and Summarized: November – December 2017

	<p>Budget (Year 1)</p> <ul style="list-style-type: none"> - Office supplies: Paid through existing program budgets - Postage : Covered through existing program budget - Consultant Hours: 12 hours/week X \$100/hour x 24 weeks = \$28,800 <p>2. 2018: Program Redesigns, Plans, and Implementation Benchmarks (Year 2):</p> <ul style="list-style-type: none"> - Complete environment assessment, including internal as well as broad external understanding, focusing on organizational strengths, opportunities and market position. - Understand organization and its context for possible program redesigns, with emphasis on providing value to clients. - Develop strategic goals, translate goals into specific activities around program operations and functionality. <p>Budget (Year 2):</p> <ul style="list-style-type: none"> - Consultant Hours: 4 hrs/week X \$100/hour x 48 weeks = \$19,200 <p>Budget Total (Years 1 & 2) = \$48,000</p>
Requested funding for 2016-17	\$28,800
Estimated timeline for the project	2 years