

**CVS – JD
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	Cole Vocational Services (CVS) Camarillo Day Program Vendor #HT0105
Primary regional center	Tri- Counties Regional Center
Service type and code	Community Based Adult Day Program 510
Number of consumers currently serving	40
Barriers to compliance with the HCBS rules and/or project implementation	Limited Resources includes not having a designated person to develop jobs and establish employment opportunities with a focus on personal choice. Staffing ratio makes it difficult to focus on individualized job assessment and development.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	<p>CVS has conducted a self-assessment of this day program and determined that we are not in full compliance with HCBS requirement #1: <i>"The setting is integrated in and supports full access of individuals receiving Medicaid HCB Services to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services."</i></p> <p>In order to achieve full compliance we are proposing the addition of a Job Developer. This resource will make it possible for the individuals receiving services by CVS to identify and access opportunities for Competitive Integrated Employment (paid or volunteer).</p>

	<p>Below are the principal duties of the Job Developer to be hired:</p> <ul style="list-style-type: none"> • Create job opportunities in community • Coordinate with employers and determine jobs available • Complete a Job Interest Inventory with each individual interested in employment • Assist with resume development and completing applications • Develop activity/training modules for staff and clients to utilize throughout the day to develop vocational skills • Negotiate employment agreements with employers • Conduct continued job assessments as clients increase their vocational skill set • Assist clients in searching and interviewing for jobs and provide follow-up support to individual clients once placed in a job. • Conduct mock interview with the individual • Supervise clients with paid and volunteer jobs, including performance evaluations, scheduling and training clients in their jobs/jobsites • Train staff on job coaching responsibilities • Provide feedback to the rejected candidates and help them upgrade their qualifications and correct their mistakes while making further job applications.
<p>Estimated budget; identify all major costs and benchmarks— attachments are acceptable</p>	<p>Job Developer wages with benefits \$55,200 Overhead \$8,280</p>
<p>Requested funding for 2016-17</p>	<p>\$ 63,480 annual cost</p>
<p>Estimated timeline for the project</p>	<p>2 years</p>

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	Cole Vocational Services (CVS) Oxnard Day Program Vendor #H31721
Primary regional center	Tri-Counties Regional Center
Service type and code	Adult Center Based Program 510
Number of consumers currently serving	48
Barriers to compliance with the HCBS rules and/or project implementation	Limited Resources to provide and offer transportation and access to the community, including offering a variety of community and employment options with a focus on personalized choice. Staffing ratio makes it difficult to focus on individualized job assessment and development
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	<p>CVS has conducted a self-assessment of this day program and determined that we are not in full compliance with HCBS requirement #1: <i>"The setting is integrated in and supports full access of individuals receiving Medicaid HCB Services to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services."</i></p> <p>In order to achieve full compliance we are proposing the addition of a Job Developer, an Activity Coordinator, a van driver and an accessible van. These resources will make it possible for CVS to identify and access opportunities for Competitive Integrated Employment (paid or volunteer). The Activity Coordinator will identify and develop additional integrated community sites, to create the capacity for all individuals to participate in integrated community</p>

activities at least 50% of their program day. The addition of a van driver and an accessible van will facilitate increased access to these integrated employment and community activity sites.

Below are the principal duties of the **Job Developer** to be hired:

- Create job opportunities in community
- Coordinate with employers and determine the jobs available
- Complete a job interest inventory with each individual interested in employment
- Assist with resume development and completing applications
- Develop activity/training modules for staff and clients to utilize throughout the day to develop vocational skills
- Negotiate employment agreements with employers
- Conduct continued job assessments as clients increase their vocational skill set
- Assist clients in searching and interviewing for jobs and provides follow-up support to individual clients once placed in a job.
- Supervise clients with paid and volunteer jobs, including performance evaluations, scheduling and training clients in their jobs/jobsites.
- Train staff on job coaching responsibilities
- Conduct mock interview with the individual.
- Provide feedback to the rejected candidates and help them upgrade their qualifications and correct their mistakes while making further job applications.

The **Activity Coordinator** is responsible for initiating a broad array of community contacts in order to cultivate integrated community involvement. The Activity Coordinator's primary responsibilities are:

- Establish functional age appropriate, accessible community integrated sites
- Review activity schedules and provide guidance to staff and clients on decision making and planning to access the sites
- Provide training to staff regarding activity delivery methods and techniques
- Maintain curriculum binders related to making choices, planning schedules and community activities
- Ensure varied/age appropriate activities are planned and offered to individuals
- Establish activity plans for each community location, which includes the activity to be taught, materials required, recommended training techniques in that particular setting
- Conduct site checks in the community to ensure the locations remain beneficial to the individual and staff are providing the appropriate support

**CVS – JD
Home and Community-Based Services (HCBS) Rules
CONCEPT PROPOSAL**

Enclosure C

	<p>The Activity Coordinator and staff members assist each client as they direct the design of their Individual Service Plan (ISP) and activity schedule.</p> <p>The Activity Coordinator develops locations with the primary goal to increase participant’s community access, skills and independence. Below are some examples of community sites and activities:</p> <ul style="list-style-type: none"> • Adopt a Garden - Community Garden: Provides opportunities to support the beautification of local communities, work alongside other gardeners and develop gardening skills, etc. • Community College: Obtaining a degree or certificate in an area of interest. Exploring vocational interests, class participation, college campus life, using the library for internet access and homework, having lunch in the cafeteria, etc. • Internet Café: Building computer skills, emailing friends and family, planning a trip, exploring community event calendars for activity schedule planning, etc. • Community Centers, Gyms, etc.: Attending an exercise or dance class, exploring a hobby such as photo or scrapbooking, cooking classes or participating in a local sport <p>In order for CVS to meet the community integration and employment expectation an accessible van and a driver will be needed to ensure access and appropriate safety and supervision for all individuals being transported.</p> <ul style="list-style-type: none"> • The driver will complete an extensive defensive driver’s training program. • Establish transportation plan, including public transportation cost assessment, most efficient routes and mapping for most efficient routes • The van will be on a maintenance program to ensure it is a safe operating vehicle. <p>Outings may be at a volunteer site (such as: Humane Society, libraries, parks, churches, etc.), community center, shopping center, or other location of the clients choosing. Staff will provide supervision to the clients at all times and will provide the least restrictive method of supports, in order to afford the clients the opportunity to be as independent as possible.</p>
<p>Estimated budget; identify all major costs and benchmarks— attachments are acceptable</p>	<p>Job Developer wages with benefits \$55,200 Activity Coordinator wages with benefits \$40,250 Driver wages with benefits \$17,672 Van Acquisition \$55,000 Van (Insurance, Gas, Depreciation) \$17,448 Overhead \$18,139</p>
<p>Requested funding for</p>	<p>\$148,806 annual on-going cost</p>

CVS – JD
Home and Community-Based Services (HCBS) Rules
CONCEPT PROPOSAL

Enclosure C

2016-17	\$55,000 for van purchase (1 time cost)
Estimated timeline for the project	2 years

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	Cole Vocational Services (CVS) Ventura BMP Day Program Vendor #HT0199
Primary regional center	Tri- Counties Regional Center
Service type and code	Adult Center Based Program 515
Number of consumers currently serving	31
Barriers to compliance with the HCBS rules and/or project implementation	Limited Resources to provide and offer transportation and access to the community, including offering a variety of community and employment options with a focus on personalized choice. Staffing ratio makes it difficult to focus on individualized job assessment and development
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	CVS has conducted a self-assessment of this day program and determined that we are not in full compliance with HCBS requirement #1: <i>"The setting is integrated in and supports full access of individuals receiving Medicaid HCB Services to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services."</i> In order to achieve full compliance we are proposing the addition of a Job Developer, an Activity Coordinator, a van driver and an accessible van. These resources will make it possible for CVS to identify and access opportunities for Competitive Integrated Employment (paid or volunteer). The Activity Coordinator will identify and develop additional integrated community sites, to create the capacity for all individuals to participate in integrated community

activities at least 50% of their program day. The addition of a van driver and an accessible van will facilitate increased access to these integrated employment and community activity sites.

Below are the principal duties of the **Job Developer** to be hired:

- Create job opportunities in community
- Coordinate with employers and determine the jobs available
- Complete a job interest inventory with each individual interested in employment
- Assist with resume development and completing applications
- Develop activity/training modules for staff and clients to utilize throughout the day to develop vocational skills
- Negotiate employment agreements with employers
- Conduct continued job assessments as clients increase their vocational skill set
- Assist clients in searching and interviewing for jobs and provides follow-up support to individual clients once placed in a job.
- Supervise clients with paid and volunteer jobs, including performance evaluations, scheduling and training clients in their jobs/jobsites.
- Train staff on job coaching responsibilities
- Conduct mock interview with the individual.
- Provide feedback to the rejected candidates and help them upgrade their qualifications and correct their mistakes while making further job applications.

The **Activity Coordinator** is responsible for initiating a broad array of community contacts in order to cultivate integrated community involvement. The Activity Coordinator's primary responsibilities are:

- Establish functional age appropriate, accessible community integrated sites
- Review activity schedules and provide guidance to staff and clients on decision making and planning to access the sites
- Provide training to staff regarding activity delivery methods and techniques
- Maintain curriculum binders related to making choices, planning schedules and community activities
- Ensure varied/age appropriate activities are planned and offered to individuals
- Establish activity plans for each community location, which includes the activity to be taught, materials required, recommended training techniques in that particular setting
- Conduct site checks in the community to ensure the locations remain beneficial to the individual and staff are providing the appropriate support

**CVS – JD
Home and Community-Based Services (HCBS) Rules
CONCEPT PROPOSAL**

Enclosure C

	<p>The Activity Coordinator and staff members assist each client as they direct the design of their Individual Service Plan (ISP) and activity schedule.</p> <p>The Activity Coordinator develops locations with the primary goal to increase participant’s community access, skills and independence. Below are some examples of community sites and activities:</p> <ul style="list-style-type: none"> • Adopt a Garden - Community Garden: Provides opportunities to support the beautification of local communities, work alongside other gardeners and develop gardening skills, etc. • Community College: Obtaining a degree or certificate in an area of interest. Exploring vocational interests, class participation, college campus life, using the library for internet access and homework, having lunch in the cafeteria, etc. • Internet Café: Building computer skills, emailing friends and family, planning a trip, exploring community event calendars for activity schedule planning, etc. • Community Centers, Gyms, etc.: Attending an exercise or dance class, exploring a hobby such as photo or scrapbooking, cooking classes or participating in a local sport <p>In order for CVS to meet the community integration and employment expectation an accessible van and a driver will be needed to ensure access and appropriate safety and supervision for all individuals being transported.</p> <ul style="list-style-type: none"> • The driver will complete an extensive defensive driver’s training program. • Establish transportation plan, including public transportation cost assessment, most efficient routes and mapping for most efficient routes • The van will be on a maintenance program to ensure it is a safe operating vehicle. <p>Outings may be at a volunteer site (such as: Humane Society, libraries, parks, churches, etc.), community center, shopping center, or other location of the clients choosing. Staff will provide supervision to the clients at all times and will provide the least restrictive method of supports, in order to afford the clients the opportunity to be as independent as possible.</p>
<p>Estimated budget; identify all major costs and benchmarks— attachments are acceptable</p>	<p>Job Developer wages with benefits \$55,200 Activity Coordinator wages with benefits \$40,250 Driver wages with benefits \$17,672 Van Acquisition \$55,000 Van (Insurance, Gas, Depreciation) \$17,448 Overhead \$18,139</p>
<p>Requested funding for</p>	<p>\$148,806 annual on-going cost</p>

CVS – JD
Home and Community-Based Services (HCBS) Rules
CONCEPT PROPOSAL

Enclosure C

2016-17	\$55,000 for van purchase (1 time cost)
Estimated timeline for the project	2 years