

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

The Home and Community-Based Services (HCBS) rules ensure that people with disabilities have full access to, and enjoy the benefits of, community living through long-term services and supports in the most integrated settings of their choosing. In order to assist in determining eligibility for compliance funding, providers must complete this evaluation. Both “Yes” and “No” answers require an explanation. A “No” response *could* mean a service setting is out of compliance with the HCBS rules and is potentially eligible for funding to make necessary adjustments. Once this evaluation is completed, it should act as a guide for filling out the provider compliance funding concept, which is required for any provider to be eligible for compliance funding. **Completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules. Only providers requesting compliance funding need to complete this evaluation.**

Federal Requirements #1-5 apply to providers of all services, including residential and non-residential settings. Federal Requirements #6-10 are additional requirements that apply only to provider-owned or controlled residential settings.

The column labeled “Guidance” contains a series of questions intended to help identify compliance or non-compliance with each requirement as it relates to the HCBS rules. While responses to these questions can help in the determination of whether or not a particular requirement is met, these responses may not be the sole factor in this determination.

More information on the HCBS rules and this form can be found at www.dds.ca.gov/HCBS.

Questions may be directed to HCBSregs@dds.ca.gov.

Date(s) of Evaluation: 11/06/19	Completed by: Garrett Broadbent
Vendor Name, Address, Contact: Meristem Inc., 9200 Fair Oaks Blvd., Sacramento, CA. 95628	
Vendor Number: HA0994, HA0995, HA0996, PA1910	
Service Type and Code: Community Activities Support Services, 063 and Independent Livings Skills 520	

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

<p><u>Federal Requirement #1:</u></p> <p><i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS 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 HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No XX</p> <p>Please explain: Clients do not receive full access to the greater community. Clients at Meristem have a range of opportunities to access community services and activities, including attending hot glass workshops, grocery shopping for sessions and their residences, internships and work placements, social outings, volunteering and community service activities, however, access is limited at times.</p> <p>Each Meristem Client has an individualized support plan which clearly outlines their goals and aspirations, support needs and learning behavior strategies, to ensure that they receive appropriate services and supports.</p> <p>Clients don't always receive timely support or may be restricted in terms of the services or jobs due to a need for 1:1 supports during initial placements. Clients have expressed a desire to have increased opportunities to access community and work skills, either through expanding the social enterprises to reach more customers, further developing the work skills curriculum to include more off-site visits and having more opportunities to volunteer or participate in community service to help develop their vocational skills. Staff also needs additional training in supporting Clients to access the community and develop transferable employment skills.</p>	
<p><u>Federal Requirement #2:</u></p> <p><i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals? • Does each individuals' IPP document the different setting options that were considered prior to selecting this setting?

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Please explain: Meristem works with individuals and families to ensure that Clients entering into and participating in the program are fully aware of their expectations and options. Perspective Clients are invited to visit the program and participate in sessions/ stay in the dorms prior to agreeing to the placement. Meristem has IPPs for all Regional Center funded clients.</p>	
<p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint? • Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality? • Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Each Client at Meristem has a Student Advisor who works with them to help them understand their rights to privacy, dignity and respect. Meristem also provides a written Client Handbook that includes information about how Clients can raise concerns, and how they can expect to be treated by Meristem staff and other Clients. Client information is kept in a secure place, and Clients and Student Advisors have confidential spaces to meet together each week. Staff receive training and guidance regarding confidentiality, appropriate communication with Clients and information sharing. Staff would benefit from additional and ongoing training in empowering Clients to be self-advocates through the Person-Centered Planning process.</p>	

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

<p><u>Federal Requirement #4:</u> <i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider offer daily activities that are based on the individuals' needs and preferences? • Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings? • Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Each Meristem Client has an individual schedule that reflects their needs and interests. Clients are supported and encouraged to develop peer support and social groups, including organizing social activities, signing up for activities such as our Client Council and social enterprises, and community activities. Meristem is not fully compliant in this area as we do not always have staff or resources to meet Clients' individual choices and, there are occasions, because of lack of resources, where Clients are not able to participate in activities of their choice. Meristem needs additional staff resource to enable more Clients to access the community. In addition, Clients would benefit from increased access to computers, so that they can research jobs, community and social activities and services. Clients and staff would also benefit from additional training in self-advocacy and self-expression.</p>	
<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available? • Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Clients at Meristem have a range of opportunities to provide feedback and to be involved in planning their schedules and services. Each Client meets weekly with their Student Advisor who advocates for them and helps them raise any concerns. However, we are not fully compliant because, while Clients have opportunities to self-advocate, they do not always have the training and skills to raise concerns in an effective way, without staff support. Meristem would like to develop and deliver self-advocacy and</p>	

**Home and Community-Based Services (HCBS) Rules
CONCEPT FORM**

leadership training so that Clients better understand their rights, and how to independently express their needs and concerns. In addition, staff would benefit from additional training in enabling Clients to self-advocate and identifying opportunities to encourage Clients to develop leadership skills.

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

Only providers of services in **provider-owned or controlled residential settings** need to complete the remainder of this evaluation. In **provider-owned or controlled residential settings**, in addition to the above requirements, the following requirements must also be met:

<p><u>Federal Requirement #6:</u> <i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are individuals informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Not Applicable</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed. Individuals sharing units have a choice of roommates in that setting. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Not Applicable</p>	

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

<p><u>Federal Requirement #8:</u> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have access to food at any time? • Does the home allow individuals to set their own daily schedules? • Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Not Applicable</p>	
<p><u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Are visitors welcome to visit the home at any time? • Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Not Applicable</p>	
<p><u>Federal Requirement #10:</u> <i>The setting is physically accessible to the individual.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area? • Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose? • Are appliances and furniture accessible to every individual?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Not Applicable</p>	

**Home and Community-Based Services (HCBS) Rules
CONCEPT FORM**

CONTACT INFORMATION

Contact Name: Garrett Broadbent
Contact Phone Number: 916-963-1000
Email Address: gb@meristem.pro

ACKNOWLEDGEMENT

By checking the box below, I acknowledge that completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules.

I AGREE

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

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 as one packet to the regional center with which it has primary vendorization.

Instructions:

- The concept form on the next page must be used, may not exceed four pages plus the budget worksheet and any cost back up, and must be kept in Arial 12-point font. Submit the form in Microsoft Word or PDF format. An extra half page is permitted to answer questions about prior funding, but the rest of the concept must be within the standard page requirements.
- There has been a significant change in the form and process compared to prior years. **In order to receive funding, this 2019-20 form must be used.**
- For providers that operate programs with several vendor numbers involved in one concept, one evaluation and concept form should be submitted and should list all vendor numbers for related/included programs. If multiple programs owned by the same parent company have different compliance evaluations or concepts, additional applications can be submitted but should be attached in the same document as the other owned programs so they can be reviewed together.
- The results of the evaluation should be clearly laid out in the section referring to identification of federal requirements that are currently out of compliance, which the concept will address.
- The concept form includes detailed information that describes the funding requests and supports how the requests will assist the provider to come into compliance.
- There should be a clear link between what is being requested and the federal requirement currently out of compliance.
- Concepts should demonstrate how the requested change in service delivery will impact individuals in offering more choices or opportunities in the community.

Strengths of previously funded concepts:

- Identified the need as well as proposed a plan to provide outreach and information regarding the HCBS rules to individuals served and members of their support teams.
- Discussed the need for additional funds in order to effectively support individuals served on a more individualized basis in overcoming barriers to community integration and employment, as appropriate.
- Prioritized the preferences of individuals served and utilized their feedback in the development of the concept.
- Implemented train-the-trainer certification for person-centered planning/thinking and training regarding the HCBS rules.
- Enabled residents to age in place and exercise more choice and independence.

More information on the HCBS rules and this form can be found at www.dds.ca.gov/HCBS.

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

Vendor name	Meristem, Inc.
Vendor number(s)	HA0994, HA0995, HA0996, PA1910
Primary regional center	Alta California Regional Center
Service type(s)	Community Activities Support Services and Independent Living Skills
Service code(s)	063 and 520
Number of consumers currently served	33
Current staff to consumer ratio	1:2 in 063; 1:1, 1:2, 1:3 in 520
<p>1. Please provide a brief description of the service/setting that includes what a typical day consists of and how services are currently provided. This response must include the baseline/current levels for any aspects of the program for which the concept proposes funding.</p> <p>Meristem provides a number of community activities in land work, movement, and craft courses on and off the main Meristem campus Monday through Friday 8:30am until 3:30pm. Thereafter, Clients who live on campus receive ILS instruction in their dorm living environment at a schedule that best meets their needs. ILS instruction happens on and off campus in about equal measure throughout the week, Sunday through Saturday.</p>	
<p>Project Narrative Description:</p> <p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p>	
<p>Current Program Overview: Meristem provides services that range from disability employer training to career and job coaching, competitive employment, and long-term sustained support services for our students.</p> <p>Our program's goals are to launch students into higher education and sustained employment. With the support that Meristem provides, last year 20% of our students enrolled in college for the first time while in the program and 50% of our students were placed in work experiences in retail, event management, food service, landscape maintenance, moving services, assisted living activity program and an agricultural cooperative. We have guided students to apply, interview, and obtain independent and competitively paid jobs.</p> <p>Meristem is committed to meeting the individual needs and interests of our clients using a person-centered approach in all aspects of the program. We gather feedback from clients through various means that include one on one meetings with Student Advisors, an anonymous Suggestion Box and client run Council. Clients have asked for more opportunities to go into the community, find employment in competitive integrated settings and engage in and contribute more to their local community. In addition, while clients have opportunities to raise concerns and be involved in their program planning, they have asked for additional support and training in self advocacy so that they have the tools to become community role models and leaders.</p> <p>Remediation Concept: Our concept addresses unmet needs of our clients. Meristem is currently limited in the range of activities and quantity of opportunities clients have to participate in their community that meet the individual interest to each client. This funding concept will maximize the benefits of the opportunities we currently offer, while enhancing clients' ability to engage in the community at large.</p>	

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

This proposed program would address the needed remediation in regards to Federal Requirements 1, 3, 4 and 5 so as to ensure that there are a wider range of community activities that clients are able to participate in and greater individual choice opportunities are available to clients. This remediation would allow Meristem to fully support clients' individual choice as to the daily activities in which clients participate. In addition, clients would develop stronger self-advocacy skills and be given a wider range of opportunities to engage in and fully integrate into the community at large. This modification of existing services will better meet individual needs and allow Meristem to develop additional tools and trainings that clients can use to inform personal choice as to employment, education and self-care.

Currently Meristem provides the foundation so that our clients can seek higher education opportunities or employment in competitive integrated settings. However, we recognize the need to optimize individual initiative, autonomy, so as to give our clients independence in life choices. Our proposed remediation to Federal requirement 1, 3, 4 and 5 will be a client led interactive workforce integration program that will facilitate an improved client centered approach, ensuring delivery of services in a way that reflects personal preferences. Meristem is on track for a 30% annual growth in clients served. This growth will result in an increased need for improved community integration and additional resources to meet those needs. The development of a client led workforce activities team will include: 1. Using peer-to-peer interaction, the team will survey clients and gather research on individual career interests so that clients have the opportunity to access workforce opportunities they choose. 2. Using those research results, client team and Meristem Job Coaches will work with businesses to facilitate field days and internship opportunities. These field days and internships will place clients in the community and give them the opportunity to tour and gather information about a variety of career pathways, offering first-hand job experience and employment choices and opportunities.

This proposed remediation or our existing program will provide community integration through client led employer ASD education and trainings. This will help to fulfill federal and state mandates that currently require employers to actively recruit, hire, promote and retain individuals with disabilities.

Hiring of two Job Coaches would provide additional resources for clients, opportunities for competitive integrated employment centered on interests, preferences and abilities. Additional client services will in part include: 1. Individualized workforce experiences, job exploration, internships and community volunteerism; 2. Individualized programmatic transitional employment services; 3. Coordination and oversight of the workforce activities team, community partnerships, field days, facilitation of individual workforce opportunities, leveraging current employment service resources to facilitate internships, employment opportunities, job exploration and development while actively seeking out integrated employment opportunities for clients based on areas of interest and ability; and 4. Providing clients with education and support on benefit concerns.

Our proposed remediation also includes the coordination of an on-campus public workability and pre-employment skills program on that would incorporate the talents of Joanne Lara Susan Osborne (Autism Works Now). The primary focus of the event would be highlighting the employability and integrated employment opportunities for youth preparing to transition out of supported educational environments and other adults with ASD.

3. Identify which HCBS federal requirements this concept addresses that are currently out of compliance. Could be all or a subset of those identified as out of compliance on the evaluation.

1_x__ 2___ 3_x_ 4_x_ 5_x_ 6_x_ 7___ 8___ 9___ 10___

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

4. For each HCBS out-of-compliance federal requirement that is being addressed by this concept, describe the barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.

There are several barriers to compliance and there needs to be improvements to Federal Requirements #1, #3, #4 and #5 in order to be fully compliant. Clients at this program who receive Medicaid HCBS services currently work in an integrated environment, but the remote location of the program and limited staff, transportation options and resources limit community activities that clients are able to participate in, therefore limiting individual choice. These limitations affect the program's ability to fully support clients in choosing which individual staff provides care and our clients' independent daily activity choices. While a client led council has been developed to facilitate individual opportunities to voice client concerns, there are limited resources to provide a full range of opportunities, modify existing services and a need to develop additional tools and trainings that clients can use in advocating for their individual wants and needs. The results of this evaluation, as noted in the PCE, show that there are several barriers to compliance related to Federal Requirements 1, 3, 4, and 5 while this program clearly meets the requirements 2. Requirements 6 through 10 do not apply to this program as no residential services are provided. The guidance offered under Federal Requirements 1, 3, 4 and 5 are not being fully met at this program specifically related to the individual's access to community integration, self-advocacy and active participation in activities of interest in the surrounding community.

5. For each out-of-compliance federal requirement that is addressed in this concept, please explain how the concept will bring the vendor into compliance.

This proposed program would address the needed remediation related to Federal Requirements 1, 3, 4 and 5 so as to ensure that there are a wider range of community activities that clients are able to participate in as outlined above, giving clients greater individual choice in how they want to integrate and participate in the community. It incorporates onsite and offsite remediation and a variety of community integration opportunities, both on campus and off.

Based on the client team's research a Work Skills Resource Center and an on-campus public workability and pre-employment skills program will be open to the public at large. This will give clients in the region access to community resources like job counseling, computers, printers, employment tools that include, but are not limited to, resume building, job posting information, sample interview questions and interview techniques.

6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?

1. 100% of clients will have better community integration and access to workforce education. 2. 40% of clients will transition to competitive integrated employment or enroll in higher education. 3. Implementation of client led Workforce Activities. 4. Development of a publicly accessible employment manual and employer and client tools to obtain and sustain integrated employment.

7. Please describe how and/or what was done to include input from the individuals served in developing this concept? Discuss not only the development of the concept, but also what steps were taken to identify the interests and desires of the individuals and who was involved in that process.

We gathered feedback from clients through various means that include one on one meetings with Student Advisors, an anonymous Suggestion Box and client run Council. Clients have asked for more opportunities to go into the community, find employment in competitive integrated settings and engage in and contribute more to their local community. In addition, while clients have opportunities to raise concerns and be involved in their program planning, they have asked for

Home and Community-Based Services (HCBS) Rules CONCEPT FORM

additional support and training in self advocacy so that they have the tools to become community role models and leaders.

8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.

The proposed remediation concept addresses unmet needs of our clients. Meristem is currently limited in the range of activities and quantity of opportunities clients have to participate in their community that meet the individual interest to each client. This funding concept will maximize the benefits of the opportunities we currently offer, while enhancing clients' ability to engage in the community at large.

9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2019-20 HCBS Funding.

With the HCBS funds, Meristem will develop trainings and Person-Centered Plan processes that will be incorporated into a revised program design and general orientation upon hire, maintaining the benefit, values and success of the program. Additionally, during this period, Meristem will create further sustainable business partnerships that will then be maintained on a less intensive staffing regimen.

10. Write a brief narrative below explaining each major cost category and timeline. Complete the budget template at the end of the concept sheet. An excel version with formulas is available. When applicable, budgets should include personnel/benefits, operating costs such as consultants or training, administrative expenses/indirect costs, and capital costs (assets lasting more than 2 years). If project spans 2 years or occurs in phases, budget should be separated by phase/year. Administrative costs, if any, must comply with DDS' vendor requirements, including a cap of 15% of the sum of personnel/benefits, consulting, and operating costs (must exclude capital costs).

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC

Major cost categories include: employer ASD education and training materials. The hiring of two Job Coaches. Two vehicles for client use for expanded community outings and workforce education. Curriculum development costs. Computers and printer for Work Skills Resource Center. Costs associated with an on-campus public workability and pre-employment skills program will be open to the public at large. The expected timeline for this project is 1 year. Cost budget detail attached.

11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the time frame of the requested grant, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program time frame.

Meristem has adopted a financial plan and provides rigorous ongoing financial planning, annual audits, internal fiscal controls and oversight, and strategic financial development. In future fiscal years this program will be sustained through tuition, private donations, corporate and foundation donations and through our annual budget allocation process. Additionally, we are developing a scalable funding model compromised of a diverse coalition of agencies, offices, departments, and organizations.

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?

HCBS Funding No Yes. If Yes, FY(s) _____
 Disparity Funding No Yes. If Yes, FY(s) _____
 CPP Funding No Yes. If Yes FY(s) _____

If yes to any question be sure to answer questions 13 and 14.

**Home and Community-Based Services (HCBS) Rules
CONCEPT FORM****For providers who have received prior HCBS, Disparity or CPP Funding from DDS**

13. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may copy and paste from progress update(s) previously provided to regional centers or DDS.

14. If your organization received prior funding, please explain how the current funding request is not redundant with any prior funding received and/or builds on the prior funding but was not part of the original funding.

HCBS CONCEPT BUDGET		Develop Client-led Workforce Activities Team & Public Workshop				
Vendor Name		Meristem, Inc.				
Vendor Number(s)		HA0994, HA0995, HA0996, PA1910				
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (salary + benefits)						
Job Coach	52800	1.00	\$ 52,800		\$ -	\$ 52,800
Job Coach	52800	1.00	\$ 52,800		\$ -	\$ 52,800
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 105,600		\$ -	\$ 105,600
Operating expenses						
Curriculum Development			\$ 5,000			\$ 5,000
Computers - Public Workability and employment Prog.			\$ 2,250			\$ 2,250
Printer - Public Workability and employment Prog.			\$ 500			\$ 500
2 Vehicles for clients improved community integraton			\$ 42,396			\$ 42,396
Mileage			\$ 750			\$ 750
Public Workshop Supplies and Resource Material			\$ 2,250			\$ 2,250
Public Workshop Expense			\$ 5,000			\$ 5,000
Public Workshop Ourtreafch			\$ 1,750			\$ 1,750
						\$ -
						\$ -
Operating Subtotal			\$ 59,896		\$ -	\$ 59,896
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 165,496		\$ -	\$ 165,496

See Attachment F for budget details and restrictions