

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: November 22, 2019	Completed by: Paula Finley, Chief of Services
Vendor Name, Address, Contact: Becoming Independent, 1425 Corporate Center Parkway, Santa Rosa, CA 95407 Contact: Paula Finley, Chief of Services	
Vendor Number: H83740, H83899, HN00498, PN1102, PN1111, PN1050, H83741	
Service Type and Code: Community Integration Training Program (055) Adult Day Program (510) Behavior Management Program (515)	

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<p><u>Federal Requirement #1:</u> <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?
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Does the service and/or program meet this requirement? **Yes** **No**

Please explain: Becoming Independent (BI) achieved progress on Federal Requirement #1 following receipt of DDS funds to support the hiring of Vocational Exploration Specialists. The original program design assumed that employment would be almost exclusively the primary focus for each individual. Staff imagined that clients would be eager to share insights about their dream job – yet, what many actually shared was an initial desire to pursue relationships, hobbies, and connections to the wider community. The staff titles changed to Discovery Coaches, and as the program evolved it became evident that since many of BI’s clients live under the care and constant supervision of others, most had never imagined what a wide range of life options might be available. BI clients tend to be “experience poor” and assisting them in discovering their unique personal interests proved to be time-intensive, yet extraordinarily exciting for staff and clients alike. DDS funds supported service to 105 individuals who went through a pre-assessment before working 1:1 with a Discovery Coach. About 60 completed Phase 1 of the discovery process, 10 chose not to continue and the rest are in progress. Several that completed Phase 1 went on to Phase 2, where they get to put the pursuit of their goals into action. Staff expects that the remaining 35 will complete Phase 1 and be ready for Phase 2 by March 2020. 245 additional BI clients remain that need both Phase 1 and Phase 2. **Barriers to Fed Req 1:** When the current DDS grant ends in March 2020, funding to continue the discovery process will cease. Without funding for Discovery Coaches, we will no longer be able to provide the focused time we now understand is required in order to uncover a client’s specific needs, preferences and abilities so that they can assist in developing their own individualized, detailed, goal-oriented plan for services. Currently, the majority of clients are restricted to a limited set of activities (both onsite and in the community) offered through BI’s Day Programming based on staff client ratios of 1:3 and 1:4. These ratios continue to preclude BI from offering all clients individual attention to discover their true interests and explore community engagement opportunities (volunteerism, employment, social activities) that might align more closely with their personal aspirations.

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<p><u>Federal Requirement #2:</u> <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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Currently, all of the individuals served have IPPs on file. Yet, historically, because IPPs remain active for three years, and information is not necessarily obtained first-hand from a client, the current person-centered assessment approach may not be reflected. This means that many clients were not asked if they wanted to work, or how they wanted to spend their time. Rather, they are often provided with a set of fixed options from which to choose. Based on those choices within available options, clients are then assigned activities. The Discovery Project offers a different path forward, in which assessments provide insights into what is important to, and important for, each individual. The IPP can then be utilized with a person-centered approach to create a yearly ISP “guiding” document based on informed decision-making by each client. BI sees the value and outcomes individuals receive from 1:1 opportunities for exploration and discovery and appreciates the need to ensure that all individuals have the opportunity to build a life guided by informed decisions. Barriers to Fed Req 2: 1:3 and 1:4 staffing ratios make it unfeasible to engage each client in the 1:1 exploration of self-discovery so essential for them to understand the true range of their life options. Over 100 clients will realize the opportunities inherent in the Discovery Project by March 2020, with 245 more eagerly waiting their turn, as funding becomes available.</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,

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	Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: BI is committed to and ensures each individual's rights of privacy, dignity and respect. BI has a zero-tolerance policy for coercion and restraint.</p>	
<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: BI's historical site-based work programs limit client interactions and opportunities. Even group employment, which offers opportunities to work alongside non-disabled workers, does not provide for activities that are based on personal choice. Within the current Adult Day Programming structure, approximately 75% of people receiving services do not self-direct how they spend their program time. Barriers to Fed. Req 4: As noted above, over half of the individuals served in BI Day Programming are at a 1:3 or 1:4 staff-to-individual ratio. BI makes every effort to honor personal choice within the confines of offered activities, environments and people to spend time with. However, those ratios make it difficult to ascertain what an individual with communication/social limitations wants for their own life. BI's initial efforts to offer 1:1 individualized discovery options resulted in overwhelmingly positive outcomes. Individuals made personal discoveries and by expressing their interests, found others who share their interests and they then joined in activities that are leading them to far greater satisfaction.</p>	

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<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: BI is often unable to facilitate individual choice for specific services, supports and who provides them. BI makes every attempt to honor personal choice when it comes to activities, physical environments, and who the client spends time with, but with a limited number of community and employment partnerships, persons served are not afforded the freedom to make as many choices as some have expressed. For the 60 clients who completed Phase 1 of the Discovery Project, they are anxious to follow through with Phase 2 – developing action steps to meet the goals they identified in Phase 1. Barriers to Fed Req 5: While individuals who have gone through Phase 1 of the discovery process are learning to articulate and voice concerns, or ask about options outside of the normal review period, BI remains constrained by the current staffing ratios that hamper fully addressing individual choice regarding services and supports and who provides them. However, BI is advancing a paradigm shift – from congregate activities to more self-directed services – where each client recognizes personal choice, is empowered, and in control of their services. The organizational and programmatic shift BI intends to make requires additional partnerships with the local social and vocational community and increased staffing.</p>	

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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></p> <p><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</p> <p>Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <p><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></p> <p><i>Individuals sharing units have a choice of roommates in that setting.</i></p> <p><i>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</p> <p>Please explain: Click or tap here to enter text.</p>	

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<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</p> <p>Please explain: Click or tap here to enter text.</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</p> <p>Please explain: Click or tap here to enter text.</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</p> <p>Please explain: Click or tap here to enter text.</p>	

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CONTACT INFORMATION

Contact Name: Paula Finley, Chief of Services
Contact Phone Number: (707) 524-6704
Email Address: pfinley@becomingindependent.org

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

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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.

Vendor name	Becoming Independent (BI)
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Vendor number(s)	H83740, H83899, H83741, HN00498, PN1102, PN1111, PN1050
Primary regional center	North Bay Regional Center
Service type(s)	Adult Day Program; Behavior Management Program; Community Integration Training Program
Service code(s)	055,510,515
Number of consumers currently served	Adult Day Program (125), Behavior Management Program (75); Community Integration Training Program (150)
Current staff to consumer ratio	Adult Day Program (1:4, 1:3), Behavior Management Program (1:3), Community Integration Training Program (1:2)
<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>Currently, 200 clients are served at a 1:3 or 1:4 ratio in BI's Day Programs. Typical days include focus on building daily living skills in areas of socialization and communication, nutrition, self-advocacy, rights and responsibilities, and disaster preparedness. In addition, people are provided with opportunities to engage in volunteerism, vocational training, job development and placement. As noted in #1 of the evaluation section - 105 people are currently served through the Discovery Project, where they are able to explore and identify individually tailored choices that are in alignment with their own unique aspirations. Effective tools used cover eight specific life domains: daily life; employment/volunteerism; independent living skills; social relationships/spirituality; healthy living, safety and security; citizenship and advocacy; and supports and services. Combined with meaningful engagement in the community, these exercises in self-determination lead to powerful outcomes.</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>DDS' initial funding provided BI with the flexibility to learn important lessons in its move away from institutional service provision to a person-centered service delivery model. The process includes the person, their family, and their support circle. BI's initial Vocational Exploration Specialists evolved into Discovery Coaches who learned to see underneath the first thing people say and listen instead for the unsaid. They encourage clients to look past the current service offerings to imagine what interests and dreams they hold. The exercises and activities in the 1:1 coaching sessions uncover and build on the strengths, gifts, talents, skills, and contributions of the individual and those who know and care about the individual. The evolving project has been time well-invested. As Jean Levine, BI's Director of Day Programs, explained, "In more than 30 years in this field, I've never been so excited or hopeful about a program's potential, than I am about the Discovery Project. We've already seen great progress toward people living fuller lives through this work." We are requesting \$342,056 in order to retain and hire the Discovery</p>	

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Coaches required to bring all 350 people served in BI's Day Program through the Discovery Process.
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 <u>X</u> 2 <u>X</u> 3 <u> </u> 4 <u>X</u> 5 <u>X</u> 6 <u> </u> 7 <u> </u> 8 <u> </u> 9 <u> </u> 10 <u> </u>
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.
<p>Barriers to Fed Req 1: When the current DDS grant ends in March 2020, BI will lack funding to continue the Discovery Project. BI staff now knows it takes more dedicated, focused time to uncover a client's specific needs, preferences and abilities in order for clients to assist in developing their own individualized, detailed, goal-oriented plan for services.</p> <p>Barriers to Fed Req 2: 1:3 and 1:4 staffing ratios are too large to allow for the self discovery that occurs in the 1:1 Discovery Project ratio. Close to 100 clients will realize the opportunities inherent in the Discovery Project, by March 2020, with 245 more eagerly waiting their turn, as funding becomes available.</p> <p>Barriers to Fed. Req 4: As noted, over half of the individuals served in BI Day Programming are at a 1:3 or 1:4 staff-to-individual ratio. Those ratios make it difficult to ascertain what an individual with communication/social limitations wants for their own life. BI's initial efforts to offer 1:1 individualized discovery options resulted in overwhelmingly positive outcomes.</p> <p>Barriers to Fed Req 5: While individuals who have gone through the Phase 1 of the discovery process are learning to articulate and voice concerns or ask about options outside of the normal review period, BI remains constrained by the current staffing ratios.</p>
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.
BI believes the Discovery Project will be the change that enables BI to meet each of the 1-5 Federal Requirements. Working side-by-side with clients, BI will assist in helping individuals and families become empowered to imagine, set and reach their personal goals. Inherent in each requirement is the obligation to recognize the right of individuals to make informed choices and take responsibility for those choices and related risks. #1, 2, 4 and 5 are a result of BI's need to provide Discovery Coaches who can assist individuals on a 1:1 basis with the visualization of options for fuller life choices, and then work with clients to develop the strategies required to manifest their vision. Funding of this Concept will enable BI to address these needs.
6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?
<p>Objective #1 – Increase the number of Discovery Coaches to 4 FT by 3/2021</p> <p><i>Outcome a)</i> 100% of clients currently in Phase 1 will complete Phase 2 by 3/2022</p>

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Outcome b) 100 of BI's remaining 245 clients will complete Phase 1 by 3/2022
Objective #2 – Discovery team will produce a replicable Discovery curriculum by 6/2021
Outcome a) 100% of BI staff will be trained in person-centered services by 12/2021
Outcome b) 100% of new day service clients will begin Discovery process upon entry to programs by 1/2022

Tracking: Objective #1 Outcomes will be tracked through BI's Google portfolio and Therap, a client data tracking system; Objective #2, Outcome a) will be tracked through ADP/Workforce Now; and Objective #2, Outcome b) will be tracked through Therap.

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.

The beauty of the Discovery Process is that it is based wholly on input from the individuals served. The design was intentional, based on feedback from clients that they wished for more than a predetermined set of daily activities from which to choose. Even those who believed initially that the limited options met their needs came to realize through exploration, discussions and focused discovery activities that they did in fact have their own unique dreams and aspirations. Taking a lead from the people themselves, staff researched and developed exercises that seek to understand individuals in the context of their age, gender, culture, ethnicity, belief system, social and income status, education, family, and any other factors that make them unique. 1:1 work allowed the coach to listen carefully and ask probing questions about what, truly, mattered to and for each individual. Inspired by the discovery process, the coaches then got creative, identifying places or activities that the person might like but may not have yet experienced. Goals were developed, documented, and tracked for progress. Clients expressed support for the idea of creating a documented record that would enable future staff who interacted with them to benefit from all the work that had been accomplished. At the core of this person-centered approach is an assumption of competence and ability. A growing body of documented discoveries about each individual that is transferrable was identified as a huge advantage in a field where staff turnover is high, and clients are continually having to re-introduce themselves to new support professionals.

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

The Discovery Project now reflects the hopes and aspirations of clients, based on their active input with their coaches. BI is actively seeking collaborative community connections in which individuals can develop relationships, learn, actively participate in community life, work and produce income, and achieve their full potential through person-centered services that reflect their interests. The range of discoveries to date has been surprising and delightful. One person realized that she was very interested in advocating for her peer group, and has become an effective advocate with the Roseland Library, ensuring that they are a welcoming environment for people with disabilities. Another discovered that his love of trains could move from periodic train travel to working daily on the SMART train, where BI provides all concession services.

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<p>Yet another realized that at the age of 58, he was eager to have a girlfriend, and found one who loves him equally. Only with these insights revealed, will staff in all of BI's other programs be able to create supportive services that match each individual's true aspirations.</p>	
<p>9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2019-20 HCBS Funding.</p>	
<p>BI is committed to making the pivotal change from institutional service provision to a person-centered service delivery model. BI now has systems, including a portfolio of documents that includes pre-assessments, post-assessments, core areas of life assessments, a workbook and documentation of individual client goals and steps to reach them for those clients who are in Phase 1. DDS funding seeded progress to create the systems that are now available for all 350 clients to fully benefit from in their daily lives, once we have the staff to provide the 1:1 sessions. Staff is working with a grant writer to seek funding from foundations, corporations and small businesses. Our outreach and donor materials will reflect this shift in focus through success stories as Phase 2 begins.</p>	
<p>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.</p> <p>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).</p> <p>http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC</p>	
<p>This proposal and accompanying budget are based on an 18-month timeframe. Year 1 (12 months) will fund two Discovery Coaches who will work six months on a part time basis (10 hrs. per week) followed by six months on a fulltime basis (40 hrs. per week). Two additional Discovery Coaches will work on a fulltime basis for the entire year. Benefits are included. 15% Administrative costs are also included for the 12-month period. TOTAL FOR YEAR ONE: \$219,024. Year 2 (6 months) will fund four Discovery Coaches on a fulltime basis (40 hrs. per week). 15% Administrative costs are also included for the 6-month period. TOTAL FOR YEAR TWO: \$123,032. GRAND TOTAL: \$342,056.</p>	
<p>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.</p>	
<p>Not applicable</p>	
<p>12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?</p>	<p>HCBS Funding ___ No <u>X</u> Yes. If Yes, FY(s) <u>'18/'19</u></p> <p>Disparity Funding ___ No ___ Yes. If Yes, FY(s) _____</p> <p>CPP Funding ___ No ___ Yes. If Yes FY(s) _____</p>

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	If yes to any question be sure to answer questions 13 and 14.
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.	
BI received \$87,500 to begin the Discovery Project. These funds will be exhausted by the end of March 2020. This funding allowed BI to design the process, employ part-time and then full-time Discovery Coaches and at this time over 105 individuals have had the opportunity to participate in Phase 1 (the investigative phase).	
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.	
Thus far, only 105 BI clients have had access to Phase 1 of the Discovery Process, which has proven to be highly effective. The majority of those who have completed Phase 1 are eager to begin Phase 2. Meanwhile, 245 people have yet to benefit from any engagement with the Discovery Process. Good news travels fast, and this is certainly the case in this instance. Those who have had the benefit of Discovery are now letting their peers know how their lives changed as a result. Interest in the Discovery Project is high, and with additional DDS funding, the process will continue and BI will move closer, through the personal discovery of one individual at a time, to HCBS compliance.	

HCBS CONCEPT BUDGET							
Vendor Name		Becoming Independent					
Vendor Number(s)		H83740, H83899, HN00498, PN1102, PN1111, PN1050, H83741					
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (salary + benefits)							
Discovery Coach	54,080	0.75	\$ 40,560	0.50	\$ 27,040	\$ 67,600	
Discovery Coach	54,080	0.75	\$ 40,560	0.50	\$ 27,040	\$ 67,600	
Discovery Coach	54,080	1.00	\$ 54,080	0.50	\$ 27,040	\$ 81,120	
Discovery Coach	54,080	1.00	\$ 54,080	0.50	\$ 27,040	\$ 81,120	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 189,280		\$ 108,160	\$ 297,440	
Operating expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Operating Subtotal			\$ -		\$ -	\$ -	
Administrative Expenses							
Oversight of Discovery Coaches (Managment / Salary + Benefits)			\$ 29,744		\$ 14,872	\$ 44,616	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ 29,744		\$ 14,872	\$ 44,616	
Capital expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ -		\$ -	\$ -	
Total Concept Cost			\$ 219,024		\$ 123,032	\$ 342,056	

See Attachment F for budget details and restrictions