

## 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](http://www.dds.ca.gov/HCBS).

Questions may be directed to [HCBSregs@dds.ca.gov](mailto:HCBSregs@dds.ca.gov).

Date(s) of Evaluation: 11-5-19	Completed by: James Chase
Vendor Name, Address, Contact: CHASE Inc. 5610 West End Rd Suite 107 Arcata CA 95521	
Vendor Number: HR0310	
Service Type and Code: Community Integration 055	

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<p><b><u>Federal Requirement #1:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals receive services in the community based on their needs, preferences and abilities?</li> <li>• Does the individual participate in outings and activities in the community as part of his or her plan for services?</li> <li>• If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource?</li> <li>• Do individuals have the option to control their personal resources, as appropriate?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p> <p>Please explain: Work activities are planned in the community for the individuals who have expressed interest in working in the community. If an Individual has expressed interest in community employment then it is documented in their Individual Service Plan. These individuals are then assigned to one of the three community crews / jobs that CHASE Inc. currently operates. Furthermore CHASE Inc plans and pays for at least one community outing per quarter for all the individuals to participate in. CHASE Inc also provides a work environment to individuals who want to work but, do not want to seek community employment. All CHASE Inc. individuals are paid at least minimum wage. CHASE Inc has the capability of helping an individual find community employment. CHASE Inc has been able to find four individuals community employment since being in business. CHASE Inc has the ability to provide a job coach for the individual seeking community employment for as long as that individual needs them. CHASE Inc. is also currently looking into the PIP program which would give individuals another avenue for community employment.</p>	
<p><b><u>Federal Requirement #2:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals?</li> <li>• Does each individuals' IPP document the different setting options that were considered prior to selecting this setting?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p>	

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Please explain: CHASE Inc. has a current Regional Center Individual Program Plan on file for each individual that they serve. CHASE Inc is illustrated in the IPP as one of the programs they are attending. If transportation is needed, then that is illustrated on the IPP as well. During the quarterly meetings as well as the annual meeting the individuals support team meet together at CHASE Inc and review the progress, wages, and any changes that were made on the Individual Service Plan. At this time the individual is asked if they would like to change any of their goals and or would like to work towards finding community employment / self-employment (if one of their goals are not already selected). Furthermore, the individual is asked if they would like to continue to receive services from CHASE Inc or if they would like to look at different programs. If the individual wants to continue working at CHASE Inc. then a new Individual Service Plan is created with the goals important to and important for the individual to work on and is presented to them. The individual at that time either makes changes to the Individual Service Plan or agrees to work on the goals illustrated on the Individual Service Plan.

### **Federal Requirement #3:**

*Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.*

### **Guidance:**

- 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.)?

### **Does the service and/or program meet this requirement? Yes No**

Please explain: Each individual is given an employee handbook that goes over their rights as an employee as well as a copy of all the policies for CHASE Inc. CHASE Inc. has a strict Hands-off Policy. The Individual meets with the Administrative Assistant where they go over the employee handbook, intake paperwork, and the policies and procedures. During that time, they are informed about the confidentiality policy as well. Then the individual is shown where the documents are kept in a locked file cabinet in the Executive Directors office. The building has a surveillance system as well as an alarm system to help prevent any attempt of theft and or a confidentiality breach. CHASE Inc has provided an area in the building where there is no surveillance for the individual to make private phone calls when needed. Furthermore staff, and the administration team always take the individual from a group setting when talking to them about anything that could be even remotely confidential. Staff communicate with individuals based on their

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needs, abilities and preferences. We have worked with individuals who communicate better with charts. For these individuals we have created charts to allow the individual to be able to immediately communicate how he / she is feeling because he / she is unable to verbally express his / her feelings. We continue to work with two individuals that are extremely hard of hearing and had to adapt to their abilities, so it did not hinder their work performance, or work environments.

### **Federal Requirement #4:**

*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.*

### **Guidance:**

- 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?

### **Does the service and/or program meet this requirement? Yes No**

Please explain: Each individual entering the program receives the following assessments: Needs and Ability Assessment, Positive Behavioral Support Assessment, Your Employment Selection Assessment, and What a Typical / Good / Bad look like for me. Once these assessments are completed, the support circle meets with the individual for a futures meeting. The futures meeting allows an individual the chance to express to us who they are, their hopes, dreams, worries, and supports they feel they need to ensure they are working towards what they want in life and to ensure the things in life they do not want to happen are avoided to the best of their ability. After the futures meeting assessment is completed, a one page "Things you should know about me" profile sheet is created for staff. After all this information is completed in accordance with the IPP, an Individual Service Plan is derived with goals important to and for the individual to work on. After the Individual Service Plan is completed, the team meets and goes over the document. At that time the individual has the opportunity to change, remove, and / or add any information / goal they would like to. If the Individual Service Plan is not altered, then the Individual receiving services, case manager, and Executive Director sign it. Although CHASE INC is trying to create a service design that is based on Person-Centered Thinking our Administration Team, support staff, and individuals we serve are not trained in how to use this type of training in our daily interactions with one another.

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### **Federal Requirement #5:**

*Facilitates individual choice regarding services and supports, and who provides them.*

### **Guidance:**

- 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?

**Does the service and/or program meet this requirement?  Yes  No**

Please explain: CHASE Inc has staff assigned in specific work areas due to their abilities, interests, as well as their talents. CHASE Inc also provides general staff in a variety of areas that individuals who receive our services may choose from if they do not want to work in those specific areas mentioned above. Although CHASE Inc has alternate staff to work with our individuals, we also do not want the individuals to just rely on one staff to be supporting them. This is when the boundaries of staff to individuals' relationships could be crossed. While at CHASE Inc. professionalism is enforced at all times and we like to use as many staff working with the individuals as possible whenever feasible. Individuals who are receiving services have the opportunity to modify their services and / or voice concerns outside of their scheduled review of services by simply informing the Administrative Assistant that they need to make an appointment with the Executive Director. At that time, a meeting will be scheduled with the individual. In the meeting we will discuss any situations that may have come up. If the situation can be rectified in house, then we will make the changes. If the support team including RCRC needs to be contacted about the situation then the Executive Director will arrange a meeting with the support team, and we will all meet to discuss what the plan of action needs to be. Even with this system in place CHASE Inc feels the individuals would benefit from Person-Centered Thinking Training to ensure they are empowered to make these changes when they want to. This training would affect the way they are able to communicate and make changes that they want to benefit their life.

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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><b><u>Federal Requirement #6:</u></b></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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement?</li> <li>• Are individuals informed about how to relocate and request new housing?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: N/A</p>	
<p><b><u>Federal Requirement #7:</u></b></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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have a choice regarding roommates or private accommodations?</li> <li>• 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?</li> <li>• Do individuals have the ability to lock their bedroom doors when they choose?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: N/A</p>	

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<p><b><u>Federal Requirement #8:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have access to food at any time?</li> <li>• Does the home allow individuals to set their own daily schedules?</li> <li>• Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please explain: N/A</p>	
<p><b><u>Federal Requirement #9:</u></b> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Are visitors welcome to visit the home at any time?</li> <li>• 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?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please explain: N/A</p>	
<p><b><u>Federal Requirement #10:</u></b> <i>The setting is physically accessible to the individual.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?</li> <li>• 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?</li> <li>• Are appliances and furniture accessible to every individual?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please explain: N/A</p>	

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**CONTACT INFORMATION**

Contact Name: James Chase  
Contact Phone Number: 707-298-0495  
Email Address: chaseinc@live.com

**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](http://www.dds.ca.gov/HCBS).

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Vendor name	CHASE Inc
Vendor number(s)	HR 0310
Primary regional center	Redwood Coast Regional Center
Service type(s)	Community Based Day Program
Service code(s)	O55
Number of consumers currently served	17
Current staff to consumer ratio	1 to 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>After arriving at the Employment Training Center everyone fills out a timecard and then individuals are given the opportunity to choose their assigned work task according to what has been identified on their Individual Service Plan objectives and begin to work. All employees are paid at least minimum wage for the work they perform. Each department within CHASE Inc. is designed to model a normal business concept and train in the same manner. On any given day there are up to four separate crews that leave from CHASE Inc. main location and conduct business in the community. These crews would include the Lawn Maintenance Crew, the Paper Pick up Crew, the Paper Disposal Crew, and the Wing Inflatables crew. The remainder of the individuals in the Employment Training Center continue to work on the goals that they have chosen specifically identified in their Individual Service Plan. While at the Employment Training Center, each individual receives minimum wage, 15-minute break, as well as a lunch break. At the end of the day everyone including the mobile crews reconvene at the ETC and then proceed to get dismissed from work. CHASE Inc is opened from 9:00 AM to 3:00 PM. Only 9 individuals we serve on a given day are out in the community working. When asked 13 out of the 17 individuals we serve would like to take part in the community crews that we offer. Furthermore 3 individuals stated that they would like to seek community employment.</p>	
<p><b>Project Narrative Description:</b></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>CHASE Inc. offers Person-Centered supports based on a team approach system, to enhance, promote, and encourage the community to support people with differing abilities. We specialize in problem solving skills, team building, team bonding, professionalism, task analysis training, and client-to-client training. With that said, are employees and individuals we support have not attended a Person-Centered Thinking Training. Person-Centered Thinking is a curriculum that can and should be at the head of all our services we offer. CHASE Inc would like to purpose that its Executive Director become a Person-Centered Trainer / Mentor in which he would be able to train all</p>	

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employees. This type of specialization would be a huge commitment, but the potential for positive and lasting change is necessary for our organization to truly move towards providing a complete Person-Centered driven service design. By teaming up with people with developmental disabilities and providing them with the Person-Centered Thinking training, we will continue to educate, enrich, and empower their lives. With the ability to train all aspects of our organization it will allow us to ensure that Person-Centered Thinking is being implemented to the fullest extent possible. As an organization we could then branch out and provide Person-Centered Thinking Trainings to family members, outside agencies, other Regional Center individuals and the community. By having a Person-Centered Trainer in Humboldt County, it will help alleviate the financial burdens to other agencies and help them be in compliance. Furthermore, we envision having the individuals with developmental disabilities take part in teaching some of the criteria. This allows them to continue to use their advocacy skills, be a mentor to their peer group, as well as help train community agencies on the importance of Person-Centered Thinking.

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\_\_\_ 2\_\_\_ 3\_\_\_ 4\_  \_ 5\_  \_ 6\_\_\_ 7\_\_\_ 8\_\_\_ 9\_\_\_ 10\_\_\_

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 no Person-Centered Mentors / Trainers in Humboldt County that can offer CHASE Inc. staff and the individuals we serve with Person-Centered Training. There are no Person-Centered Mentors and / or trainings you can attend in Humboldt County to become a Person-Centered Trainer / Mentor. The enormous cost associated in trying to send all 26 employees to an out of town training is not feasible. In addition, the various costs that would occur when offering this type of training to other members of the individuals support team is not supported in our budget. Person-Centered Thinking is the forefront of our service system and we need to help facilitate educating all aspects in our community about the importance of it. With our entire organization trained in Person-Centered Thinking it would be the first step to making sure we are compliant with (HCBS) rules and regulations.

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.

By having the Executive Director become a Person-Centered Thinking Trainer / Mentor it will allow him to train the entire organization, and individuals we serve. CHASE Inc.'s organization will be implementing these new trainings and as well as continue to use the Person-Centered Thinking curriculum that was already in place. Furthermore, staff and the individuals will both understand to the best of their abilities what is expected of them and how the Person-Centered Thinking service system is designed to work. CHASE Inc. will have been completely trained on the three Key concepts of Person-Centered Services which are Person-Centered Thinking, Person-Centered Planning, and Person-Centered Practice. With the ability to train our entire organization, especially the individuals we serve it will directly impact our organization and guarantee that we are in compliance as

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well as ensure that our individuals we serve truly live their lives to the fullest extent as possible.

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

CHASE Inc will provide 6 two consecutive day trainings for staff and the individuals we serve to attend. These trainings will consist of a maximum of 15 individuals where 3 slots will be opened up for community members or a support team member of one of the individuals we serve. During these trainings the public will be invited to attend until all the slots are full in the training. Once the training is complete each individual will receive a certificate of completion in which CHASE Inc. employees will have a certification of completion placed in their personnel file. Each meeting will have a sign-up sheet at the beginning of the meeting. By having an attendance sheet, it will allow us to track how many people participated in the meetings as well as give us the demographics of the trainings. Within the first year of 6 trainings CHASE Inc will be directly responsible for providing Person-Centered Training to a total of 90 individuals in Humboldt County where at this time it is not offered in our area.

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.

CHASE Inc. held a meeting at group level and asked both the individuals we serve as well as the staff about things they would like to see change / improve at CHASE Inc. Most of the individuals wanted more training / knowledge about new expectations / changes that are going to be taking place in the organization. How these changes are going to be implemented, what that is going to entail for both the staff and individuals we serve. CHASE Inc. will completely follow the three components of Person-Centered Concepts: Person-Centered Thinking, Person-Centered Planning, and Person-Centered Practice.

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

CHASE Inc. can write all the Person-Centered criteria but if the staff and individuals do not understand the concept then how's this concept going to be implemented to the fullest extent? By making sure that all the CHASE Inc. employees, individuals we serve and as many of their support team members that can attend the Person-Centered Thinking trainings it will allow our service system to directly make an impact on the way services are offered on a daily basis. By ensuring that the individual we serve is receiving Person-Centered Thinking training we are helping to educate, enrich, and empower them to live a life that they truly value as well as help them to educate others on Person-Centered Thinking concepts. By receiving this training our organization can continue to be an advocate in the community until one day our vision of a service system where people with differing abilities have positive control over their lives in all aspects is met.

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

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CHASE Inc. employees and individuals, we serve will receive a refresher course once a year by the PCT with any new information / practices that are being implemented. Any new employee or individual accepted into the program will have to go through the updated 16-hour course and receive their certificate of completion. The PCT will continue to complete the necessary steps in order to remain certified. Furthermore, the PCT will work directly with RCRC to see where they can make a direct impact in helping other agencies, individuals with differing abilities and / or community members by putting on Person Centered Trainings.

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.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC](http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.7&lawCode=WIC)

Staffs Wages for training 25 employees @ 16 hours = \$8,196, PCT Training Materials 90 @ \$50.00=\$4500, Person-Centered Mentor Fees under Jamie Markey \$22,810, Cost to stay current on curriculum \$1000.00, Cost of PC Trainer wages for facilitation of 6 classes, \$3840. Total requested funding \$40,346.00

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.

CHASE Inc will continue fund this training via current funds allocated to trainings.

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.

### 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						
Vendor Name		CHASE Inc.				
Vendor Number(s)		HR-0310				
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (salary + benefits)</b>						
Position Description 25 employees @16 hours	819625	0.01	\$ 8,196		\$ -	\$ 8,196
Position Description		0.01	\$ -		\$ -	\$ -
Position Description		0.01	\$ -		\$ -	\$ -
Position Description		0.01	\$ -		\$ -	\$ -
Position Description		0.01	\$ -		\$ -	\$ -
Position Description		0.01	\$ -		\$ -	\$ -
Position Description		0.01	\$ -		\$ -	\$ -
Position Description		0.01	\$ -		\$ -	\$ -
Personnel Subtotal			\$ 8,196		\$ -	\$ 8,196
<b>Operating expenses</b>						
Person-Centered Training Materials 90 x \$50.00			\$ 4,500			\$ 4,500
Person Centered Mentor Fees to become trainer			\$ 22,810			\$ 22,810
Cost to stay current on curriculum			\$ 1,000			\$ 1,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 28,310		\$ -	\$ 28,310
<b>Administrative Expenses</b>						
Cost of PC trainer wages for facilitation of 6 classes			\$ 3,840			\$ 3,840
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 3,840		\$ -	\$ 3,840
<b>Capital expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
<b>Total Concept Cost</b>			\$ 40,346		\$ -	\$ 40,346

See Attachment F for budget details and restrictions