

## 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: 11/20/2019	Completed by: Kristy Tanguay
Vendor Name, Address, Contact: Parents and Friends, Inc. PO Box 656, Fort Bragg, CA 95437. Contact: Kristy Tanguay, 707-357-4927, ktanguay@parentsandfriends.org	
Vendor Number: H79519, HR0341	
Service Type and Code: Community Integration Training Programs 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?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: 10% of Community Integration Training program participants are currently engaged in competitive community integrated employment; while 42% are working in groups. By certifying CIT program staff in Association of Community Rehabilitation Educators (ACRE) Customized Employment training, persons served will have more certified staff to choose from to support the individual Discovery process, and thereby engage in community employment activities to secure individual customized 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?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Each program participant participates in their annual Individual Program Plan (IPP) meeting, where choices are explained and choices are made and documented. Additionally, the Individual Support Plan (ISP) is reviewed in 6-month increments by program staff with participation and input from the individual served.</p>	

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<p><b><u>Federal Requirement #3:</u></b> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?</li> <li>• Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?</li> <li>• 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.)?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please explain: Participants are informed of their rights and authorize individual consent where chosen using Release of Information forms which are updated annually or more frequently if needed. We offer individualized communication supports, including non-traditional communication methods, as the need and preference is determined on an individual basis.</p>	
<p><b><u>Federal Requirement #4:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider offer daily activities that are based on the individuals' needs and preferences?</li> <li>• 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?</li> <li>• 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?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please explain: Our Community Integration Training Programs provide community access, offering new experiences and the opportunity to form relationships and natural supports in the community, including employment. Each day people can choose where they want to go and who they want to support them in support of their goals and desires.</p>	

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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: Community Integration Training Program participants are offered choices for daily activities in support of their goals and have the opportunity to choose to participate in the community with various staff members each day. Currently 10% of Community Integration Training Program participants are engaged in competitive integrated community employment, and 42% participate in group employment. By providing ACRE training to more program staff, individuals will have more choice in who they want support from to help to discover their inner genius as well as explore various integrated community employment possibilities; thereby increasing the number of people who secure community integrated customized employment to exceed the current level of 10%.

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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>  <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  Please explain: <a href="#">Click or tap here to enter text.</a></p>	
<p><b><u>Federal Requirement #7:</u></b>  <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><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  Please explain: <a href="#">Click or tap here to enter text.</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"/> Yes <input type="checkbox"/> No Please explain: <a href="#">Click or tap here to enter text.</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"/> Yes <input type="checkbox"/> No Please explain: <a href="#">Click or tap here to enter text.</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"/> Yes <input type="checkbox"/> No Please explain: <a href="#">Click or tap here to enter text.</a></p>	

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**CONTACT INFORMATION**

Contact Name: Kristy Tanguay  
Contact Phone Number: 707-357-4927  
Email Address: ktanguay@parentsandfriends.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](http://www.dds.ca.gov/HCBS).



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Vendor name	Parents and Friends, Inc.
Vendor number(s)	H79519, HR0341
Primary regional center	Redwood Coast Regional Center
Service type(s)	Community Integration Training Programs
Service code(s)	055
Number of consumers currently served	H79519: 28 HR0341: 25
Current staff to consumer ratio	H79519 = 1:1 HR0341 = 1:3
<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>Our Community Integration Training (CIT) Programs are community-based and support an individual's goals with a priority on employment first, followed by any other scheduled activities such as fitness, education, and training. Participants spend more than 60% of their time in the community, and each day individual goals are reviewed with participants as they choose their daily schedule and preferred staff from a menu of options presented using individually appropriate mediums and support ratios. Transportation is supported using public transportation, company and staff vehicles, and walking, and other mobility aids. Approximately 10% of people served are engaged in integrated community employment, while 42% are engaged in group employment.</p> <p><b>Project Narrative Description: Increase capacity for ACRE certified Discovery professionals for Customized Employment.</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>The Employment First initiative has reached many milestones, with individualized supports for Customized Employment now being at the forefront of change. Funding to facilitate the Customized Employment certification of CIT program staff in Association of Community Rehabilitation Educators (ACRE) training will provide a greater number of ACRE certified Customized Employment staff for participants in our CIT programs to choose from when receiving support for the Discovery process to secure customized jobs in the community. In addition, the organization will meet the criteria to have the Discovery process for Customized Employment to receive braided funding from the Department of Rehabilitation (DOR) and the Redwood Coast Regional Center (RCRC).</p>	
<p>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.</p> <p>1X 2___ 3___ 4___ 5X 6___ 7___ 8___ 9___ 10___</p>	

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Parents and Friends, Inc. is compliant on federal requirements 2-4, however, numbers 1 and 5 could become compliant by offering additional choices of ACRE certified CIT staff to choose from when receiving supports for the required 1:1 Discovery process to secure Customized Employment. The organization presently has one staff member who is certified in ACRE training for Customized Employment who is nearing retirement.

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.

The barriers to compliance of federal requirement numbers 1 and 5 are the number of CIT program staff who are certified in ACRE customized employment training to support the 1:1 Discovery process for people to secure customized employment, and the fact that the programs do not have the budget to support training of additional staff. At present, 10% of CIT program participants are engaged in integrated community employment and 42% are engaged in group employment.

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.

Funding to facilitate the ACRE Customized Employment certification of CIT program staff will allow our organization to provide a greater number of staff for participants of our CIT programs to choose from when receiving supports in their 1:1 Discovery process to secure customized integrated jobs. The inner genius will be discovered, increasing the number of CIT program participants who secure integrated customized community employment, from the current level of 10%, if desired by the individual.

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

Outcomes for Year 1 are to have 7 additional staff members certified in ACRE customized employment training to increase the number of CIT program participants who engage in 1:1 Discovery and secure competitive integrated jobs. In Year 2, the outcome is to have 8 additional staff members certified in ACRE training while increasing the number of secured competitive integrated jobs. The objective is to receive HCBS funding to support these certifications, which will then allow the organization to receive braided funding from DOR and RCRC for the Discovery process to secure Customized Employment. This will be measured by the number of CIT staff who receive ACRE Customized Employment certifications in Years 1 and 2, an increase from the current 10% of CIT program participants who have secured integrated jobs, and possibly decrease from the number of people engaged in group employment as their sole employment, if desired by the individual.

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.

Our previous 2017-18 HCBS grant award, HR0341, provides a framework for Discovery through a referral to the Job Club employment discovery curriculum taught by the single staff member who holds an ACRE customized employment certification. This need was documented in participant surveys over 2018-19 including at the end of each Job Club

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session. At that time, 11 CIT program participants said they were interested in a new or different job in the community, 30 said they were not interested, and 2 were not sure. As of 12/2019, 16 Community Integration Training program participants completed The Job Club, with 5 more currently enrolled. 6 people were referred to The Job Connection to seek community employment; 3 people secured and still hold integrated jobs, 1 of which was a customized job. These current outcomes, with their objectives still in process through 6/2020, illustrate an opportunity to further explore and secure individual customized employment for those CIT participants who desire to but have not yet achieved integrated community employment thus far, by offering 1:1 Discovery supports from a choice of CIT staff. CIT participants evaluate their individual goals on a weekly basis and the results are documented in 6-month and annual Individual Service Plan (ISP) reviews, which includes employment aspirations and progress.

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

Funding to facilitate the Customized Employment certification of CIT program staff in ACRE Customized Employment training will allow our organization to provide a greater number of people for participants of our CIT programs to choose from when receiving supports in their Discovery process, that can be conducted in a one on one setting rather than a group setting, in a timeframe and environment that best suits the individual being served so that they can secure customized jobs based on their interests and skills while meeting the needs of the Employer.

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

Maintaining CIT program operations for individual participation including ACRE customized employment certifications for CIT staff members, and continuing to address employment aspirations of people served in the ISP and IPP processes using person-centered thinking, as well as the transition process from student to adult services in our Mendocino Coast Inter-Agency Transition team where we collaborate with educational providers to ensure that the last day of student education services looks like the first day of adult services, which includes the Discovery process for people to secure customized employment. In order to sustain the Discovery process to secure Customized Employment for CIT participants, the organization will negotiate a new vendorization for Customized Employment through RCRC and DOR.

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

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Years 1 & 2 training costs include a mix of in-person and online ACRE Customized Employment certification trainings for 15 CIT staff. Certified staff will conduct Discovery process to achieve Customized Employment, by staff who are also certified in PCT from HCBS 2017-18 H79519. The goal is to utilize Customized Employment practices to secure integrated jobs for people who want them.

Year 1: 7 ACRE certifications for a total cost of \$24,286.79 (4 in-person, 3 online)

Year 2: 8 ACRE certifications for a total cost of \$24,802.57 (0 in-person, 8 online)

Total: \$49,089.37

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.

In order to sustain the Discovery process to secure Customized Employment for CIT participants, we will negotiate a new vendorization for Customized Employment through RCRC and DOR.

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    X Yes. If Yes, FY(s) 2017-18  
 Disparity Funding    \_\_\_ No    \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_  
 CPP Funding    \_\_\_ No    X Yes. If Yes FY(s) 2013-14, 2016-17  
 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.

HCBS 2017-18, H79519: Certification of (2) in-house PCT trainers with attendance at The Portland Gathering and membership with TLCPCP, completion of 39 new PCT certifications, with 29 more scheduled to date, and (4) stipends paid to CIT program participants and (8) more participants scheduled to earn stipend; 3 community members are currently scheduled to earn stipend in our monthly training classes which are scheduled in 3 variations to meet the needs of participants. Staff are on hand to support clients in appropriate ratios. The grant period will close in June 2020.

HCBS 2017-18, HR0341: Hiring and implementation of a Job Developer / Employment Specialist to date has resulted in a populated file containing 150 documented Companies, 166 unique Contacts, 187 unique Opportunities, each assigned a status; and has resulted in 15 integrated job placements, including 4 for CIT program participants, and 2 former CIT program participants. Further, The Job Club employment discovery program has delivered this curriculum to a total of 22 individual CIT program participants to date, resulting in 9 requested referrals to The Job Connection to seek employment, 1 volunteer placement, and 5 staying at their current job, as determined by the individual served. 5 individuals are presently participating in the Job Club. The grant period will close in June 2020.

CPP 2016-17 HR0518: Parents and Friends, Inc. applied for and received a grant to develop a Residential Care Facility for the Elderly in Fort Bragg, CA. To date the RCFE is operating at capacity with 4 residents. This activity inspired the organization to seek

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funding and thus received a Community Development Block Grant sub-recipient award to build (3) more RCFEs in Fort Bragg by June 2021.

CPP 2013-14 HR0470, HR0471: Supported Living Services Specialized Supports award provided funding to certify (2) in-house Pro-Act trainers, Nursing Consultations, and (1) certified in-house Adaptive technologist with a demonstration device and selected applications. This activity has inspired the agency to seek vendorization with RCRC for Specialized Therapeutic Services, which is pending. In the meantime, the agency sought out and received funding through another channel in 2019 to certify (3) additional in-house Adaptive Technologists to increase our capacity for non-traditional communication supports in advance of vendorization, focusing on affordable low tech solutions in the interim.

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 2019-20 will build upon our HCBS 2017-18 awards by enhancing the Discovery process for individuals who may be best suited for Customized Employment, using a person-centered, one on one Discovery process that has not been otherwise available due to lack of funding and only one staff certified in ACRE Customized Employment. Further, it will support the current Employment First initiative with readiness to receive braided employment supports and funding in collaboration with the Redwood Coast Regional Center (RCRC) and DOR for people to secure Customized Employment opportunities. Because HCBS 2017-18 also provided the resources to certify (2) in-house Person-Centered Thinking trainers, the curriculum has become a mandatory training for all new hires, in addition the Pro-Act training, which was made available through previous CPP grant activity, is also mandatory and ongoing for the organization, providing increased service effectiveness and job satisfaction for staff members which lends to safe, respectful, person-centered effective services provided to the individuals served by the organization.

Attachment C

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HCBS CONCEPT BUDGET						
Vendor Name	Parents and Friends, Inc.					
Vendor Number(s)	H79519, HR0341					
	Salary and Benefits w/ Travel & Coverage	Year 1 Budget		Year 2 Budget		Total Cost
		Overtime	Annual Cost	Overtime	Annual Cost	
<b>Personnel (salary + benefits)</b>						
Manager, TCC1 (in-person)	\$3,301.20	\$0.00	\$3,301.20			\$3,301.20
Assistant Mgr, TCC1 - (in-person) with 15 hours OT for travel	\$2,200.80	\$471.60	\$2,672.40			\$2,672.40
DSP, TCC1 (in-person)	\$1,925.70	\$412.65	\$2,338.35			\$2,338.35
Assistant Mgr, LIFE (in-person)	\$1,470.00	\$0.00	\$1,470.00			\$1,470.00
Director, Community Integration (online)	\$4,232.15	\$0.00	\$4,232.15			\$4,232.15
Employment Specialist, TCC (online)	\$2,418.36	\$432.68	\$2,851.04			\$2,851.04
Job Developer, LIFE (online)	\$1,995.81	\$0.00	\$1,995.81			\$1,995.81
Manager, TCC2 (online)	\$2,389.44			\$560.03	\$2,949.47	\$3,509.49
Assistant Mgr, TCC1 (online)	\$1,760.64			\$412.65	\$2,173.29	\$2,585.94
Manager, LIFE (online)	\$1,824.00			\$427.50	\$2,251.50	\$2,679.00
DSP, LIFE (online)	\$1,760.64			\$0.00	\$1,760.64	\$1,760.64
DSP, LIFE (online)	\$1,760.64			\$0.00	\$1,760.64	\$1,760.64
DSP, TCC1 (online)	\$1,760.64			\$0.00	\$1,760.64	\$1,760.64
DSP, TCC1 (online)	\$1,760.64			\$0.00	\$1,760.64	\$1,760.64
DSP, TCC2 (online)	\$1,760.64			\$0.00	\$1,760.64	\$1,760.64
<b>Personnel Subtotal</b>			\$18,860.95		\$16,177.46	\$35,038.41
<b>Operating Expenses</b>						
Mileage for in-person Training			\$348.00		\$0.00	\$348.00
Lunch per Diem for in-person Training			\$440.00		\$0.00	\$440.00
3 Online Training Fees @ \$490.00 each			\$1,470.00		\$0.00	\$1,470.00
11 Online Training Fees at \$490.00 each			\$0.00		\$5,390.00	\$5,390.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
<b>Operating Subtotal</b>			\$2,258.00		\$5,390.00	\$7,648.00
<b>Administrative Expenses</b>						
Overall Administration Costs			\$3,167.84		\$3,235.12	\$6,402.96
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
<b>Administrative Subtotal</b>			\$3,167.84		\$3,235.12	\$6,402.96
<b>Capital Expenses</b>						
PFI will provide training Computers, space, internet connection			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
<b>Capital Subtotal</b>			\$0.00		\$0.00	\$0.00
<b>Total Concept Cost</b>			\$24,286.79		\$24,802.57	\$49,089.37

NOTES:

In-person is (5) 8 hrs per day = 40 hours  
 In-person Drive Time is 3 hrs per day x 5 days = 15 hrs and does not require coverage  
 Online is 12 wks at 4 hrs per wk= 48 hrs; add coverage @ x2 = 96  
 Overtime for online is 15 hours, calculated as 22.5 hours x salary & Bens rate  
 Overtime does not apply to all staff, as indicated in E & G  
 TCC1 - The Community Connection  
 TCC2 - The Community Connection 2  
 LIFE - Learning Independence from Experience

NOTES:

Mileage to Ukiah @ .58 per mile x 120 miles x 5 days  
 Lunch per Diem \$22 each x 4 people x 5 days (based on 40% of 2020 daily federal rate of \$55)

No charge for computers, space, internet for online class

<b>NOTES:</b>			
In-person is (5) 8 hrs per day = 40 hours			
In-person Drive Time is 3 hrs per day x 5 days = 15 hrs and does not require coverage			
Online is 12 wks at 4 hrs per wk= 48 hrs; add coverage @ x2 = 96			
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<b>NOTES:</b>			
Mileage to Ukiah @ .58 per mile x 120 miles x 5 days			
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