

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 1, 2019 Click or tap here to enter text.	Completed by: Richard Pierce, Executive Director
Vendor Name, Address, Contact: The Arc South Bay's programs: 13515 S. Vermont Ave., Gardena, CA 90247 & 710 Pier Avenue, Hermosa Beach, CA 90254	
Vendor Number: H19113, H17125	
Service Type and Code: 055, 510	

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<p><u>Federal Requirement #1:</u></p> <p><i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: The individuals we serve have the opportunity to customize their day program experience with their life coach by choosing desired activities and building their own personal daily, weekly and monthly curriculum. However, many of our community based volunteer and instructional sites are limited in space. A group of 1 staff to 3 clients (1:3) is much easier for our community partners to accommodate as compared to 1:4 staff to participant ratio. This change will also enable those individuals who require self-help assistance more opportunity to participate by increasing the number of community destinations from which to choose. We have recently submitted a new program design for our H19113 program that changes the staff to client ratio to 1:3 which will assist our consumers in participating in community activities. With the assistance of our proposed Job Development Coordinator and HCBS Coordinator positions in combination with our proposed computer lab and related instruction we believe our consumer's will have the opportunities to benefit from placement in either the Paid Internship or Competitive Integrated Employment Programs.</p>	
<p><u>Federal Requirement #2:</u></p> <p><i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals? • Does each individuals' IPP document the different setting options that were considered prior to selecting this setting?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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Please explain: Program participation by a client is Individual Program Plan driven. The IPP is required as part of the Intake packet and admitting process. From intake, evaluation, and creating an activity curriculum, the client has a choice of inclusive community experiences based on the desired outcomes in their IPP. Additional follow up at the annual and semi-annual meetings is scheduled throughout the year. We hope by adding a HCBS Coordinator which will utilize the person centered planning process will satisfy the requirements.

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: Program participants are provided with informative materials as part of the Intake process. These materials or documents are read to individuals and explained to insure understanding. These procedures are introduced at Intake and throughout the participant's program experience. In addition, pictorial information on Client's Rights and Grievance Procedures is provided as a best practice. All encounters of this type are done in privacy, behind closed doors and accessible to individuals selected by the program participant. Assistive technology is used whenever available. For Example: Clients with visual impairments find it easier to see scanned documents enlarged on a computer screen. However, the current "hot spot" WiFi is not always strong enough to keep all computers running equally from one room to the next. Assistance in expanding or strengthening our computers and WiFi capabilities is needed as well as providing "modern" technology as described later in this request form.

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<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: The Client has the opportunity to create their activities program on daily and weekly basis based on their IPP. For example: On Thursday Client A decides he would like to participate in the low-impact exercise program at the city gymnasium next Monday and Wednesday. These choices are made informally in a one to one or group conversation with the client's life coach while planning next week's activities. On Monday Client A arrives at program but wants to change his activity from the exercise class at the gym to the volunteer group at the regional food bank. The change is made for the Client based on their request. Other Clients are given the opportunity to fill in for Client A at the city gym exercise class that morning. This may be the best example of how much more versatile the 1:3 staff to client ratio can provide additional choices and flexibility. In addition, other clients may have a more difficult time with change and choices and need much more support in their daily experience. The program believes that a temporary 1:1 or 1:2 staff to client ratio is an effective means to providing that additional support. The desired outcome would be that the Client is eventually comfortable in a 1:3 ratio.</p>	
<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available? • Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: At Intake and throughout the year at annual and semi-annual reviews Clients are asked about their preferences for staff and activities. In addition, this is achieved on a daily and weekly basis when choosing activities for the upcoming week.</p>	

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Participants are encouraged to speak up at any time if their preferences change.
Alternative staff is available if a participant expresses their desire for a change.

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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:

Federal Requirement #6:

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.

Guidance:

- 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?

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

Please explain: [Click or tap here to enter text.](#)

Federal Requirement #7:

*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.*

Guidance:

- 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?

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

Please explain: [Click or tap here to enter text.](#)

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

**Home and Community-Based Services (HCBS) Rules
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Contact Name: Richard Pierce
Contact Phone Number: (310) 532-6333 x 225
Email Address: rpierce@arcsobay.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.

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Vendor name	The Arc South Bay
Vendor number(s)	H19113, H17215
Primary regional center	WRC, HRC
Service type(s)	Community Integration Program, Adult Day Program
Service code(s)	055, 510
Number of consumers currently served	43 H19113 & 32 H17215
Current staff to consumer ratio	H19112 current 1:4 but waiting approval for 1:3 H17215 1:4
<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>The individuals we serve have the opportunity to customize their day program experience with their life coach by choosing desired activities from a master calendar and building their own personal daily, weekly and monthly curriculum. A typical program day at the H17215 program may consist of arrival at 8:30am; Hygiene and self-care (with assistance if required) until 9am; take public transport (or most generic such as dial-a-ride, local bus system, walking, etc.) from Day Program to the Community Garden site to volunteer until 10:30am. Options then may include participating with the Kiwanis Club of Hermosa Beach program, a trip to the local farmer's market or an exercise activity at the City of Hermosa Beach's gymnasium. There are currently volunteer opportunities with the Salvation Army senior program and the LA Food Bank. Consumers may participate in an Arts & Crafts Class or other leisure programs offered by the city and attended by disabled and non-disabled individuals. Hygiene and self-care modules are conducted before being transported home at 3 to 3:30pm. A typical program day may vary at the H19113 program with some of the activities based on its location but both want the client to experience the community in the least restrictive way as possible. The consumers may choose to take public transport (or most generic such as dial-a-ride, local bus system, etc.) from Day Program to the gymnasium at City Recreation Department for low-impact exercise class until 10:30am. Take public transport to park for City sponsored lunch. Then the consumers may assist in clean up after lunch in a volunteer role until 12:30pm. Following this activity they may take public transport to the Day Program site by 1pm. Consumers could participate in an Arts & Crafts Class (attended by disabled and non-disabled individuals), hygiene and self-care modules before being transported home at 3 to 3:30pm. We are proposing that both programs benefit from computer instruction with the acquired knowledge used for gainful employment, volunteer opportunities or community interactions. We recently placed a consumer, who had previous computer knowledge, in an employment setting under the Paid Internship Program and one of her job responsibilities was data entry.</p>	

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We would like to provide this type of instruction to other consumers so that they may utilize learned skills in an employment as well as personal setting. We will provide a former instructor from L.A. unified School District to teach basic computer operations that may include resume preparations and job search training. They will gain knowledge of available agency vendored programs with our Community Employment Services Department that includes the Paid Internship Program and Competitive Integrated Employment components. We will also utilize the computers for other training along-side community members with an Adult Education Class at the site. We hope to build up enrollment of community members in the future and charge fees to offset the costs of the instructor.

Project Narrative Description:

2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.

We are seeking funding in three areas. In the first area, as previously noted, we would like to create a computer lab for our consumers and the community at large. This learning activity would be conducted on site providing individual training for employment goals which include resume building, job searches, transportation coordination search and self-help tips, i.e. dress for success, etc. or in a group activity. The participants in the group, depending on abilities, may learn basic computer skills to advanced programming under the tutelage of an instructor from the Los Angeles Unified School District Adult Education Department. We will initially work with the City of Gardena Recreation Department's Senior Programs participants to join our consumers in the learning process. After we have had a few successful 4-week classes we will then expand it to other community members who will pay a fee to learn skills along with our consumers. Fees paid by community members will offset the costs for the instructor as well as any materials or new programs. We will also utilize adaptive technology as necessary to convey lessons to all participants. Agency staff and the consumers we serve will continue to benefit from the ever-increasing means of communication via social media and its associated technology. We will keep abreast of trends in employment, be it new job procurement avenues or increasing our vocational knowledge, and adapt to the changing times in which we live. We will search for the most cost efficient means available for the equipment purchase. An example may be purchasing through the non-profit Tech Soup agency of which we are members. The agency will incorporate future materials, equipment maintenance and staff costs into the program design.

The second area for our funding request is hiring a HCBS Coordinator. This individual will participate in all the train the trainer curriculum and impart the acquired skills to our program staff. Furthermore, this individual will participate in each consumer's IPP meeting and create the in-house planning document. The Coordinator will work with the consumer's significant others using the learned Person Center Planning methods and approach to tailor the activities in the best interests of all concern parties. The Coordinator will maintain current certificate status in all aspects of the training and after the requested initial funding, the agency will absorb the future costs as part of our program budgets.

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The third area of our funding request is hiring a Job Development Coordinator (JDC). We have been successful in utilizing the One-Stop Employment Center program for job leads and placements, however, the coordination between all affected consumers, families/careproviders, business partners, Department Rehabilitation (DOR) & Regional Center staff requires an employee from our agency. Furthermore, the assistance we receive from the One-Stop Program comes at a cost as they wish to receive placement, retention and other fees that could remain with our agency by having this agency JDC perform these work responsibilities. The JDC would work in partnership with the HCBS Coordinator and eventually with our current 505 program counseling staff. As an aside, we envision coordinating the closure the 505 program, as mandated by the Final Rule, prior to the set deadline. By having the HCBS Coordinator and JDC employed with our agency this will assist in placing our current 505 program participants in other programs without disruption. The JDC employee salary and benefits would offset by fees received from DOR, currently provided to One-Stop, with the remainder, if any, folded into the agency's new program designs within the funding cycle.

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 ___

We meet most components of these requirements but can achieve greater compliance with the funding as requested.

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.

Again, we are meeting the needs of the requirement and the consumer's we serve in most areas. Our funding requests are based on the few shortcomings which are addressed in the narrative for specific needed items. We will be able to sustain the areas requested after the conclusion of the funding cycle.

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.

The proposed HCBS Coordinator position and accompanying train the trainer certification addresses the need for education of the Final Rule and accompanying regulations for the clients we serve, our employees and their families/careproviders. This position is also part of the larger goal for our agency as a whole to conform to the new standards. We will refine our philosophy and mission statement to address client empowerment, self-advocacy, and emphasize input into life choices and control over social interaction selections. We can accomplish this reformation of our program design with the HCBS Coordinator becoming well versed in all aspects of the train the trainer concepts. This employee will then share knowledge gained from the certification process with all our concerned individuals in the client's circle of support beginning with our Life Coaches to fully understand their role in the consumer's IPP process and

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implementation. The HCBS Coordinator will also have a significant role in the development of the IPP and how all significant others work with the consumer to achieve their goals.

The Job Development Coordinator would work with the HCBS Coordinator and the One-Stop Employment Agency in providing job opportunities utilizing our Paid Internship and Competitive Integrated Employment programs. As noted in Federal Requirement #1 these positions would enhance our abilities for paid work opportunities and meet the standards of this provision.

Lastly, as stated throughout this proposal, the computer lab and adult education instructor provides opportunities for the consumers to explore paid and volunteer work opportunities, learn new skills and interact with members of the community. Those individuals who require additional assistance will learn and benefit from adaptive technology equipment and programs.

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

The HCBS Coordinator: will become certified in the train the trainer program. Will provide the information gained to the consumers we serve, our program staff and their families/careproviders. Will work with community resources to connect activities for both the clients and the public on and off site. Will work with the consumers to arrange excursions, volunteer opportunities and adult education classes that are meaningful and correlate with the client's IPP goals. Will create a sense of belonging within their community by participating in activities and educational classes at both the program site and off site locations which will strengthen relationships between our clients and members of the public. The Job Development Coordinator, working with the HCBS Coordinator, will secure employment placements with our PIP and CIE employment services programs. The Computer Lab and accompanying Instructor will provide specific training and education with today's technology. All participants will benefit in a program devised to meet their specific needs and interests. This training may be in basic computer skills utilizing adaptive technology and simple steps to advanced programming, resume preparation, job search or other employment skills training. All components of the training and coordination of the activities will be set forth during the IPP process with timelines provided to address each goal. Weekly notes, quarterly reports and semi-annual and annual documentation will be used with input from the consumer, instructor and significant others to track progress.

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.

Currently, program participants meet with their instructors and peers to discuss upcoming activities and events. They then select from scheduled volunteer opportunities, community excursions or request site based activities. We wish to expand this process to provide more specific choices based on their IPP. As an example, if the consumer has an employment objective they may choose to work on

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their resume or view a video on interview skills rather than attend a community based exercise class that was previously scheduled. Another consumer may then choose to participate in this scheduled exercise class. The IPP will drive the activities with the consumer making choices for participation.

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

By having the HCBS Coordinator, Job Development Coordinator and Computer Instructor positions working together the client will benefit from choices enabling them to accomplish their life goals. The Certified HCBS Coordinator not only devises the IPP curriculum with the consumer and circle but provides training to all in person centered choices.

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

This has been described throughout this document but to summarize the concept is designed to encompass our entire agency's programs. All staff will receive person center training from the HCBS Coordinator. The community will benefit from interaction with our consumers and the knowledge gained from the education classes they share. Businesses will benefit from hard-working and consciences employees/volunteers. Financial sustainability will be realized with added enrollment, placement, retention and job coaching fees for the employment placements. Community participants will be charged fees for maintaining the computer lab, instruction and materials while also interacting with our consumers.

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

Our agency is invested in the future of Home and Community Based Services. In order to further the mission of HCBS, a HCBS Coordinator /trainer is needed to transfer knowledge to the organization. Said trainer, will focus on the client population's needs, preferences, and interests. In order to fulfil the mission of HCBS, the designated trainer will need funding to complete train the trainer courses. By training the trainer on the tenants of person-centered services, we will ensure that future generations of ARC South Bay employees have a well-rounded understanding of HCBS best practices. HCBS addresses the biggest need of our client population – the power of choice and control over their daily lives. The very cornerstone of the program provides a valuable resource to all parties involved. HCBS training providers staff members the tools

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necessary to find creative ways to meet the needs of the individuals, furthering the mission of person-centered services.

The Job Development Coordinator works with our HCBS Coordinator and the Computer Program Instructor internally as well as the external interface with the One-Stop Employment agency to place consumers in Paid Internship or Competitive Integrated Employment.

The Computer Program Instructor will provide training in computer usage to the consumer in all areas of their daily lives. This may encompass everything from determining transportation options, employment research, community interaction, entertainment/recreation opportunities and educational topics.

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.

The HCBS Coordinator's training costs will end with the funding cycle. The agency will keep the employee current with ongoing training as necessary. The Computer Lab instructor, equipment, materials and maintenance costs will be paid by the agency after the funding cycle ends by charging fees to the community participants as well as absorbing any additional costs within the program's budget. The Job Development Coordinator position will be continued through fees generated by income from placement, job retention and job coaching fees. All concepts will continue after the funding cycle ceases.

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	The Arc South Bay					
Vendor Number(s)	H19113, H17215 & HW5005					
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (salary + benefits)						
Positions will be agency funded at cycle end			\$ -		\$ -	\$ -
Job Development Coordinator	57554	1.00	\$ 57,554	0.50	\$ 28,777	\$ 86,331
Computer Program Instructor	49,889	1.00	\$ 49,889	0.25	\$ 12,472	\$ 62,361
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 107,443		\$ 41,249	\$ 148,692
Operating expenses						
HCBS Coordinator training expenses includes:						\$ -
attend separate one/two-day training classes			\$ 4,000			\$ 4,000
observation of techniques by mentor (two days)			\$ 3,000			\$ 3,000
Prep and review with mentor			\$ 500			\$ 500
Presnt training tool to mentor			\$ 3,000			\$ 3,000
20 hours of training with mentor			\$ 500			\$ 500
Present second training to mentor			\$ 3,000			\$ 3,000
One-day review with mentor			\$ 850			\$ 850
Travel costs for agency and mentor			\$ 5,850			\$ 5,850
						\$ -
Operating Subtotal			\$ 20,700		\$ -	\$ 20,700
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Computer lab includes:						\$ -
10 desktop computers, monitors, keyboards,			\$ 8,250			\$ 8,250
mouse, 5 shared printers, programs, adaptive			\$ 2,650			\$ 2,650
hardware and equipment and intial costs for			\$ 640			\$ 640
internet hardwire system.						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 11,540		\$ -	\$ 11,540
Total Concept Cost			\$ 139,683		\$ 41,249	\$ 180,932

See Attachment F for budget details and restrictions