

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 18, 2019	Completed by: Lisa Szilagyi
Vendor Name, Address, Contact: The Aurelia Foundation – Creative Steps Adult Community Integration program, 1440 Harvard Street, Santa Monica, CA 90404. Lisa Szilagyi	
Vendor Number: PW 7291, PL 1511	
Service Type and Code: Community Integrated Day Program, 055	

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<p>Federal Requirement #1:</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>Guidance:</p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: The Aurelia Foundation - Creative Steps program supports 75 adults with significant disabilities, in community settings. We work with our Clients to increase independence and communication skills, with an emphasis on vocational skills training and job acquisition. Our philosophy is that everyone can continue to grow and learn as individuals, thereby enhancing their quality of life. In the past year, Creative Steps has hired a Job Developer to assist in finding competitive integrated employment and/or paid internships in individualized, integrated community settings. We have been successful in finding employment for approximately 10 of our 75 clients. In order to successfully place our Clients in jobs based on their interests and skills, we conduct assessments with the individual, their support staff and parents/families/caregivers. We are not in compliance with Federal Requirement #1, because we continue to struggle with assessing the preferences and choices for individuals who have more significant challenges, especially those who are non, or minimally, verbal. This makes it challenging to have a fully person-centered approach to finding jobs for these individuals. Additionally, we find that there is resistance on the part of many families, and support staff, to the idea that all of our Clients should be able to find work in the community, as well as a fear of how employment might affect SSI benefits. We are requesting funding to support our ability to educate the adults in our program, as well as their families, as to the benefit of employment for all. We would also like to train our staff to become job coaches who are able to provide support that is based on the individual needs of the Client. We are requesting funding to hire a Person Centered Planning Coordinator, who would attend trainings to become a Certified Person Centered Planning Facilitator, allowing us the opportunity to conduct a person centered plan with each of our Clients. We would also conduct informational and training workshops for our Clients, their families and caregivers, about the importance of Person Centered Planning.</p>	

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<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: We recognize the importance of and are committed to implementing Person Centered Planning for every individual in the Creative Steps program. While we have IPP's for every Client, most of the Clients that we support do not have a Person Centered Plan in place, and many of our Clients do not have a reliable means of communicating. During IPP and Team meetings, goals are discussed and created, but often without meaningful input from the individual. We would like to be able to offer a full Person Centered Planning session for all of the adults that we support, ensuring that they have an active voice in determining their goals and future. We would like to educate our Clients and their families/caregivers/support staff about the importance of Person Centered Planning. We estimate that this will take approximately 2 years to complete for all of the Clients in our program. We would like to add a Person Centered Planning coordinator to our staff, who will be trained and certified in conducting Person Centered Planning. Beyond the individuals in our program, we would also like offer our services to conduct Person Centered Plans for other individuals, who may not be currently enrolled in our program, but may be on our waiting list for future enrollment in our program. We believe that a Person Centered plan is crucial to identifying the interests, skills, hopes and fears of the Clients that we support, in order to help us identify the services and supports needed to help create a successful and fulfilling life for these adults. Additionally, this will ensure that the IPP goals that are identified are individualized and based on Consumer choices and needs.</p>	
<p><u>Federal Requirement #3:</u></p> <p><i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint? • Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?

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	<ul style="list-style-type: none"> Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: While we respect the privacy, dignity and freedom of all individuals with disabilities, a large majority of the adults that we support in our program have limited to no verbal language, and many do not have an identified alternative communication system. Therefore, it can be challenging to ensure that the choices and decisions that are made for that individual are the choices and decisions that the person actually wants. We would like to conduct a Person Centered plan for all of the Clients in our program that includes assessing each individual for an appropriate means of communication, so that each Client can participate to the fullest extent possible in the creation of their plan. We believe that every individual has the right to, and should be able to, make choices regarding what they want to do, who they want to be with, which support staff they would like to have working with them, where they would like to go and what jobs are of interest to them. We would like to create a position of Communication Support staff, and cover the cost of salary and training involved in having a Trained Communication Support staff.</p>	
<p><u>Federal Requirement #4:</u></p> <p><i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> Does the provider offer daily activities that are based on the individuals' needs and preferences? Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings? Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Creative Steps is a community based program, and the adults that we support are out in the community during the program day. We offer a variety of options for activities in the community, and we encourage our Clients to make choices about the activities that they would like to participate in. However, for many of our Clients who are non-verbal, with no reliable means of communication, we are not always sure that the choices being made accurately reflect the choice of the individual. As identified in</p>	

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Federal Requirement #3, we would like to be able to offer communication support for these individuals, so that they are able to communicate their choices. With the right communication support and a Person Centered Plan that the individual is able to actively participate in, we believe that every adult in our program will be able to make choices that accurately reflect their interests. This ability to make choices will also ensure that we are able to assist each individual in finding employment in the community, whether paid or volunteer, at a job site of their choosing. The right to make choices is fundamental to the well being of every individual, but without the ability to communicate and self-advocate effectively, too often choices are made for the individual, rather than by the individual.

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: At Creative Steps we strive to pair individuals with staff who we believe they would choose, and we look for cues that might indicate that an individual is not happy with a staff person. However, with our many Clients who are non-verbal, we are often just guessing, or looking at behavioral clues to help us identify if and when changes need to take place. Giving these individuals a way to communicate, will positively impact their ability to not only make choices regarding their staff support and services, it will dramatically increase their ability to self-advocate on all levels. The ability to communicate is key to an individual being able to direct their services, make choices that reflect their wishes, and be empowered to advocate for themselves. We are asking for funding that will allow us to create a Communication Support Team. The Communication Support team will assess the communication needs of each of the Clients in our program who struggle with effective communication, so that we can determine an alternative or augmented means of communication.

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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:	<u>Lisa Szilagyi</u>
Contact Phone Number:	<u>818-917-1460</u>
Email Address:	<u>lisa@aurelia-cs.org</u>

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.

X ☐ 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 Aurelia Foundation - Creative Steps Adult Program
Vendor number(s)	PW 7291, PL 1511
Primary regional center	Westside Regional Center
Service type(s)	Community Integration Day program
Service code(s)	055
Number of consumers currently served	75
Current staff to consumer ratio	1:1, 1:2, 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>Creative Steps is a community integration program, supporting 75 adults with disabilities in the community, 6 hours per day, 5 days a week. We offer a variety of options and activities for the adults to participate in during the week. Activities include both paid and volunteer jobs in the community, working out at the YMCA or a local gym, attending local cultural events and museums, accessing public libraries, enjoying recreational activities such as bowling, hiking, dance classes, music classes and more. Activities take place in integrated community settings. Daily and weekly activities are different for each individual, as we try to find activities that are meaningful and purposeful for each person, based on goals identified in the individuals IPP. For example, one adult begins and ends her day at the YMCA, has a volunteer job 3 days a week, and attends local events and activities, such as the Farmer's Market. Another individual works 20 hours a week at a paying job, with job coaching support. However, for the majority of the adults in our program, the primary barrier to compliance with HCBS Rule #1, is the challenge in identifying choices for individuals who are non-verbal or minimally verbal. Often, choices for these individuals are made by parents/caregivers and/or staff, but the individuals themselves are unable to communicate their preferences in a meaningful way. We currently do not have the in-house capacity to assess and support the diverse communication needs of the adults in our program. Additionally, the majority of the adults in our program do not have Person Centered Plans in place. We do not currently have the ability to conduct Person Centered Plans for every individual, but would like to be able to do this, so that we can be sure that goals and activities accurately reflect the choices of the individual. We believe that our ability to provide these two critical components will give us the ability to ensure that all of our Clients have a "voice" and the opportunity to make real choices and develop a plan that is based on personal preferences. If we can support each individuals ability to communicate their choices, we can ensure that each individual's Person Centered Plan will accurately reflect the true wishes of our Clients.</p>	
Project Narrative Description:	
<p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p>	

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We are requesting funding to create two new staff positions: A Person Centered Planning Coordinator and a Communications Support Coordinator. Person Centered Planning and Communication are integral components for supporting individuals with disabilities. We believe that communication and the ability to make choices are the fundamental right of every individual. For individuals who are non, or minimally verbal, communication is a daily challenge. For an individual to participate in their Person Centered Plan, they must have a way to communicate, to the fullest extent possible. We are requesting funding to create positions in our program that will allow us to have a Communications Support staff, as well as a Person Centered Planning coordinator. We are requesting funding to host Client and parent/caregiver informational meetings, to discuss the importance of Person Centered thinking and planning, and how that is an integral part of the HCBS rules.

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

1 X 2 X 3 X 4 X 5 X 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.

HCBS Requirements #1, 2, 3, 4 and 5 emphasize the need for every individual to receive services in integrated settings, with the ability to make meaningful choices about where they go, where they work, who they would like to spend time with, who they would like to have as their support staff. Barriers to our being able to truly provide this are 1) Communication challenges for the majority of the adults we support, and 2) Lack of a Person Centered plan. At Creative Steps, we recognize the importance of, and are committed to, implementing Person Centered Planning for every individual in the Creative Steps program. While we have IPP's for every Client, most of the Clients that we support do not have a Person Centered Plan in place, and many of our Clients do not have a reliable means of communicating. During IPP and Team meetings, goals are discussed and created, but often without meaningful input from the individual. We would like to be able to offer a full Person Centered Planning session for all of the adults that we support, ensuring that they have an active voice in determining their goals and future. We would like to educate our Clients and their families/caregivers/support staff about the importance of Person Centered Planning. We estimate that this will take approximately 2 years to complete for all of the Clients in our program. We would like to add a Person Centered Planning coordinator to our staff, who will be trained and certified in conducting Person Centered Planning. Beyond the individuals in our program, we would also like offer our services to conduct Person Centered Plans for other individuals, who may not be currently enrolled in our program, but may be on our waiting list for future enrollment in our program. We believe that a Person Centered plan is crucial to identifying the interests, skills, hopes and fears of the Clients that we support, in order to help us identify the services and supports needed to help create a successful and fulfilling life for these adults. Additionally, this will ensure

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<p>that the IPP goals that are identified are individualized and based on Consumer choices and needs.</p>
<p>5. For each out-of-compliance federal requirement that is addressed in this concept, please explain how the concept will bring the vendor into compliance.</p>
<p>By conducting Person Centered plans for all individuals in our program, we will be able to ensure that the goals and activities for each person are created with the maximum input of the individual. Giving each individual a way to communicate effectively, in order to make choices that are self-directed, we will be able to ensure that we are in compliance with HCBS Requirements #1, 2, 3, 4 and 5, which require that individuals have a voice in their plans, services, goals, staff and in all areas of their lives. We will be able to identify job preferences as well, which will increase our ability to help our Clients find meaningful jobs in the community.</p>
<p>6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?</p>
<p>1) Over two years, we will assess the communication needs of each individual in our program that has communication deficits. We will identify the most appropriate alternative or augmented communication system for each individual, that will allow that person to communicate to the fullest extent possible. We will implement that communication system, including working with the family and support staff to train them to be able to support the individuals communication system. We will collect data to show the current baseline communication ability of each individual, and monitor and track progress and outcomes. We will do a 6-month update, a 12-month update each year of the 2 year grant cycle, to track progress, and continue to track progress beyond the grant cycle, as part of the annual IPP process.</p> <p>2) We will conduct Person Centered Plans for all of the individuals in our program over the two years of the grant, and beyond, as we will have built the in-house capacity to provide this service to all of our Clients who are currently in the program, as well as any incoming individuals. We have no Clients who have Person Centered Plans, so we will track the number of Clients that we conduct Person Centered Plans for, and keep a chart of when the Client and family trainings take place, as well as when each Person Centered plan is held. The outcome from this will also include new goals, as identified through the planning process.</p> <p>3) We believe that through enhanced communication and person centered planning, we will also be able to assist individuals in finding meaningful, integrated employment in the community.</p>
<p>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.</p>
<p>In addition to annual IPP meetings, we often meet with Clients and their families to discuss how the individual is doing in the program, and to look at any changes that may be needed. During many of these meetings with Clients and families, the issue of</p>

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communication deficits of the individual often comes up. Many parents have expressed that they would like support for their son or daughter in being able to communicate more effectively. We also know from experience that many of the individuals that we support who have behavioral challenges are typically the individuals who have little or no ability to communicate. In addition, when we conduct our annual Client/Parent satisfaction survey, nearly 40% of the responses say that Communication support is the area they would like us to focus on, as this deficit impacts the quality of life of the individual.

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

By giving every individual the communication tools they need to be able to fully participate in making choices about their goals, preferences for activities, preferences for staffing, job interests and more, we will be able to provide a more Person-Centered, individualized program plan for every Client in our program. Through a Person Centered Plan, with the increased participation potential of the individual, we will be able to truly individualize our programming, to meet and support the identified preferences, interests, goals and wishes of each Client. Additionally, we will be training our staff to implement both the identified communication support as well as the Person Centered Plan.

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

Once we have created the in-house Communication Support staff and Person Centered Planning Coordinator positions, we will be able to provide continuous communication and planning support for our Clients, through ongoing assessments, working directly with the individual, as well as staff and parent training. We will be able to ensure that all IPP meetings are conducted in a Person-Centered manner, with maximum input from the individual. We know from conversations with self-advocates that a Person Centered Plan is a living, changing plan. As an individual grows and changes, their Person Centered Plan might also change. Overall, we expect to see positive outcomes for every individual, as they achieve a life that is self-directed and meaningful to them.

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

Phase 1/Year 1: The main costs for year one include the hiring and training of the Person Centered Coordinator and Communications Support personnel. Additionally, the cost of hiring, training and related wages for these positions, as well as educating Clients, parents and staff will be heavily weighted on year one. We anticipate that we

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would be able to provide communication assessment and support, as well as Person Centered Plans for up to 30 individuals in the first year.

Phase 1/Year 1 breakdown:

\$41,466.00 Salary and benefits for Communication Support staff

\$41,466.00 Salary and benefits for Person Centered Planning Coordinator

\$6,500.00 Subcontractors to provide consultation and additional training for new positions

\$22,000.00 for Facility costs, where Communication support and Person Centered Plans take place

\$128,000.00 for Training for the Communication Support staff and Person Centered Planning Coordinator to be trained in their respective fields, including travel and transportation costs.

\$16,933.00 for advertising expenses, instructional materials and office supplies

\$5,000.00 Computers and software programs

\$16,000.00 Administrative and office expenses

\$8,000.00 Misc expenses:

Phase 2/Year 2: The cost for salaries and benefits, facilities and administrative costs will continue, but other costs will go down, specifically Training costs for the new positions will be reduced from \$120,000.00 to \$30,000.00. The plan for Phase 2/Year 2 is to assess for communication needs for up to 30 additional Clients, and conduct Person Centered plans for up to 45 Clients.

Phase 2/Year 2 breakdown:

\$41,466.00 Salary and benefits for Communication Support staff

\$41,466.00 Salary and benefits for Person Centered Planning Coordinator

\$6,500.00 Subcontractors to provide consultation and additional training for new positions

\$22,000.00 for Facility Costs

\$30,000.00 for ongoing training for Communication and Person Centered Planning staff

\$5,566.00 for Advertising, instructional materials and office supplies

\$8,000.00 for Travel and Transportation

\$6,066.00 for Misc. expenses

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.

Once the in-house Communication Support staff and Person Centered Planning Coordinator positions have been established, we will offer training to existing staff

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during regularly scheduled training and meetings, that is already included in our training budget. Additionally, we will be able to offer our services at a cost to individuals outside of our program. To sustain this program beyond the funding cycle, we would seek and include additional funding from individuals, regular donors, fundraising efforts and community partners, as well as including another proposal to HCBS in 2022.

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.

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

Attachment C

HCBS CONCEPT BUDGET						
Vendor Name		The Aurelia Foundation - Creative Steps				
Vendor Number(s)		PW 7291, PL 1511				
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (salary + benefits)						
Communication	41466		\$ 41,466		\$ 41,466	\$ 82,932
Person Center Planning	41466		\$ 41,466		\$ 41,466	\$ 82,932
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 82,932		\$ 82,932	\$ 165,864
Operating expenses						
Advertising and Outreach			\$ 4,800		\$ 1,500	\$ 6,300
Food and Beverages for training work shops			\$ 1,500		\$ 500	\$ 2,000
Instructional Items and materials			\$ 8,000		\$ 2,000	\$ 10,000
Office Supplies			\$ 4,133		\$ 2,066	\$ 6,199
Transportation			\$ 2,000		\$ 2,000	\$ 4,000
Travel			\$ 6,000		\$ 6,000	\$ 12,000
Facility costs			\$ 22,000		\$ 22,000	\$ 44,000
Subcontractors			\$ 6,500		\$ 6,500	\$ 13,000
Training			\$ 120,000		\$ 30,000	\$ 150,000
					\$ -	\$ -
Operating Subtotal			\$ 174,933		\$ 72,566	\$ 247,499
Administrative Expenses						
Administration			\$ 10,000		\$ 10,000	\$ 20,000
Accounting, office management			\$ 6,000		\$ 6,000	\$ 12,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 16,000		\$ 16,000	\$ 32,000
Capital expenses						
Computers			\$ 3,000		\$ -	\$ 3,000
Software and Programs			\$ 2,000		\$ -	\$ 2,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ 5,000		\$ -	\$ 5,000
Total Concept Cost			\$ 278,865		\$ 171,498	\$ 450,363

See Attachment F for budget details and restrictions