

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

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, PRIDEs 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 PRIDE compliance funding concept, which is required for any PRIDE 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 PRIDE assessments that the Department may require to determine PRIDE compliance with the HCBS settings rules. Only PRIDEs requesting compliance funding need to complete this evaluation.**

Federal Requirements #1-5 apply to PRIDEs of all services, including residential and non-residential settings. Federal Requirements #6-10 are additional requirements that apply only to PRIDE-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 <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

Questions may be directed to HCBSregs@dds.ca.gov.

Date(s) of Evaluation: 02.11.2021	Completed by: Dawn Horwath
Vendor Name, Address, Contact: PRIDE Industries, 10030 Foothills Boulevard, Roseville, CA 95747	
Vendor Number: HA0347	
Service Type and Code: Work Services 954	

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<p><u>Federal Requirement #1:</u> <i>The setting is integrated in, and supports full access of Consumers 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 Consumers not receiving Medicaid HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do Consumers 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 Consumers have the option to control their personal resources, as appropriate?
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Does the service and/or program meet this requirement? Yes No

Please explain: Consumers at this facility who receive Medicaid Home and Community Based Services currently participate in an environment with multiple consumers with disabilities working together under the supervision of both disable and non-disabled staff. However, due to previous HCBS – DDS funding, all consumers working in this setting are provided options for competitive community integrated employment and utilization of community resources. Consumers have been given opportunities to participate in volunteer settings, work observations, job club, job fairs, local adult education services, as well as competitive integrated employment placements. Community integration includes staffing to ensure safe community activities.

<p><u>Federal Requirement #2:</u> <i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual’s needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the PRIDE have a current regional center Individual Program Plan (IPP) on file for all Consumers? • Does each individual’s IPP document the different setting options that were considered prior to selecting this setting?
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Does the service and/or program meet this requirement? Yes No

Please explain: The intake process and annual review of services, requires a current IPP for each consumer. During the intake and planning team meeting each consumer is given information relating to the choice of services, including non-disability settings. Person-center planning process prioritizes input from consumer throughout the year concerning choices and preferences for community employment, exploration, and

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integration. Planning and discovery events provide a process to offer consumers the opportunity to utilize the program in an individual fashion rather than a program design.

Federal Requirement #3:

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

Guidance:

- Does the PRIDE inform Consumers, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?
- Does the PRIDE communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?
- Do staff communicate with Consumers 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: In accordance with our intake and annual process, all individual's rights for privacy, dignity, respect, and freedom from coercion and restraint are provided in a communication manner that meets their needs and preferences, as is daily communication between staff and consumers. Documentation of individual rights are stored in a manner that meets our confidentiality policy. Education and resource provisions are provided to staff upon intake and on an annual basis.

Federal Requirement #4:

Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.

Guidance:

- Does the PRIDE offer daily activities that are based on the individual's needs and preferences?
- Does the PRIDE structure their support so that the individual is able to interact with Consumers they choose to interact with, both at home and in community settings?
- Does the PRIDE structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?

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

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Please explain: All services are based upon consumer choice wherein consumers seek employment services within a congregated work program. PRIDE provides a variety of services and employment opportunities. These opportunities include a process by which consumers can choose their work/service environments, individualized work/service goals, and their work/service settings. Consumers are encouraged to seek employment opportunities that fit within their goals and can include referral to programs that will result in integrated work and community settings.

Federal Requirement #5:

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

Guidance:

- Does the PRIDE support Consumers in choosing which staff provide their care to the extent that alternative staff are available?
- Do Consumers 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: PRIDE's person-centered planning process addresses individual choice, services and supports. This process begins upon intake with the individual PRIDE's person-centered planning process addresses individual choice, services and supports. This process begins upon intake with the individual and their designated Case Manager and Regional Center Service Coordinator. Service concerns and modifications can be addressed at any point through Case Manager and planning team.

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Only PRIDEs of services in **PRIDE-owned or controlled residential settings** need to complete the remainder of this evaluation. In **PRIDE-owned or controlled residential settings**, in addition to the above requirements, the following requirements must also be met:

<p><u>Federal Requirement #6:</u> <i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord/tenant law.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are Consumers informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: N/A</p>	
<p><u>Federal Requirement #7:</u> <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. Consumers sharing units have a choice of roommates in that setting. Consumers have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do Consumers have a choice regarding roommates or private accommodations? • Do Consumers 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 Consumers have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: N/A</p>	

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<p><u>Federal Requirement #8:</u> <i>Consumers 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 Consumers have access to food at any time? • Does the home allow Consumers to set their own daily schedules? • Do Consumers 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: N/A</p>	
<p><u>Federal Requirement #9:</u> <i>Consumers 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 Consumers 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: N/A</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 Consumers 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 Consumers 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: PRIDE completes a full accessibility review and implements a plan annually to promotes accessibility for consumers that encompasses the identification and removal of PRIDE completes a full Accessibility Review and Plan annually to promote accessibility for Consumers that encompasses the identification and removal of</p>	

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attitudinal, architectural, communication, transportation, environmental, employment, financial, community integration, as appropriate, technology and other barriers.

CONTACT INFORMATION

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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 PRIDE assessments that the Department may require to determine PRIDE compliance with the HCBS settings rules.

I AGREE

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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 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, provider may not exceed four pages plus the budget worksheet and any cost backup, 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.
- Using a form from previous years will negatively impact a concept score, so please ensure the current FY 20-21 form is used.
- For 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 Consumers in offering more choices and opportunities.

Strengths of previously funded concepts:

- Identified the need as well as proposed a plan to provide outreach and information regarding the HCBS rules to Consumers served and members of their support teams.
- Discussed the need for additional funds to effectively support Consumers served on a more individualized basis in overcoming barriers to community integration and employment, as appropriate.
- Prioritized the preferences of Consumers served and utilized their feedback in the development of the concept.
- Implemented a sustainable plan for person-centered planning/thinking and training regarding the HCBS rules.
- Enabled residents to age in place and exercise more choice and independence.

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Vendor name	PRIDE Industries
Vendor number(s)	HA0347, HA0351, HA0354, HA0356
Primary regional center	Alta California Regional Center
Service type(s)	Work Services
Service code(s)	954
Number of consumers typically and currently served	355
Typical and current staff-to-consumer ratio	1:20
<p>1. Please provide a brief description of the service/setting. Include what a typical day consists of during regular program as well as how services are currently being provided. This response must include the baseline/current levels for any aspects of the program for which the concept proposes funding.</p>	
<p>Consumers participating in work activity programs at PRIDE facilities who receive Home and Community Based Services currently work or participate in services that are in congregate settings alongside other consumers with disabilities completing paid production projects from contracted PRIDE partners with the support of staff on their paid tasks and on other non-paid career training activities. Consumers have less access to customized employment and more generally participate in recreational activities or volunteerism. PRIDE provides employment opportunities based on existing funding models but are unable to meet the unique needs of each individual in some cases where “job-carving” is not permissible. PRIDE sought and received feedback from stakeholders for employment needs, but due to a lack of staff time and organizational resources, PRIDE has not been able to offer new and innovative employment opportunities to all persons served.</p>	
<p>Project Narrative Description: While filling out this section, reflect on how services are typically provided and how that might have changed in the past year. Think about what has been learned in the past year and how that might shape services going forward. Funding awarded through this concept can span the course of up to two years which would allow time to shape services to be more person-centered and align with the HCBS federal requirements.</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>This program intends to create person-first employment opportunities to consumers engaged in WAP. Implementing an additional staffing resource focusing on translating activities of their everyday lives into potential employment outcomes. Exploring customized and micro-employment opportunities based on the person and development of a document that translates life skills to work possibilities. Taking into consideration, opportunities previously unexplored, such as business ownership. PRIDE will hire dedicated staff members to work on building on specific contributions that the consumer</p>	

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(job seeker) will bring to the table to the employer. The dedicated staff will offer this resource to 10-30 job seekers interested in exploring customized employment and micro-employment opportunities. All consumers will, through a person-centered approach, be supported to look at contributing factors that would lead to employment success. Staff will engage in a systematic and intentional series of activities for the purpose of gaining expanded information to maximize successful outcomes. Spending time to complete a blueprint profile that highlights experience, employment condition needs, interests and contributing factors. Exploring the local community and speaking with local businesses on current needs and unmet needs that may lead to immediate or future opportunities. This program will be available to any consumers seeking expanded employment opportunities to provide advancement or more customized solutions.

Program guideposts

- Expanded information gathering
- Explore opportunities
- Establish connections
- Competitive Integrated Employment

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__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

4. For each HCBS out-of-compliance federal requirement that is being addressed by this concept, describe the barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.

Consumers at this facility who receive Medicaid Home and Community Based Services currently participate in an environment with multiple consumers with disabilities working together under the supervision of both disabled and non-disabled staff. However, due to previous HCBS – DDS funding, all consumers working in this setting are provided options for competitive community integrated employment and utilization of community resources. Consumers have been given opportunities to participate in volunteer settings, work observations, job club, job fairs, local adult education services, as well as competitive integrated employment placements. Previous HCBS funding helped expand setting options and began transitioning clients out of WAP and into the community integrated setting options. Trained staff focused on customized or micro employment options provides another avenue for consumers to find alternative options to facility based work.

5. For each out-of-compliance federal requirement that is addressed in this concept, please explain how the concept will bring the vendor into compliance by March 2023.

This concept will allow PRIDE to provide individualized, person-centered services to all of our programs and services through the consumer's validation of services offered. PRIDE will be able to ensure that services provided are based on individual's choices and not on employer need or PRIDE staff availability. With new staff in place to find more options for our consumers, we will be able to offer collaborative support to engage in the development of building productive relationships with businesses. Engaging in meaningful negotiations describing the potential to meet current needs and look at possibility of customized and

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micro-employment options. Active involvement of the job seekers in networking outreach and meetings then leading to CIE.

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

Through additional staffing the opportunity is there to build relationships with businesses and to share with employer's the benefits of customized employment. Gathering information from the consumer to guide the development of job search planning, potential employment outcomes and sustainability of chosen employment path. Staff will work collaboratively with the consumer to negotiate a customized job opportunity with local businesses by setting up informational interviews and participate in tours of businesses to learn their operation, culture, and current or anticipated future unmet needs. Working with the job seeker to develop a formal or informal customized employment proposal that can then be shared and updated as a method of tracking. The development of this team will allow PRIDE to personalize services in a way that meets the person-centered philosophy and expand upon potential employment outcomes.

7. Please describe how and/or what was done to include input from the Consumers 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 Consumers and who was involved in that process.

PRIDE bought together a group of consumers, family members and care providers as part of a tactical transformation committee to look at needs, preferences, and career aspirations of not only Consumers served in PRIDE's WAP, but also that of their relatives and care providers. After review of the input and one-on-one discussion results, PRIDE learned that our sites are lacking in employment exploration and education or staffing to work with job seekers on competitive integration positions that are customized to meet their interests and employment conditions.

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

In the past, PRIDE has been solely focused upon vocational training and work environments on-site. As we proceed with changes in our programs, this opportunity allows us to offer a personalized program for everyone which surrounds the consumer with customized employment opportunities driven by their interests, skills, and what is important to them.

9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.

The additional staffing will be absorbed as we develop new programs in the person-centered driven employment first approach to meet legislative and regulatory changes. PRIDE has made a significant effort to develop alternative options for facility base work. By developing new and innovative program options we are committing to each individual and their goals relating to competitive, integrated employment. We are currently working closely with the Office of Disability Employment Policy- Department of Labor to develop the templates of success in customized employment and micro-enterprise. Through these efforts, and the support of the HCBS funding, we anticipate developing program and employment options for consumers with disabilities that will not

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only be compliant with legislative and regulatory requirements but provide the consumers we serve with the opportunity to live their best lives. PRIDE has made the commitment of resources and labor to achieve these goals.

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). This information can be found at this [link](#).

The budget for this proposal will include the addition of two Employment Development Coordinators who will be paid \$49,920 per year (24.00 x 2080 hours). The benefit costs were calculated at 35.35% (refer to budget attachment for benefit breakdown).

Administrative costs were calculated as follows: Office Space- 25 sq ft @ 2.50 per sq ft monthly for each individual. Mileage reimbursements were calculated at 200 miles per month for each individual at 57.5 cents per mile. The cost of phone and data was calculated at \$90 per month per individual. A one time cost for computer is calculated at \$900. The attached budget shows identical cost for year one and year two with the exception of the one time computer cost.

11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframe of the requested funding, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program timeframe; up to two years.

As a PRIDE collaborating with community partners and employers in order to assist with recruitment, job matching, hiring, and retention of qualified Consumers with disabilities, significant time is needed for the Program staff to educate and inform the businesses on best practices and benefits of the customized employment approach. Consultation with and receiving training from organizations such as the Workforce Innovation Technical Assistance Center (WINTAC) will give program staff access to relevant and up to date information to help guide all funding requests. In order to increase feasibility of sustaining a successful program, it is necessary to create engagement with the business community, the University system and State and local workforce development boards to establish ongoing financial support. Seeking grants or stipends from these organizations will help sustain efforts and increase commitment from community partners. The increased commitment helps ensure lasting success and longevity.

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) 2018
 Disparity Funding ___ No ___ Yes. If Yes, FY(s) _____
 CPP Funding ___ No ___ Yes. If Yes, FY(s) _____
 CRDP Funding ___ No ___ Yes. If Yes, FY(s) _____

If yes to any question be sure to answer questions 13 and 14.

For PRIDEs who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS

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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.

PRIDE continues to retain Transitional Resource Coordinators and Employment Resource Coordinators focusing on vocational training, certificated training, community-access, job clubs and job observations. Employment Resource Navigator conducted regular classes with 29 total individuals participating. Physical distancing and mask-wearing protocols were followed, and the class sizes were kept small. The classes taught interviewing techniques, workplace behavior, hygiene, COVID-19 safety, Person Centered Plans and Virtual Job Observation. The HCBS team went on 7 Job Observations driven by consumer interest. The focus groups worked on worksheets that influenced person-centered planning along with our case managers. 4 individuals transitioned from Work Activity Program to Supported Employment Groups, 5 individuals transitioned from Supported Employment Group to Direct Hire/Individual Placement, 1 individual from Work Activity Program to Direct Hire/Individual Placement, and 1 individual transitioned from Behavior Support to SEG.

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.

The current funding request supports the development of program options that are not currently provided by our agency. Although our overall focus is competitive integrated employment, and all of our prior funding was to increase those opportunities, we have not previously focused or been funded to provide services related to customized employment or micro-enterprises.

Year One

Job Title	Annual Salary	# of Positions	% of time on Contract
Customer Development Coordinator	\$ 49,920.00	2	100%

Benefits	% of Salary
FUTA	Fed Unemployment 0.60%
FICA	Fed Soc Sec/Medicare 7.65%
ETT	State Emp Training 0.10%
SUTA	State Unemployment 3.40%
Workers Compensation	2.50%
Medical, Dental, Vision	14.00%
Vacation/Holiday	6.10%

Administrative Cost

Office Space	25sqft @ 2.50 pr mth
Computer Cost	
Phone/Data cost	\$90 per month
Mileage Reimbursement	200 miles at .575 mth

Total Program Cost

Year Two

Job Title	Annual Salary	# of Positions	% of time on Contract
Customer Development Coordinator	\$ 49,920.00	2	100%

Benefits	% of Salary
FUTA	Fed Unemployment 0.60%
FICA	Fed Soc Sec/Medicare 7.65%
ETT	State Emp Training 0.10%
SUTA	State Unemployment 3.40%
Workers Compensation	2.50%
Medical, Dental, Vision	14.00%
Vacation/Holiday	6.10%

Administrative Cost

Office Space	25sqft @ 2.50 pr mth
Phone/Data cost	\$90 per month
Mileage Reimbursement	200 miles at .575 mth

Total Program Cost

Annual Hours	Program Salary
2080	\$ 99,840.00
Annual Cost X2	
	\$ 599.04
	\$ 7,637.76
	\$ 99.84
	\$ 3,394.56
	\$ 2,496.00
	\$ 13,977.60
	\$ 6,090.24
Annual Cost X2	
	1500
	1800
	2160
	2760
	\$ 142,355.04

Annual Hours	Program Salary
2080	\$ 99,840.00
Annual Cost X2	
	\$ 599.04
	\$ 7,637.76
	\$ 99.84
	\$ 3,394.56
	\$ 2,496.00
	\$ 13,977.60
	\$ 6,090.24
Annual Cost X2	
	1500
	2160
	2760
	\$ 140,555.04