

## 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, 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 <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

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

|   |                     |                                     |               |
|---|---------------------|-------------------------------------|---------------|
| Date(s) of Evaluation: 02/08/21   |                     | Completed by: <b>Rosemary Garza</b> |               |
| Vendor Name, Address, Contact: <b>Lincoln Training Center, 2350 West Shaw Avenue #135 Fresno CA 93711</b> |                     |                                     |               |
| Vendor Number:  | <b>HC1045</b>       | <b>HC1046</b>                       | <b>HC1288</b> |
| Service Type and Code:  | <b>SE Group-950</b> | <b>IP-952</b>                       | <b>CE-055</b> |

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#### **Federal Requirement #1:**

*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.*

#### **Guidance:**

- 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?

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

Please explain: Fresno Lincoln Training Center's Supported Employment Program provides participants with work opportunities and training in limited industries. Currently, group supported options for employment are not customized based on individual needs, preferences or employability skills, which if in place, would afford the them option to have greater control of their personal resources. Current supported group jobs are labor market driven, with participants working in a group setting as opposed to community integration. The Fresno LTC office serves 12 groups in a supported setting. With HCBS funds acquired from previous grants, our Custom Employment Services have been vendored. With continued funding, additional participants will have new options for employment. The Fresno LTC Office currently has 7 participants receiving CE services.

#### **Federal Requirement #2:**

*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.*

#### **Guidance:**

- Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals?
- Does each individual's IPP document the different setting options that were considered prior to selecting this setting?

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

Please explain: The Fresno Lincoln Training Center office currently falls short of addressing the needs of their participant's diverse value systems. Recognizing that identifying cultural practices is vital to providing services that lead to effective solutions, LTC is in need of support to provide those services. Those services include educating participants and their circle of support. Identifying and addressing concerns regarding *Person-Centered Thinking* that lead to misconceptions is one goal of LTC. By providing

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this education to participants and their circle of support, they will have to opportunity to make a more informed decision regarding earning higher wages and transitioning into community settings that offer additional independence and personal choice. Given that numerous participants reside with aging caregivers, when a caregiver is no longer available to provide support, the participant may have no choice but to move into a group living setting. These types of life changes disrupt personal relationships within their circle of support, including community integration. Therefore, addressing the need to integrate into the community prior to a tragic life-changing event is another result of an effective Person-Centered Thinking (PCT) Program. PCT is also able to address resistance by participants and family to earning minimum wage or greater. Although the apprehension to transition into the community for some individuals may never subside, PCT affords them the opportunity to at least explore the possibility, and to make an informed decision. The Central California area is a very ethnically and linguistically diverse population. LTC must not only address their need of care and supervision, but also empowerment through Person Center Thinking. For LTC to provide these services to participants, PCT Training must take place. This training should take place for not only Fresno staff and participants, but for those in the participant's circle of support. Within this training, information concerning cultural disparities, client rights, self-advocacy, along with other principles and core competencies relevant to person center planning can be learned and implemented on a daily bases. PCT Training will also address a myriad of barriers our participants face and give our staff the tools to assist them with removing those barriers.

#### **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: The Fresno Lincoln Training Center office continues to provide ongoing training to staff and participants. Training includes, but is not limited to; participant rights, zero tolerance abuse, incident reporting, work place conduct, complaints/grievance, and a harassment free workplace. Staff ensure that communication with participants is conducted in a private and confidential setting and whenever necessary, provide

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translation services.

Currently, client information is entered and updated electronically into a computer server, with hardcopies filed manually. Working in a community setting can be difficult without proper equipment though. Since hardcopies can be compromised outside an office setting, additional equipment is necessary to ensure safeguard of participant personal identifiable information when conducting custom employment activities. Providing staff with a laptop for use in the field would allow for a more efficient method of capturing and accessing client information. Laptops in staff possession will also allow instant access to relative, pertinent and emergency information at all times. Staff laptops will be used during the Discovery Stage of LTC's Custom Employment Program, and during Career Exploration to assist with real-time job searching and job application completion.

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

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

#### **Guidance:**

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

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

Please explain: The Fresno Lincoln Training Center office has expanded its support to participants seeking employment they desire, as opposed to only placing them in predetermined jobsites. Nevertheless, there is a need to increase this support, and provide these services on a larger scale. Two staff members currently assigned to implement Custom Employment services. At this time only one staff is certified with the Association of Community Rehabilitation Educators (ARCE). Therefore, additional staff ACRE training is needed to expand the CE program and provide services to a larger number of participants. Additional staff are also need to assist with maintaining the long-term supports provided to participants placed in community job placement settings. Continued training will also be necessary to maintain the integrity of the Custom Employment program. This technical assistance will come directly from ACRE in the form of their *Discovery Fidelity Scale and Job Development Fidelity Scale Training*. These trainings address recommended practices to encourage Discovery and Job Development in a thorough and consistent manner. Providing this training to staff will ensure integrity and effectiveness of their practices. This will also increase the volume of participants served, and provide services from the scope of Person-Centered Thinking.

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

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

#### **Guidance:**

- Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available?
- Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?

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

Please explain: All participants being served are consistently encouraged to self-advocate. This includes voicing their opinions, preferences, and identify negative and positive experiences during their job seeking and skill development phases. Satisfaction Surveys are distributed and reviewed during the client's annual case conference. Additionally, information concerning client's rights and the grievance policy process are reviewed for clarity and understanding, in the event there are any perceived violations. Support Staff and participants are matched together, with care given to the needs of the participant and the skills set possessed by the staff. Training is provided to staff to ensure they maintain a level of professionalism with regard to dignity and respect for participant's opinions and preferences. Although training is ongoing, LTC has identified a need to provide *Person Centered Thinking* training to enhance staff's ability to assist participant's transition from supported employment to a community-integrated job setting. LTC currently has only one certified Person Centered Thinking Train-the-Trainer. This person provides PCT training to staff, but additional funding for Train-the-Trainer training is necessary to ensure ongoing and in-person or virtual PCT can take place on a regular basis.

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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:

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

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| <p><b><u>Federal Requirement #8:</u></b><br/> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p> | <p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have access to food at any time?</li> <li>• Does the home allow individuals to set their own daily schedules?</li> <li>• Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?</li> </ul>   |
| <p><b>Does the service and/or program meet this requirement?</b>   <input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b><br/> Please explain: <b>N/A</b></p>       |  |
| <p><b><u>Federal Requirement #9:</u></b><br/> <i>Individuals are able to have visitors of their choosing at any time.</i></p>   | <p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Are visitors welcome to visit the home at any time?</li> <li>• Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?</li> </ul>   |
| <p><b>Does the service and/or program meet this requirement?</b>   <input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b><br/> Please explain: <b>N/A</b></p>       |  |
| <p><b><u>Federal Requirement #10:</u></b><br/> <i>The setting is physically accessible to the individual.</i></p>   | <p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?</li> <li>• Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose?</li> <li>• Are appliances and furniture accessible to every individual?</li> </ul> |
| <p><b>Does the service and/or program meet this requirement?</b>   <input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b><br/> Please explain: <b>N/A</b></p>       |  |

## CONTACT INFORMATION

**Home and Community-Based Services (HCBS) Rules  
DEPARTMENT FUNDING GUIDANCE**Contact Name: Rosemary GarzaContact Phone Number: (626) 636-2567Email Address: [rosemaryg@lincolntc.org](mailto:rosemaryg@lincolntc.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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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 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 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 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 individuals served and members of their support teams.
- Discussed the need for additional funds 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 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.

More information on the HCBS rules and this form can be found at <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

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|---|--------------------------------|-------------------|-------------------|
| Vendor name   | Lincoln Training Center        |                   |                   |
| Vendor number(s)  | HC1045                         | HC1046            | HC1288            |
| Primary regional center   | Central Valley Regional Center |                   |                   |
| Service type(s)   | SE Grp.                        | Individual Place. | Custom Employment |
| Service code(s)   | 950                            | 952               | 055               |
| Number of consumers typically and currently served  | SE Grp-32                      | 1-IP              | 7-CE              |
| Typical and current staff-to-consumer ratio   | SE Grp. 1:3                    | IP –1:1           | CE-1:1            |
| <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><b>Current Services:</b> Some LTC participants currently work at job sites that pay sub-minimum wage. These sites are also not in community integrated settings, nor driven by person centered thinking practices. One ongoing barrier among participants and their circle of support, is a lack of understanding Person Centered Thinking as it relates to Community Integrated Employment along with misconceptions and fears concerning losing SSI/SSDI and medical benefits. With the advent of LTC's Custom Employment, staff will need to work towards educating all stake-holders concerning the benefits of CE through person centered practices.</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>LTC submits this concept with the intention of securing funds to acquire additional staffing and training. Staff will provide the support necessary to implement a person centered approach to serving our participants. Training acquired from the Association of Community Rehabilitation Educators (ACRE) will be necessary to execute our Custom Employment Program. Supplementary training to ensure compliance to the Discovery/Job Development Stages, will also be needed, through their <i>Discovery/Job Development Fidelity Scale Training</i>. With a major emphasis placed on person-centered thinking, training from a certified trainer, will be required. Ideally, funding for a Train-the-Trainer position would be best, creating an opportunity for training that would allow staff to acquire the concepts and principles.</p> |                                |                   |                   |

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Staff training will provide participants the direction and guidance to make informed decisions pertaining to their future. It will also alleviate apprehensions and misconceptions by participants and their circle of support about loss of SSI/SDI or medical benefits if they participate in a community integrated job setting. LTC's concept also addressed the need for staff to acquire laptops for utilization while in community settings. Providing staff with a laptop for use in the field would allow for a more efficient method of capturing and accessing client information. Laptops in staff possession will also allow instant access to relative, pertinent and emergency information. These requests align with our service delivery model as it relates to our mission to provide participants with the opportunity to engage in a community integrated job setting.

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\_\_\_ 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.

#1 – The LTC SE Program provides work opportunities and training in limited industries. Currently, supported employment options are not customized based, with participants working in a group setting as opposed to community integration. The Fresno LTC office serves 12 groups in a supported setting. With HCBS funds acquired from previous grants, our Custom Employment Services have been vendored. With continued funding, additional participants will have new options for employment. The Fresno LTC Office currently has 7 participants receiving CE services.

#2 - LTC currently falls short of addressing the needs of diverse value systems. Recognizing that identifying cultural practices is vital to providing services that lead to effective solutions, LTC is in need of support to provide those services. Those services include educating participants and their circle of support. Identifying and addressing concerns regarding *Person-Centered Thinking* that lead to misconceptions is one goal of LTC. Person-Centered Thinking (PCT) Program. PCT is able to address resistance by participants and family to earning minimum wage or greater. PCT Training will also address a myriad of barriers our participants face and give our staff the tools to assist them with removing those barriers.

#4 - LTC has expanded its support to participants seeking employment they desire. Nevertheless, there is a need to increase support, and provide services on a larger scale. Two staff members are currently assigned to implement Custom Employment services, but only one certified with the Association of Community Rehabilitation Educators (ARCE). Additional staff are needed to expand the CE program to provide services to a larger number of participants, and assist with maintaining the long-term supports. Continued training will come directly from ACRE that will increase the volume of participants served, and provide services from the scope of Person-Centered Thinking.

#5 - All participants are encouraged to self-advocate, voice their opinions, preferences, and identify negative and positive experiences during their job seeking and skill

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development phases. Satisfaction Surveys are distributed and reviewed during the client's annual case conference. Additionally, information concerning client's rights and the grievance policy process are reviewed. Support staff and participants are matched together, with care given to the needs of the participant, and the skills set possessed by the staff. Training is provided to staff to ensure they maintain a level of professionalism with regard to dignity and respect. LTC has identified a need to provide *Person Centered Thinking* training to enhance staff's ability to assist with a participant's transition from supported employment to a community-integrated job setting.

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.

The LTC concept will allow for participants to transition into community-integrated job settings while participating in person-centered services. These services will provide the opportunity for the participants to learn about themselves, and explore their communities while facilitating inclusion and career development. This concept will allow the opportunity for a setting to be selected by the participant from various setting options, including non-disability-specific. The setting options will be identified and documented in the person-centered service plan and will be based on the participant's needs and preferences. The concept will allow the opportunity for the participant to choose their daily activities, physical environment, with whom to interact, and who provides their support. The concept will address each out-of-compliance federal requirement that LTC is not currently in compliance with, numbers 1, 2, 4, 5

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

LTC will create a spreadsheet with indicators and collect data to identify monthly outcomes. Data will identify the progress of each individual office and as an organization. On a semi-annual basis, LTC will provide this data to the respective Regional Center. The proposed outcomes are to transition 5 participants from supported employment to Custom Employment, and an additional 10 new referrals placed through CE. Use of the Paid Internship Program will also result in CIE placements.

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.

LTC staff receive input from participants utilizing an assessment tool that addresses their preferences. In addition, some participants are members of our Strategic Planning Committee and participate in establishing long-term goals related to services. LTC also annually schedules a Department of Rehabilitation representative to provide career counseling to participants earning sub-minimum wage.

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

With PCT services implemented by staff, participants and will receive enhanced and improved support that will create a more comprehensive support system. This will assist participants with exploring additional choices and addressing unmet needs. Which in turn

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will produce better participant and program sustainability, thus increasing CIE placements.

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

Funding staff positions will bring added services and generate revenue through job placements and job coaching. Funds requested for specific staff/consultant/trainer support will allow compliance by developing person-centered services. These positions are time limited, and will not require on-going wages to be paid.

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](#).

Staff to be hired in 2021-2022 / Equipment & Training Material 2021-22

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.

Those items requiring sustainable funding, such as future salaries, will be sustained by the growth that shall be developed through the use of the funds. Those items that do not require ongoing funding will be acquired prior to the spending deadline dates.

|   |  |
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| 12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)? | HCBS Funding <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes.<br>If Yes, FY(s) 2017/2018, 2018-2019, 2019-2020<br>Disparity Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____<br>CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____<br>CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____<br>If yes to any question be sure to answer questions 13 and 14. |
|---|--|

For providers who have received prior HCBS, Disparity, CPP or CRDP 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.

Prior funding has allowed for acquisition of vehicles, additional technology, technical assistance, salaries for startup employees, and training.

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.

Please see addendum.

## **Addendum #14**

The concept submitted for 2020-2021 has focused on acquiring additional staff positions, training, and equipment/materials necessary to provide support and on-going implementation of new services from the scope of Person Centered Thinking practices. Funding will allow staff to acquire information from participants concisely and consistently, promoting on-going person-centered improvements, and allow life changes to be truly client-driven. With additional funding for equipment, staff will be in place to deliver PCT tools to participants in a systematic and comprehensive method, in-person when appropriate, and remotely when necessary. The continuity of services developed from this approach aligns with our mission driven efforts to improve the life changing options for all LTC participants. HCBS funds will afford LTC the opportunity to address barriers faced by participants through a person-centered approach towards securing employment in a community integrated job setting.

- 1 Participant participated in the PIP and is now in a CIE Job Placement
- 7 Participants are participating in the Discovery Stage of Customized Employment

These numbers only reflect recent activity and new choices offered to participants through HCBS funds.

|   |         |                                       |               |             |               |             |       |
|---|---------|---------------------------------------|---------------|-------------|---------------|-------------|-------|
| HCBS CONCEPT BUDGET   |         |                                       |               |             |               |             |       |
| Vendor Name   |         | Lincoln Training Center               |               |             |               |             |       |
| Vendor Number(s)  |         | HC-1045/950   HC1288/055   HC1046/952 |               |             |               |             |       |
|   |         | Wage and Benefits                     | Year 1 Budget |             | Year 2 Budget |             | Total |
|   |         |                                       | FTE           | Annual Cost | FTE           | Annual Cost | Cost  |
| Personnel (wage + benefits)                                   |         |                                       |               |             |               |             |       |
| Workskills Trainer  | \$27.33 | 1,040.00                              | \$ 28,423     | 1,040.00    | \$ 28,423     | \$ 56,846   |       |
| Workskills Trainer  | \$27.33 | 1,040.00                              | \$ 28,423     | 1,040.00    | \$ 28,423     | \$ 56,846   |       |
| Workskills Trainer  | \$27.33 | 1,040.00                              | \$ 28,423     | 1,040.00    | \$ 28,423     | \$ 56,846   |       |
| Workskills Trainer  | \$27.33 | 1,040.00                              | \$ 28,423     | 1,040.00    | \$ 28,423     | \$ 56,846   |       |
|   |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
|   |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
|   |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
|   |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
|   |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
| Personnel Subtotal  |         |                                       | \$ 113,693    |             | \$ 113,693    | \$ 227,386  |       |
| Operating expenses  |         |                                       |               |             |               |             |       |
| ACRE Training - 3 Staff @ \$600.00 each                       |         |                                       | \$ 1,800      |             |               | \$ 1,800    |       |
| ACRE Technical Assistance Consultant                          |         |                                       | \$ 30,000     |             |               | \$ 30,000   |       |
| PCT Training/Train-the-Trainer & Materials                    |         |                                       | \$ 15,000     |             |               | \$ 15,000   |       |
| Work Incentive Planners-Benefits Training - 2 staff @ \$1,500 |         |                                       | \$ 3,000      |             |               | \$ 3,000    |       |
| Laptops - 2   |         |                                       | \$ 2,000      |             |               | \$ 2,000    |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
| Operating Subtotal  |         |                                       | \$ 51,800     |             | \$ -          | \$ 51,800   |       |
| Administrative Expenses                                       |         |                                       |               |             |               |             |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
| Administrative Subtotal                                       |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
| Capital expenses  |         |                                       |               |             |               |             |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
|   |         |                                       |               |             |               | \$ -        |       |
| Capital Subtotal  |         |                                       | \$ -          |             | \$ -          | \$ -        |       |
| Total Concept Cost  |         |                                       | \$ 165,493    |             | \$ 113,693    | \$ 279,186  |       |

See Attachment F for budget details and restrictions