

## 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: 01/26/2021	Completed by: Joel Glick, Executive Director
Vendor Name, Address, Contact: The Creative Center 606 N. Bridge Street, Visalia, CA 93291, Joel Glick, Executive Director 559-733-9329	
Vendor Number: H08287	
Service Type and Code: Day Training Activity Center, 505	

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<p><b><u>Federal Requirement #1:</u></b>  <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals receive services in the community based on their needs, preferences and abilities?</li> <li>• Does the individual participate in outings and activities in the community as part of his or her plan for services?</li> <li>• If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource?</li> <li>• Do individuals have the option to control their personal resources, as appropriate?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b></p> <p>Please explain: At any time, a client can speak to a staff member about taking an “Out and About” teaching session. There are at least 3 “out” classes in one semester. The ratio for community outing is 1 to 6. We must always account for the safety of every client. This often entails procuring accommodations for certain clients when we go on outings. This can inhibit the frequency with which TCC can schedule community integration outings outside of the 3 classes offered. At times transportation can also hinder a client from going out. The schedule for outings is either the first 1.45 minutes of the day or the last 1.45 minutes unless a staff member has previously scheduled an all-day event. The Art Department also goes to numerous art galleries and shows in the community. The Performing Arts department will also go out to watch different plays and monologs in the community. In Life Skills, the staff will take groups to grocery stores and local farmers markets on a weekly basis. Although TCC is not an employment agency, it identifies all clients wishes or goals for employment in planning team meetings and will seek guidance from regional center. Seeking such guidance recognizes that barriers to supporting individuals served, maybe better supported and facilitated through program expansions or enhancements that can provide a direct support in the achievement of employment goals. TCC also provides a safe and secure area where clients can place all their personal belongings. TCC supports and facilitates activities that meet individual needs and preferences and works creatively in achieving this within the parameters of current staffing ratio and patterns. There are challenges due to a lack of adaptive equipment such as wheelchair lifts and transportation to accommodate all clients in the effort to expand community integration options.</p>	

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<p><b><u>Federal Requirement #2:</u></b> <i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals?</li> <li>• Does each individual's IPP document the different setting options that were considered prior to selecting this setting?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p> <p>Please explain: They do their hair to the socks they chose to wear. We strive to ensure free choice and The Creative Center is very transparent with all individuals they serve. In the event a client has questions, concerns, or a problem, they have multiple resources to explore. We have an open-door policy and clients can schedule a time to meet with the Program Manager to discuss issues that may include but are not limited to, client satisfaction, program schedule, individual program goals and needs and preferences. TCC encourages an individual to dress and express themselves in all ways possible. This can be from the way independence. TCC develops and maintains comprehensive and up-to-date IPP's for each client and, through the person-centered planning process, modifies plans as each client's needs and preferences change. Also, the IPPs identify services and supports, which are provided in appropriate community settings in order to meet individual needs and preferences and promotes community integration and inclusion. TCC ensures that all clients are the focus person in plan development.</p>	
<p><b><u>Federal Requirement #3:</u></b> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?</li> <li>• Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?</li> <li>• Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p>	

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Please explain: The Creative Center keeps all client files locked in a designated area in the administration office. Client files include IPP, personal contact information, medical information, and at times program records and CVRC intake packets for the Day Program services portion of the IPP. Usually what is documented are the client's goals, but not the conversations or options prior to creating those goals during the planning process. Everything discussed in the IPP about a client needs and preferences, physically and mentally, are met to the best of our ability. The Creative Center is a DTAC and meets the needs of its individuals to the best of our ability. Anything specified in the clients IPP that will help them acclimate to the setting is explored and accommodated. Client information is considered confidential. All information is kept in a file that is to remain locked unless otherwise specified. TCC reviews client rights for each client on an annual basis using modes of communication preferred and most effective for the individual. TCC includes legal representatives for clients who may be conserved in this process. This information is part of the client's confidential file. TCC facilitates and promotes the use of appropriate alternative communication and assistive technology for individual needs and preferences.

### **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: Clients create their own teaching schedules, who they have lunch with, what type of artwork they want to design daily. When a client has an issue with a peer or staff member, they request an office pass and meet with the program manager to make the necessary changes, no questions asked. All this information is also documented and brought to the IPP meeting. Clients schedules change twice a year, they have 2 classes a day, 10 a week total, for the span of six months. All clients create their own schedules, and it is presented at the IPP. A client is asked to try a class for a two-week period, after the two weeks if a client still does not find the class interesting, they are given their options for a class change. TCC supports and facilitates activities that meet an individual's needs and preferences and works creativity in achieving goals. TCC program structure can bear some staffing challenges at times. Due to the structure of the program, staff can be limited in facilitating and providing enhanced community integration options in our efforts to maximize use of all preferred community settings on a regular basis. In an effort to stay in alignment with federal guidelines, TCC would benefit from hiring additional staff, specialize

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staff, where necessary and consultant services to promote and implement the highest level of tailored and individualized services as well as services within the most integrative and inclusive community settings.

**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: The clients have complete control over their personal schedules. We do ask for clients to try a teaching session for a span of two weeks if they are still not happy, we change the schedule. All the clients would have to do is speak to a teacher/instructor or program manager about any issues. TCC supports all clients and their personal choices. We bring all the information we gather through teaching sessions, artwork and performing arts to the IPP and advocate for their individual needs and preferences. We provide teaching sessions in topics of interest and provide education on different services they are available to them. We take our clients to different conferences to educate them on their choices and options. TCC works with client's and staff in creating good matches and believes that a good match between a client and their teaching instructor promotes clients and staff satisfaction and longevity.

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

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

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

**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 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 venomization.

### 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	The Creative Center
Vendor number(s)	H08287
Primary regional center	Central Valley Regional Center
Service type(s)	Day Training Activity Center
Service code(s)	505
Number of consumers typically and currently served	94
Typical and current staff-to-consumer ratio	1 to 8
<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>Prior to March 2020, The Creative Center provided in-person services Monday-Friday, for 5 hours a day. A client's schedule consists of two theater, art or life skills training session a day. Clients arrive to program by 9:00am and attend their first training session for one hour. They have a 25-minute break from 10:00am - 10:25am after break clients return to the first training session of the day. At 11:15am clients break for lunch for one hour. After lunch clients go to their second sessions of the day and depart from the center at 2:00pm. During these five hours clients can participate in different training session for example, a watercolor class, a voice acting class, a cooking class or a sign language class just to name a few. These classes are provided by educated professional and credential teachers who specialize in the arts. During this time clients can venture out into the community for multiple reasons such as attending a local art gallery or grocery shopping for a cooking class. Post March 2020, The Creative Center began providing virtual services via zoom to all clients. The Creative Center teachers and staff members have transitioned and adjusted all training session to an online format. The Creative Center has also hosted IPP's, Person Centered conversations and request, a Social Hour, and all Performance to a virtual platform. To help these transitions succeed each client was given a laptop and their own email address. In the future we would like to continue providing virtual service as this allows The Creative Center to reach clients outside of the county. The Creative Center has also created a virtual store on our website. This store allows anyone to view all completed artwork and purchase it providing a check to clients during this pandemic.</b></p>	
<p><b>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</b></p>	

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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.

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

The Creative Center's concept is built around areas which will better promote community integration achieved both through expanded opportunities towards employment opportunities, which may also include volunteerism. Expanded and enhanced community integration will also include opportunities to interact and socialize in preferred community settings with non-disabled peers through applying their creative and artistic skills within the context of their typical day. The Creative Center does not feel that full compliance can be achieved based solely on current program requirements from its historical model. The Creative Center has identified three compliance funding areas. The first funding request proposes a Compliance Consultant. Consultant services would include expert counsel in reaching program aims in ideas and guidance for program improvements and enhancements to meet Federal requirements. Consultant services will provide assistance in facilitating staff certification in Person-Centered Thinking and Planning in the way of training and guidance. The second funding request is towards the purchase of a van that can allow for more opportunities for community integration. The purchase of a van is also intended to have or provide for the installment of a wheelchair lift so that better opportunities will be allowed for individuals who use wheelchairs and are otherwise limited in transportation options while receiving services. The third and final funding request proposes the funding of a Medical Aide staff position. The Creative Center, through prior utilization of this type of position, feels it valuable and necessary to support various medical needs of individual served to assure safety and continuity of services in the community settings of preference. It is The Creative Center's hope and belief that these resources will support all individuals served in a way that will better meet individual needs and preferences as well as improve quality of life. With the aim of working with our regional center in necessary and appropriate program changes and enhancements towards individualization of services and supports, promoting choice and inclusion, The Creative Center feels that these funding requests can be supported beyond the grant period.

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 X 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.

Pursuant to Federal Requirement #1 and as described in the Evaluation above, The Creative Center appreciates and understands the value of coming into full Federal compliance. With this understanding, barriers to compliance exist in critical areas where services and supports meant to facilitate full community integration based on needs and preferences are restricted and contained to the limitations of the historical program

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structure and service requirements. Vendored as a Day Treatment Activity Center during a period where programs were structured and monitored for compliance heavy on site-based services, barriers present in facilitating community access on a level equal to what their non-disabled peers enjoy, especially for individuals who use a wheelchair or other mechanical aides. Barriers exist in the ability of the program to provide consistent funding for specialized staff positions where health and safety issues, such as medical monitoring, can be assured for all individuals who need the aide while at the site or in the community. The Creative Center experiences barriers in finding creative ways to support individuals whose goals may include employment or business ownership. Not being a program specifically vendored or funded to provide job development or job coaching, we look for ways and guidance to have the leverage and flexibility to fully support and facilitate the implementation of these goals.

Pursuant to Federal Requirement #4 and as described in the Evaluation above, The Creative Center puts a high priority on personal autonomy, independence, individuality and the individual gifts and talents our clients have to offer. Although flexibility in program schedules and autonomy in program goal development is encouraged and supported for all individuals served, barriers exist inherent in the overall structure of the program where limits to human resources and staffing patterns present a challenge to ensuring that the highest levels of individual personal choice are carried out in their plans with any high level of consistency and continuity.

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 Creative Center is in philosophical alignment with the Federal Guidelines and is determined to reassess all program aims in a way to be in full compliance with Federal Requirements by 2023 or sooner. Without losing focus of the mission and values that make our program unique and valuable, The Creative Center will work with a Compliance Consultant as well as our valued partners at Central Valley Regional Center, to strategize and propose creative approaches to making appropriate program modifications that will provide flexibility and a way to look at program components that can better focus on program outcomes related to needs and preferences that may be tied to, but not limited to, individuals seeking employment or business opportunities related to all areas of artistic endeavors, individuals seeking higher levels of socialization, or individuals who are seniors and may be desiring a modified day similar to retirement preferences.

Pursuant to Federal Requirement #1 and as described in the Evaluation above, The Creative Center will achieve compliance by 2023. Methods to meeting this Federal Requirement will include the purchase of a van, which will also be equipped with a wheelchair lift for safe and secure access to the community on a daily basis. Having the ability to provide this access during program hours, where may not be available through other means or resources, will increase community integration to many. Wheelchair vans are not readily accessible during certain hours of the day and do not always reach community settings that would align with clients' individual needs and preferences. The Creative Center will reach compliance through seeking funds for the contracted services of a consultant. A Compliance Consultant will be sought specifically for their experience and ability to understand program requirements from both a provider and a regional center perspective. The consultant will be able to work within the parameters of the program's needs as well as the regional center's expectations and guidance. As a method to

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compliance, the consultant will provide guidance on how The Creative Center can work within the mission and values of the organization and program by offering ideas and considerations on seeking program restructuring that will address client needs and preferences within the organization. Needs and preferences include, but are not limited to, program components that support individuals with goals towards employment, business ownership in the arts and socialization in their community settings of choice. The Creative Center will seek funding for recruiting and hiring a Medical Aide. The Medical Aide position will assist in plan development and implementation for clients who, based on medical needs, would benefit from medical monitoring and evaluation that would not hinder the ability for individuals to be served in more inclusive environments based solely on their health condition.

Pursuant to Federal Requirement #4 and as described in the Evaluation above, The Creative Center will achieve compliance by 2023. Methods to meeting this Federal Requirement will include consultant services with the express aim of incorporating Person-Centered Thinking and Person-Centered Planning into the daily services and supports of all individuals served. The consultant will be a certified trainer in Person-Centered Thinking and will facilitate and/or directly provide training and direct assistance and training to staff in Person-Centered Planning. This approach will also benefit The Creative Center in improving all individual plans that fully includes the individual in the development of their plans and reflect their preferences in all goals.

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

The Creative Center, based on the concept specific to the funding proposals are:

**Purchase of a van with a wheelchair lift:** The Creative Center proposes funding for a van and a wheelchair lift. Utilization of this type of van aims to increase and expand meeting clients' program goals in a readily available fashion where this type of resource can provide the necessary transportation in community settings of their choice during the typical time and context of their program day. Having a van with a wheelchair lift will better aide in the efficiency of assisting clients who use wheelchairs to participate in their community setting of choice. Overall, this will better increase community interaction and socialization supporting community inclusion towards a broader vision of "community life". This van will be incorporated into daily schedules and will be maintained on a regular basis. The Creative Center will track it's use by way of mileage and time data input. Certified drivers will be used at all times.

**Compliance Consultant:** The Creative Center has identified a consultant who meets the qualifications to work in the capacity to provide the necessary guidance to assist in meeting our objectives of coming into full Federal compliance by 2023. Beyond the scope of this concept, these consultant services will partner with us in achieving all program objectives, which at a minimum will guide us to Federal compliance as well as providing ongoing assistance and counsel in addressing broader everyday program aims and challenges. The identified consultant may, when necessary, participate in meetings and interactions with the Central Valley Regional Center to add ideas and transparency in furthering the quality and compliance of our program as a whole. The Creative Center intends to enter into a formal contract with our identified consultant where clear expectations and

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deliverables will be identified along with a clear identification of minimum consultant hours provided on a weekly basis. These contractual expectations will include a reporting process provided by the consultant to summarize and outline work and progress toward program objectives, which will be shared with our Board of Directors on a regular basis. Our identified consultant also will be working in the capacity of assistance in Person-Centered Practices, which will include training in Person-Centered Thinking and Person-Centered Planning when needed. Our identified consultant is a certified trainer in Person-Centered Thinking.

**Medical Aide:** The Creative Center's medical aid would be responsible for administering first aid assistance with activities of daily living on site and in the community. Duties would include supervision of client activities during breaks and lunch periods. This position requires flexibility in moving about as assigned to assist in various situation. Hands on assistance with toileting if needed, consistently update behavior management plans and Restricted health care plan. Document and make available clients prescriptions medication daily. This position will adhere to the Creative Centers philosophy in observing the client's rights and privacy and independence.

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. The Creative Center holds a monthly meeting hosted by the People First group on campus. This is board of 6 clients hosting the meeting with 2 staff members present. Available for all clients to attend and voice their opinions and views on what it is they would like to see available to them. Since virtual learn has began The Creative Center has emailed and mailed out multiple surveys to keep all clients involved in decision making. The Creative Center has also purchased laptops for every single client who is currently enrolled to have email access as a form of communication. Clients are given every staff email and encouraged to email all ideas and suggestions.

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

As described above, The Creative Center will work with a consultant who happens to be certified through The Learning Community for Person-Centered Practices. We will ensure all staff receive training in Person-Centered Thinking. We intend to start this process soon as our consultant will be able to assist in facilitating remote learning. Following the training process, we will utilize all Person-Centered Thinking tools to begin the planning process for all individuals served. We look forward to fully adopting this practices to not only learn more of what is important to and important for those we serve but using what we learn to help them find a balance, which will improve quality of services, quality of life, enhancement of personal choice and better access and use of their individual community settings. We believe this aim can be achieved by helping clients develop up-to-date and comprehensive Person-Centered Plans.

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

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The plan is to evaluate each of the three funding proposals. We will evaluate the van based on use prior to the 24 months. Evaluation will include what it is used for and how many consumers does it benefit; along with maintenance cost. The Medical Assistant position would also be assessed prior to the second year. The evaluation will be based on the consumers need for this position based on their medical needs. The subcontractor will also be assessed based on the needs of The Creative Center and what has been accomplished.

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](#).

Cost category-  
Operating- Subcontractor  
Personnel- Medical Assistant  
Capital- Van with wheelchair lift

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.

The Creative Center, during the grant period will seek other funding sources such as United Way of Tulare County, to try to maintain sustainability past the funding cycle.

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?

HCBS Funding    X\_\_\_ No \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_

Disparity Funding    \_X\_\_\_ No \_\_\_ Yes.        If Yes, FY(s) \_\_\_\_\_

CPP Funding        X\_\_\_ No \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_

CRDP Funding        X\_\_\_ 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, 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.

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14. If your organization received prior funding, please explain how the current funding request is not redundant with any prior funding received and/or builds on the prior funding but was not part of the original funding.



HCBS CONCEPT BUDGET		Fiscal Year 20-21					
Vendor Name		The Creative Center					
Vendor Number(s)		H08287					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
<b>Personnel (wage + benefits)</b>							
Medical Assistant- \$16/hr @28 hours per week plus benefits	2,036.00	1.00	\$ 24,432	1.00	\$ 24,432	\$ 48,864	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 24,432		\$ 24,432	\$ 48,864	
<b>Operating expenses</b>							
Subcontract			\$ 15,600		\$ 15,600	\$ 31,200	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Operating Subtotal			\$ 15,600		\$ 15,600	\$ 31,200	
<b>Administrative Expenses</b>							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ -		\$ -	\$ -	
<b>Capital expenses</b>							
Van with wheelchair lift			\$ 56,365		\$ -	\$ 56,365	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ 56,365		\$ -	\$ 56,365	
<b>Total Concept Cost</b>			\$ 96,397		\$ 40,032	\$ 136,429	

See Attachment F for budget details and restrictions