

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.

| | |
|--|-----------------------------------|
| Date(s) of Evaluation: February 12, 2021 | Completed by: Rosemarie Veridiano |
| Vendor Name, Address, Contact: Tara House Inc., 2545 Tara Lane, South San Francisco, CA 94080 /Telephone: (650) 892-4572/ Hillsborough Manor; 515 Darrell Road, Hillsborough, CA 94010 | |
| Vendor Number: Tara House H89019, Hillsborough Manor PG1115 | |
| Service Type and Code: Tara House Adult Residential Facility 915/ Hillsborough Manor Adult Residential Facility, Level 4I/ 915 | |

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

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: Tara House and Hillsborough Manor consumers receive services in the community based on their needs and preferences. On a weekly basis, the home provides them with a list of activities offered by the community and gives them the opportunity to discuss and choose the activities they would like to participate in. Each month, staff and consumer meetings are held to plan and schedule outings for the following month. However, Tara House and Hillsborough Manor consumers are not always able to participate in activities in the community due to Covid-19 restrictions. Despite this, Tara House and Hillsborough Manor is doing its best to performing outings and activities in the community as a part of consumer plans for services despite Covid-19 limitations. For example, consumer outings have been limited to car rides, drive-thru, take-out lunches/dinners, and park visits (when there are not many people). Although Tara House has improved consumer outing frequency due to receipt of funding for a new wheelchair accessible van last year, Hillsborough Manor consumers struggle to participate in outings due to recurrent break downs and time-consuming repairs of its current facility van. Tara House and Hillsborough Manor consumers, relatives, and guardians also have the option to manage their personal resources when needed. The home also offers supports and assistance to the consumers seeking employment by working with their IDT team and by bringing them to prospective employers for interview, etc.

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

| | |
|---|---|
| <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 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? |
| <p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Tara House and Hillsborough Manor do not meet this requirement. Not all Tara House and Hillsborough Manor consumers do have an option for a private unit in a residential setting due to the limited amount of units to consumer ratio. Therefore, most Tara House and Hillsborough Manor consumers share rooms with roommates of their preference and whom they get along with. Both facilities have the current regional center Individual Program Plans on file. The Annual Reviews and IPPs are reviewed and revised annually. This process created a person-centered service planning which identifies the needed services and supports for all the consumers.</p> | |
| <p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p> | <p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint? • Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality? • Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)? |
| <p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Yes, Tara House and Hillsborough Manor inform consumers and their relatives verbally, in writing, or in a manner they can understand their rights to privacy, dignity, respect, and freedom from coercion and restraint. The facilities communicate with consumers and authorized persons in a confidential manner both verbally, in writing, and gesturally regarding consumers' medical appointments, PHI, issues, or concerns</p> | |

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

they may have. The homes also use pictures, gestures, role playing, and individualized communication charts to communicate, explain, and get feedback from consumers so that staff can effectively address their preferences, needs, and wants. In this way, staff can ensure that consumers are offered person centered choices and accurately inform relatives or guardians of consumers' wellbeing, quality of life, and individual preferences/choices.

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: Tara House and Hillsborough Manor offers daily activities that are based on the consumer's individual needs and preferences through quarterly administration of consumer quality of life and satisfaction surveys and any additional consumer feedback made. Tara House was awarded HCBS funding for FY 19-20 and is making great progress in increased consumer community outings and life satisfaction. Tara House and Hillsborough Manor structures their support so that the consumer is able to interact with individuals they choose at home and in the community (considering Covid-19). Consumers are also offered choices weekly to different places they can go to and who they would like to go with (considering Covid-19). Staff and consumer meetings are held every 4th Saturday of the month to gather client input and preference to correspond with consumers' IPP goals and facility milestones. Tara House consistently collaborates with GGRC on how to increase outings and reimagine how the facility can increase consumer individual choice, community access and integration, and overall life satisfaction in light of Covid-19. With the present collaborative success of increasing Tara House's baseline of one outing per week per client to two to three outings per week per client, Tara House and Hillsborough Manor now seeks compliance funding for train-the-trainer certification training in order to increase facility knowledge of person-centered thinking. Unfortunately, Tara House and Hillsborough Manor lack the requisite funding to achieve such a milestone. The provider has shared her interest with GGRC to receive funding for train-the-trainer certification to effectively train Tara House staff members in addition to other facility staff that she oversees. The provider has informed GGRC about this desire to receive train-the-trainer certification in order to effectively serve the developmentally disabled populations in her other soon to be converted ARF Homes: Hillsborough Manor, Adams ICF, and Sunrise ICF. DDS has also recently approved Tara House to receive 2-Day PCT from Claudia Silva from Lifehouse Agency. Both GGRC and the provider

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

recognize the great benefit train-the-trainer certification training would serve towards enhancing the quality of service offered to Tara House, Hillsborough Manor, and other sibling residential facilities. Quality of training of staff would increase community integration and access, client satisfaction, and individual choice of many facility consumers in the Bay Area.

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: Tara House and Hillsborough Manor facilitates individual choice regarding services and supports and who provides them. The homes offer opportunities and supports to the consumers in making changes to their needs and services or in choosing which staff they would like to care for them. As a result, the consumers and their families have shown satisfaction for the services provided by the home as evidenced by their length of stay. The consumers and their families mentioned that “moving to a different home is not an option” because they have considered Tara House and Hillsborough Manor as their “homes.”

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

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><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 individuals informed about how to relocate and request new housing? |
| <p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Each consumer has an admission agreement signed by all parties and are reviewed at least every five years or when any changes occur. In the event that a consumer wishes to move to a new place, the home will inform the relatives and the case manager. In most cases, the provider assists in finding a new place appropriate for the consumers and continues to help until the relocation process is completed.</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. 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><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose? |
| <p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | |

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

Please explain: Tara House and Hillsborough Manor foster a home-like environment in which the consumers are afforded to decorate their living quarters to their liking. Each consumer either has their own room or shares a room with a roommate of their choice or whom they get along with well. However, Tara House consumers have voiced their desire for more options regarding their own individual rooms. Currently, only one Tara House consumer is afforded their own room while the other four consumers share rooms. Tara House and Hillsborough Manor consumers are encouraged to decorate and furnish their sleeping or living units with their own personal items in a manner that is based on their preference. Consumers' families are encouraged to give input on how the bedroom of their love-ones be decorated and well suited to their individual needs. They are also encouraged to bring family pictures of their preference to ensure the consumers feel connected with their families. Lastly, only some of the consumers' rooms also have the ability to provide them privacy as they desire (i.e. locks).

Federal Requirement #8:

Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.

Guidance:

- Do individuals have access to food at any time?
- Does the home allow individuals to set their own daily schedules?
- Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?

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

Please explain: The staff supports the consumers in the activities they participate in by providing them with a list of activities in the area and giving them the opportunity to choose the activities they are interested in. Staff utilize consumer data on how to plan the following month's outings on the 4th Saturday of each month. The consumers are free to move around the house to perform any activity and chores they would like to do. Oftentimes, they help in house chores and participate in meal planning and grocery shopping.

Federal Requirement #9:

Individuals are able to have visitors of their choosing at any time.

Guidance:

- Are visitors welcome to visit the home at any time?
- Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?

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

Please explain: Prior to Covid-19 restrictions, consumers had the choice to have visitors of their preference over at the facility and were able to go out with visitors for shopping,

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

weekends, holidays, or for longer visits with their families and friends. Tara House and Hillsborough Manor welcomed all relatives and friends to visit at any time as mentioned in the House Rules. The consumers also had the right to refuse to see any visitor as well. However, in light of Facility Covid-19 Guidelines and Procedures, visitors are limited to those who are authorized and are kept record of before entry. Currently, consumers frequently have virtual meetings with friends and family on their iPads because consumers are not permitted to go with visitors outside the home for meals, shopping, holidays, and weekends due to Covid-19.

Federal Requirement #10:

The setting is physically accessible to the individual.

Guidance:

- Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?
- Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose?
- Are appliances and furniture accessible to every individual?

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

Please explain: The consumers at Tara House and Hillsborough Manor have private and shared rooms of their preferences with whom they want to room with and have the freedom to move up and about inside and outside the home. The facility is also equipped with grab bars, non-ambulatory bathrooms, and ramps for wheelchair accessibility. The appliances and furniture were designed to meet the consumers' needs based on their unique disabilities.

CONTACT INFORMATION

Contact Name: Rosemarie Veridiano

Contact Phone Number: (650) 580-2893

Email Address: Roseverid10@yahoo.com

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

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

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

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/>.

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

| | |
|--|---|
| Vendor name | Tara House and Hillsborough Manor |
| Vendor number(s) | H89019/ PG1115 |
| Primary regional center | Golden Gate Regional Center |
| Service type(s) | Adult Residential Facility |
| Service code(s) | 915 |
| Number of consumers typically and currently served | Tara House: Five consumers Hillsborough Manor: Six consumers |
| Typical and current staff-to-consumer ratio | Tara House: 1.5 staff to 1 consumer Hillsborough Manor: 1.5 staff to 1 consumer with 8 hours of Licensed Nurse per day |
| <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>Tara House provides care and services to five behaviorally and developmentally challenged individuals with nursing needs. Tara House provides activities of daily living such as bathing, eating, grooming, medication administration, and other basic living needs. Hillsborough Manor provides care and services to six behaviorally and developmentally challenged individuals with nursing needs. Hillsborough Manor provides activities of daily living such as bathing, eating, grooming, medication administration, and other basic living needs such as gastrostomy tube feeding, handheld nebulizers, and insulin shots.</p> <p>The homes also provide fundamental staff training on person centered thinking to help reduce their maladaptive behaviors and encourage community integration. We encourage normalization in areas of training such as money management and to make purchases at the mall or do grocery shopping tailored to their individual capabilities and needs. Presently, Tara House staff has received fundamental training resources on person centered thinking from the Regional Center. DDS has also recently approved Tara House to receive 2-Day PCT from Claudia Silva from Lifehouse Agency. Tara House and Hillsborough Manor wish to pursue more opportunities to increase facility knowledge on topics such as behavioral management and communication skills, increased community access/integration, increased consumer quality of life and satisfaction. As discussed with GGRC, it would be highly beneficial for the facility provider receive funding for train-the-trainer certification. This certification will not only allow the provider to properly train Tara House and Hillsborough Manor staff members on person centered approaches, but also other Adult Residential Care facility staff she oversees to ensure quality care throughout her care facilities throughout the Bay Area.</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>Tara House and Hillsborough Manor are behavioral homes, therefore, they would largely benefit from train-the-trainer certification in person-centered thinking. Tara House's progress with receipt of the prior funding in FY 20-21 for a new wheelchair accessible van has greatly impacted the success of our operations in areas of increased community outings centered around individual preference. We have surpassed our previous baseline of one client outing per week to two to three client outings per week. Although Tara House has</p> | |

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

received fundamental resources and basic training on person centered thinking, we seek to further improve our person-centered planning process to better address our consumers' health and long-term services that supports their needs in a manner that reflects consumer individual preferences and goals. Hillsborough Manor also has not received any person-centered thinking training and seeks to learn and master person-centered thinking in a similar manner stated above to improve the quality of service offered to its consumers.

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

1__ 2 X 3__ 4 X 5__ 6__ 7 X 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.

Fed. Req. #2 and #7—Tara House falls out of compliance with this rule because Tara House does not offer all consumers an option for a private unit in the residential facility. Only one resident is afforded his own private room while the other four consumers must share rooms. Although the pair of consumers that share a room are happy with their living arrangements, the other pair who share a room regularly have disagreements and want their own rooms. In order to overcome this barrier, funding to build an additional unit within the facility would resolve this issue. This will also bring Tara House one step closer in achieving its final goal of each consumer having their own individual rooms.

Fed. Req. #4-- Tara House progress towards full compliance requires additional funding to acquire train-the-trainer certification. Tara House has only received minimal fundamental staff training and resources on person-centered thinking. Therefore, training-the trainer certification would assist the facility towards its goal in fully optimizing and not regimenting individual initiative, autonomy, and individual choice in decisions, daily activities, physical environment, and whom to interact with. PCT will ensure that staff are well-versed in effective methods to cater to individual preferences and goals. Hillsborough Manor falls out of compliance with Fed. Req. #4 because it lacks the necessary funds for PCT. The provider cannot structure their support through effectively utilizing person centered thinking approaches because they have not received training on it. By providing funding for PCT, the facility staff will be better equipped with the knowledge on how to offer services to support consumers towards their individual goals, needs, and preferences both at home and in the community.

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.

Fed. Req. #2 and #7 – Tara House has two consumers who dislike their living arrangement for sharing rooms while the others are content with theirs. Tara House has five consumers, four which share bedrooms and one who has his own private unit. The two women consumers have selected one another as roommates and are happy with their living arrangement. However, the two men consumers that share a room regularly bicker and argue and have communicated their need for their own private bedrooms. Funding to build an additional unit within the facility would bring the provider in compliance with Fed. Req. #2 and #7 because it offers these consumers the choice to have their own independent units to be decorated and furnished to their liking. Consumers will also have more privacy from other residents and staff members in the facility. This will also bring Tara House one step closer in achieving its final goal of each consumer having their own individual rooms.

Fed. Req. #4— The concept of train-the-trainer certification will bring the provider in full compliance by March 2023 because it will allow the facility to exercise quality approaches towards achieving person-centered thinking. Currently, the staff has received only minimal formal training on person centered thinking. If the provider and administrators participate train-the-trainer certification, then staff will be trained on proper

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

methods to effectively manage behavior, communicate with consumers to learn of their needs and preferences, and to better offer individuals' choices and meet individuals' goals.

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

Fed. Req. #2 and #7— Tara House will achieve full compliance with this rule by March 2023 through using the funding to construct an additional unit for the facility. Instead of 1/5 consumers having their own independent room, 3/5 consumers will have their own rooms, which brings Tara House closer to its ultimate goal of providing each consumer with their own private unit. Presently, the two consumers who share a room prefer sharing their room with each other. The proposed outcomes and objectives of this concept is to offer individuals who desire to have their own rooms their own units for more privacy and more freedom to decorate the entire room to their preference. We will track progress by administering an initial consumer survey measuring their baseline satisfaction levels of their current living arrangements regarding privacy and freedom of choice before the additional room is occupied. Once the room is built and occupied, consumers will then complete a second survey to see if consumer satisfaction levels have increased regarding their living arrangements in areas of privacy and freedom of choice.

Fed. Req. #4—Tara House and Hillsborough Manor will achieve full compliance with Fed. Req. #4 by March 2023 through its continued commitment of creating concept milestones to achieve quarterly in order to objectively track progress. The facility will continue to utilize client surveys/input towards outings of their preference and hold staff and consumer meetings every 4th Saturday of the month to plan for the following month's outings. The facilities also plan on developing an internal team (the provider and administrators) that will become experts on Person Centered Thinking through receiving train-the-trainer certification. The internal team will meet regularly to train staff on the nuances of transitioning from provider/staff driven approaches to consumer driven services. Adding these processes and training will enable our consumers to self-advocate. Training will be central around staff awareness of HCBS Final Rules, person-centered thinking skills, and how to implement them successfully in our day-to-day operations in ISPs, quarterly meetings, and in-home reports. A calendar will be made to create a robust training schedule to ensure that designated employees are participating. Consumer satisfaction surveys regarding will also be administered quarterly to see an improvement from baseline data. The provider and/or administrators will regularly communicate, at least quarterly with the regional center to make progress updates on milestones.

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.

Fed. Req. # 2 and #7 – Staff and consumers have voiced their concerns about the two consumer roommates at issue who have not been getting along well and communicated their interest in having their own independent rooms. The provider has observed that this was in fact true based on the frequency of complaints from the roommate consumers.

Fed. Req. #4— Quarterly surveys are administered to acquire input from consumers developing this concept. Based on the data collected so far, consumer quality of life and satisfaction have increased as community outings have risen from one outing per week per client to two to three client outings per week per client. Therefore, train-the-trainer certification would allow our facility setting to properly exercise the most effective person-centered thinking approaches to better serve our consumers' unique preferences and needs. In addition, The IDT team of each consumer which include the consumer, family members, case manager, and the provider meet annually to review and revise the IPPs. In addition to the annual meeting, we have quarterly meetings to assess consumers' well-being by ensuring that IPPs goals are on target. During these meetings, the consumers and their family members have expressed the need for consumers to receive more

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

access to the community in order to fulfill their IPP plans of community integration and social development as well as addressing consumers' medical needs.

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

Fed. Req. #2 and #7 – the concept of building an additional room in the facility will enable the facility to provide more person-centered services to our consumers because we are directly addressing their desire to have their own individual rooms by constructing an additional room in the facility. The individuals who clearly expressed that they do not like rooming together will then be afforded the option to have their own room which they will be free to decorate, furnish, and customize to their own unique preferences. This will also bring us closer to our ultimate goal of providing the option of an independent unit for all consumers.

Fed. Req. #4—The concept of train-the-trainer certification will enable Tara House and Hillsborough Manor to provide more person center services to consumers because our staff will be able to provide quality service that adapts to the unique needs and preferences of our behavioral consumers. Through learning objective methods and approaches towards person centered thinking, our staff will be more well equipped with skills and techniques to effectively understand and communicate with consumers regarding their specific needs and preferences.

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

Methods of data collection will be utilized to maintain the benefits, value and success of our projects at the conclusion of 2020-21 HCBS Funding. We will continue to work closely with the regional center to better assess ways that we can achieve milestones in efficient and effective ways. Consumer surveys, staff quizzes and training, data tracking sheets, and calendars will be continued to record track to ensure that milestones are being reached.

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](#).

Train-the-trainer cert.- \$30,000.00; Timeline: Start Date: May 2021; End Date/HCBS Compliance: March 2023; Add. Room- \$60,000; Timeline: Start Date: May 2021; End Date/HCBS Compliance: March 2023

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.

Funding for PCT train-the-trainer certification will not require funding past FY 21-22. The provider will acquire PCT train-the-trainer certification as soon as possible and will then immediately regiment and schedule staff training for Tara House and Hillsborough Manor staff within the fiscal year. Funding for reconfiguration of Tara house to add an additional room will not require funding past the timeframe of the requested funding. Construction will be performed as soon as funding is supplied and completed within the 21-22 if not sooner. The home will absorb any additional costs if needed.

12. Have you or the organization you _____ HCBS Funding _____ No X Yes. If Yes, FY(s) 19-20

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

| | |
|---|--|
| <p>work with been a past recipient of DDS funding? If yes, what fiscal year(s)?</p> | <p>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.</p> |
| <p>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</p> | |
| <p>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.</p> | |
| <p>Tara House has successfully acquired a Wheelchair accessible van in November 2020. Quarterly Progress reports have been timely submitted to above satisfactory quality and detail. From December 2020 to present, client surveys provided a baseline of data to objectively measure progress towards targeted milestones. Presently, outings have increased from once a week per client to 2-3 times a week per clients. Staff meetings are held every 4th Saturday of the month to schedule and plan consumer outings for the following month. Consumers are offered choices as to where they would wish to go, when, and who they go out with (i.e. another consumer). Data Tracking sheets and calendars are currently being used by clients and staff to track progress and outings to achieve the objective goal of double community involvement and increased quality of life by December 2021.</p> | |
| <p>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.</p> | |
| <p>The current funding request is not redundant with any prior funding but instead builds on prior funding because for train-the-trainer certification for Tara House and Hillsborough Manor was not part of original funding and Tara House has not received any funding for facility reconfiguration. The provider intends to use the funding in a similar way and to utilize the same procedures and methods of data collection, tracking, collaborating with regional centers for staff training in order for the homes to become HCBS compliant.</p> | |

| HCBS CONCEPT BUDGET | | Train-the-trainer certification and Additional Room Config. | | | | |
|---|-------------------|---|------------------|---------------|-------------|------------------|
| Vendor Name | | Tara House | | | | |
| Vendor Number(s) | | H89019 | | | | |
| | Wage and Benefits | Year 1 Budget | | Year 2 Budget | | Total |
| | | FTE | Annual Cost | FTE | Annual Cost | Cost |
| Personnel (wage + benefits) | | | | | | |
| Trainer | \$20,000.00 | | \$20,000.00 | | \$ - | \$ 20,000 |
| Facilitator 1 | | 1.00 | \$ - | | \$ - | \$ - |
| Facilitator 2 | | 1.00 | \$ - | | \$ - | \$ - |
| Facilitator | | 1.00 | \$ - | | \$ - | \$ - |
| consultation with train the trainer (support) | \$10,000.00 | | \$10,000.00 | | \$ - | \$ 10,000 |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| Personnel Subtotal | | | \$ 30,000 | | \$ - | \$ 30,000 |
| Operating expenses | | | | | | |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Operating Subtotal | | | \$ - | | \$ - | \$ - |
| Administrative Expenses | | | | | | |
| Construction of Additional Room | | | \$ 60,000 | | \$ - | \$ 60,000 |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Administrative Subtotal | | | \$ 60,000 | | \$ - | \$ 60,000 |
| Capital expenses | | | | | | |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Capital Subtotal | | | \$ - | | \$ - | \$ - |
| Total Concept Cost | | | \$ 90,000 | | \$ - | \$ 90,000 |

See Attachment F for budget details and restrictions

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.

| | |
|---|-----------------------------------|
| Date(s) of Evaluation: February 12, 2021 | Completed by: Rosemarie Veridiano |
| Vendor Name, Address, Contact: Hillsborough Manor; 515 Darrell Road, Hillsborough, CA 94010 | |
| Vendor Number: PG1115 | |
| Service Type and Code: Adult Residential Facility, Level 4I/ 915 | |

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

| | |
|---|--|
| <p><u>Federal Requirement #1:</u> <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p> | <p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate? |
| <p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Hillsborough Manor consumers receive services in the community based on their needs and preferences. On a weekly basis, the home provides them with a list of activities offered by the community and gives them the opportunity to discuss and choose the activities they would like to participate in. Each month, the staff and consumer meetings are held to plan and schedule outings for the following month. However, Hillsborough Manor consumers are not always able to participate in activities in the community due to Covid-19 restrictions. However, Hillsborough Manor has done its best to perform outings despite Covid-19 limitations. Consumer outings have been limited to car rides, drive-thru, take-out lunches/dinners, and park visits (when there are not many people). However, Hillsborough Manor consumers struggle to participate in regular outings due to recurrent break downs and time-consuming repairs of the current facility van. Hillsborough Manor consumers, relatives, and guardians also have the option to manage their personal resources when needed. The home also offers supports and assistance to the consumers seeking employment by working with their IDT team and by bringing them to prospective employers for interview, etc.</p> | |
| <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 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? |
| <p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Hillsborough Manor does not meet this requirement. Not all Hillsborough Manor consumers have an option for a private unit in a residential setting due to the limited amount of</p> | |

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

units to consumer ratio. Therefore, most consumers share rooms with roommates of their preference or whom they get along well with. The home has the current regional center Individual Program Plans on file for all individuals. Each individual's IPP document the different setting options. The Annual Reviews and IPPs are reviewed and revised annually. This process created a person-centered service planning which identifies the needed services and supports for all the consumers.

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: Yes, the home informs consumers and their relatives verbally, in writing, or in a manner they can understand their rights to privacy, dignity, respect, and freedom from coercion and restraint. The home communicates with consumers and authorized persons in a confidential manner both verbally, in writing, and gesturally regarding consumers' medical appointments, PHI, issues, or concerns they may have. The home also uses pictures, gestures, role playing, and individualized communication charts to communicate, explain, and get feedback from consumers so that staff can effectively address their preferences, needs, and wants. In this way, staff can ensure that consumers are offered person centered choices and accurately inform relatives or guardians of consumers' wellbeing, quality of life, and individual preferences/choices.

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?

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

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

Please explain: Hillsborough Manor does not meet this requirement. The facility is an adult residential facility primarily developed to provide the finest intensive services to individuals with maladaptive behaviors and nursing needs. The facility is situated in the affluent community of the town of Hillsborough, CA. We serve 6 consumers who are either ambulatory or non-ambulatory. Prior to Covid-19 restrictions, consumers attended Day Program from Monday-Friday in various places within the County of San Mateo. The consumers attend Day Program in various places within the County of San Mateo. Day Program is anticipated to resume regularly once Covid-19 restrictions have been lifted. On some occasions, community outings are done on weekdays whenever there is a need to bring a consumer out. Community outings include activities such as a stroll in the park, shopping at the mall or other retailers, and/or meals at a fast-food chain of their choice or favorite restaurant. However, outings are frequently compromised because the facility has only one transport vehicle, a wheelchair accessible Toyota Sienna. This van, due its age, frequently breaks down and would take a significant amount time to repair to return it to reliable working condition. Community outings for our consumers are not done regularly because a lack of a functional wheelchair accessible vehicle. Our consumers look forward to weekly community outings as they consider this activity as a day of recreation and leisure. The absence of this weekly activity increases the occurrence of maladaptive behaviors of our consumers. Pursuant to the reasons stated above, Hillsborough Manor would like to purchase a small wheelchair accessible lifter van to increase transport of consumers regularly to and from community outings of their choice. Increased community outings will give our consumers the opportunity to interact with other individuals and peers whom they encounter in the different places they go to (in compliance with Covid-19 Social Distancing Guidelines). Likewise, having snacks/meals at food chains of their choice or meals out in their favorite restaurant will give them the opportunity to pick the food they wish to eat. Our present consumers are both ambulatory and non-ambulatory, therefore a new small wheelchair accessible van to transport consumers to and from community outings and doctor's appointments would increase individual choice, community access and involvement, employment opportunities, and job transportation. Currently, one of our consumers is employed and regularly uses Uber to commute to and from work and for other essential outings even though he prefers being transported in a facility van. Our consumers and the facility agree that utilizing transportation services is not ideal in light of Covid-19 since many of our consumers are at high risk. Hillsborough Manor acknowledges that a reliably functional wheelchair van would also decrease the vulnerability of consumers to possible Covid-19 exposure through limiting contact with those who do not reside in the facility. The van would provide comfortability and safety for our consumer while simultaneously honoring their individual needs, preferences, and freedom of choice.

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?

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

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

Please explain: The home offers opportunities and supports to the consumers in making changes to their needs and services or in choosing which staff they would like to care for them. As a result, the consumers and their families have shown satisfaction for the services provided by the home as evidence by their length of stay for more than 9 years. The consumers and their families mentioned that "moving to a different home is not an option" because they have considered Hillsborough Manor as their "home."

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

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><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 individuals informed about how to relocate and request new housing? |
| <p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Each consumer has an admission agreement signed by all parties and are reviewed at least every five years or when any changes occur. In the event that a consumer wishes to move to a new place, the home will inform the relatives and the case manager. In most cases, the provider assists in finding a new place appropriate for the consumers and continues to help until the relocation process is completed.</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. 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><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose? |
| <p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | |

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

Please explain: Hillsborough Manor fosters a home-like environment in which the consumers are offered the choice to decorate their living quarters to their liking. Each consumer either has their own room or shares a room with a roommate of their choice or whom they get along with well. Although consumers have the choice of who they would like to room with, not all consumers have the option of having their own independent rooms. Hillsborough Manor consumers are also encouraged to decorate and furnish their sleeping or living units with their own personal items in a manner that is based on their preference. Consumers' families are encouraged to give input on how the bedroom of their love-ones be decorated and well suited to their individual needs. They are also encouraged to bring family pictures of their preference to ensure the consumers feel connected with their families. Lastly, only some of the consumers' rooms have the ability to provide them privacy as they desire (i.e. locks).

Federal Requirement #8:

Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.

Guidance:

- Do individuals have access to food at any time?
- Does the home allow individuals to set their own daily schedules?
- Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?

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

Please explain: The staff supports the consumers in the activities they participate in by providing them with a list of activities in the area and giving them the opportunity to choose the activities they are interested in. Staff utilize consumer data on how to plan the following month's outing every 4th Saturday of each month. The consumers are free to move around the house to perform any activity and chores they would like to do. Oftentimes, they help in house chores and participate in meal planning and grocery shopping.

Federal Requirement #9:

Individuals are able to have visitors of their choosing at any time.

Guidance:

- Are visitors welcome to visit the home at any time?
- Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?

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

Please explain: Prior to Covid-19 restrictions, consumers had the choice to have visitors of their preference over at the facility and were able to go out with their visitors for shopping, weekends, holidays, or for longer visits with their families and friends. Hillsborough Manor welcomed all relatives and friends to visit at any time as mentioned

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

in the House Rules. The consumers also had the right to refuse to see any visitor as well. However, in light of Facility Covid-19 Guidelines and Procedures, visitors are limited to those who are authorized and are kept record of before entry. Currently, consumers frequently have virtual meetings with friends and family on their iPads due to the fact that consumers are not permitted to go with visitors outside the home for meals, shopping, holidays, and weekends because of Covid-19 restrictions.

Federal Requirement #10:

The setting is physically accessible to the individual.

Guidance:

- Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?
- Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose?
- Are appliances and furniture accessible to every individual?

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

Please explain: The consumers at Hillsborough Manor have their individual rooms and have the freedom to move up and about inside and outside the home. The facility is also equipped with grab bars, non-ambulatory bathrooms, and ramps for wheelchair accessibility. The appliances and furniture were designed to meet the consumers' needs based on their unique disabilities.

CONTACT INFORMATION

Contact Name: Rosemarie Veridiano
 Contact Phone Number: (650) 892-1339
 Email Address: Roseverid10@yahoo.com

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

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

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/>.

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

| | |
|---|--|
| Vendor name | Hillsborough Manor |
| Vendor number(s) | PG 1115 |
| Primary regional center | Golden Gate Regional Center |
| Service type(s) | Adult Specialized Residential Facility |
| Service code(s) | 113 |
| Number of consumers typically and currently served | Six consumers |
| Typical and current staff-to-consumer ratio | 1.5 staff to 1 consumer with 8 hours of Licensed Nurse per day |
| <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>Hillsborough Manor provides care and services to six behaviorally and developmentally challenged individuals with nursing needs. Hillsborough Manor provides activities of daily living such as bathing, eating, grooming, medication administration, and other basic living needs such as gastrostomy tube feeding, handheld nebulizers, and insulin shots. The home also provides fundamental training person centered training to help reduce consumers' maladaptive behaviors and address their unique preferences and needs. We encourage normalization in areas of training such as money management and training our consumers to make purchases at the mall or do grocery shopping tailored to their individual capabilities and needs. However, due to the limited functionality of our current facility van, the facility struggles to maintain its baseline outing of one outing per week per client.</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>Hillsborough Manor is a behavioral/nursing home, therefore we need a functional van to transport consumers to and from their daily activities such as outings or training in the community as identified in their IPPs, outing schedules, and doctor's appointments. Lack of a functional van has caused Hillsborough Manor to have a decreased number of outings a week that disadvantages clients' access to the community and individual choice. Covid-19 has also further exacerbated barriers to community access and individual choice, specifically in scenarios where consumers wish to acquire essential items for grooming, daily needs, groceries, and meals/snacks at their favorite restaurants. A new small facility van that is reliably functional and not always in the shop would overcome this barrier faced in the facility setting by offering consumers an additional option of using a facility transportation vehicle if they wish not to use public or private transportation services for their outings.</p> | |
| <p>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.</p> | |
| <p>1 <u>X</u> 2 ___ 3 ___ 4 <u>X</u> 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___</p> | |
| <p>4. For each HCBS out-of-compliance federal requirement that is being addressed by this concept, describe the</p> | |

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

barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.

Fed. Req. #1 and 4 – Hillsborough Manor is out of compliance because community outings for our consumers are not done regularly because of the lack of a reliable functional wheelchair accessible vehicle that will transport them. Outings are frequently compromised because the facility has only one transport vehicle, a wheelchair accessible Toyota Sienna. This van, due its age, frequently breaks down and would take time to repair to return it to reliable working condition. The van is constantly in the shop for repair for extended periods of time. This compromises weekly outings which our consumers always look forward to, as they consider this activity as a day of recreation and leisure. The absence of this weekly activity increases the likelihood of the occurrence of maladaptive behaviors of our consumers. Increased outings of at least twice a week for each consumer will allow our consumers to enhance their behavior management skills and thus give them an opportunity to practice these skills in the community. Community outings will give our consumers the opportunity to interact with other individuals and peers whom they encounter in the different places they go to. Likewise, having snacks/meals in food chains of their choice or meals out in their favorite restaurant will give them the opportunity to pick the food they wish to eat. Our present consumers are both ambulatory and non-ambulatory, therefore a new small wheelchair accessible van to transport consumers to and from community outings would increase individual choice, community access and involvement, employment opportunities, and job transportation. The small van would also provide comfortability and safety for our consumer while simultaneously honoring their individual needs, preferences, and freedom of choice. For example, one of our consumers is employed and regularly uses Uber to commute to and from work and for other essential outings even though he prefers being transported in a facility vehicle. A small wheelchair van will give consumers an additional option of facility transportation to work and other essential community outings if they choose to opt out of using public and private transportation services.

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.

In order to comply with Fed. Req. #1 and 4, on occasions where consumers wish to go shopping for their basic needs such as clothing, groceries, and other toiletries, or go to and from work, a functional small van will allow the facility to more frequently offer rides to consumers during reasonable times at their preference. Furthermore, an additional lifter van will also assist the facility in structuring their support to correspond with consumers' IPP goals such as community integration so that consumers can be more frequently taken out all together to participate in activities of their preference that interest them such as going to the park, shopping at the mall/retail stores, going out to eat, and leisurely car rides. Lastly, medical appointments will not be a struggle to fit into their recreational outings.

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

If awarded compliance funding to purchase a functional small wheelchair accessible vehicle proposed outcomes will be double community involvement and increased quality of life demonstrated through increased community access and integration, and individual choice. In the methods of achieving and tracking this data, consumers' preference will be utilized in the purchase of the new wheelchair accessible van. Consumer surveys will inquire about preferences regarding safety, features, comfortability, color, etc. Eventually, the facility will narrow down the choices and allow consumers to participate in van test drives. Quotes of the consumer selected vans that fall within the assigned budget will then be submitted to the regional center. Once the van is acquired, the facility will utilize data tracking sheets, calendars, and quarterly client surveys, to track outings and to ensure that consumer quality of life, community

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

engagement and access, and person-centered choices are in compliance with the HCBS Final Rule and will be submitted to the regional center quarterly to ensure this. Staff will be designated to have staff and consumer meetings every 4th Saturday of the month to schedule the following month's outings for each consumer based on consumer/relative preference through offering choices. Staff is also anticipated to receive Person Centered Training to provide more insight on how to achieve facility compliance with the HCBS rules. The facility will also regularly collaborate with the regional center to reimagine how person-centered thinking can more accurately reflect individual preferences and facility goals in light of Covid-19 outing restrictions. The facility will also utilize regional center support to properly train staff on person center thinking, individual choice, and community integration. The facility will eventually absorb the ongoing maintenance costs for the van in order to assure long term use and increased consumer quality of life.

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 IDT team of each consumer which include the consumer, family members, case manager, and the provider meet annually to review and revise the IPPs. In addition to the annual meeting, we have quarterly meetings to assess consumers' well-being by ensuring that IPPs goals are on target. During these meetings, the consumers and their family members have expressed the need for consumers to receive more access to the community in order to fulfill their IPP plans of community integration and social development as well as addressing consumers' medical needs. Consumer surveys were also administered in developing this concept, and most consumers agreed that acquisition of a new functional wheelchair accessible van would increase their quality of life and satisfaction. If consumers had trouble filling out surveys, staff were properly trained on person-centered approaches using individual communication charts to track behaviors that clearly indicate a consumer's preference or needs. Gestures are also utilized in order to communicate with consumers who cannot verbalize their needs and preferences.

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

Community outings will give our consumers the opportunity to interact with other individuals and their peers whom they encounter in the different places they go to. Likewise, having snacks at food chains of their choice or meals out in their favorite restaurant will give them the opportunity to pick the food they wish to eat. In addition, consumers will have more opportunities to choose the places and times when they wish to shop for clothes, toiletries, and other basic living needs of their choice as well. Having more flexibility to choose where they would like to go to shop gives allows them more freedom to acquire the items to express creativity and uniqueness. Consumers will also be able to have access and an option to safer means of transportation to work and other essential community outings if they choose to opt out of using public and private transportation services.

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

If granted funding, the facility will continue to utilize a tracking system to monitor the frequency of recreational and community integration, which simultaneously addresses the success of less maladaptive behavioral occurrences. This will be done by data collection through caregiver observation of consumer emotional and behavioral well-being and also feedback from consumers and their families. The facility will continue to utilize resources from the regional center and collaborate on how more person-centered

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

thinking can be achieved (e.g. trainer-to-trainer certifications, trainings, etc). The facility will maintain the same methods and procedures of client involvement and data tracking in order to sustain consistent statistics of increased community involvement each year to follow. The facility will also eventually absorb the ongoing maintenance costs and repairs for this new vehicle to ensure that the van is routinely maintained and kept in proper shape for consumer enjoyment, safety, and comfortability.

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](#).

Wheelchair accessible van - \$60,000

Timeline: Start Date: May 2021; End Date/HCBS Compliance: March 2023

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 provider will continue to keep the van in good repair, as it is in always in compliance with the requirements of all the agencies monitoring the facility to ensure safety of the consumers.

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) 19-20
 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 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.

A sibling facility, Tara House, has successfully acquired a Wheelchair accessible van in November 2020. Quarterly Progress reports have been timely submitted to above satisfactory quality and detail. From December 2020 to present, client surveys provided a baseline of data to objectively measure progress towards targeted milestones. Presently, outings have increased from once a week per client to 2-3 times a week per clients. Staff meetings are held every 4th Saturday of the month to schedule and plan consumer outings for the following month. Consumers are offered choices as to where they would wish to go, when, and who they go out with (i.e. another consumer). Data Tracking sheets and calendars are currently being used by clients and staff to track progress and outings to achieve the objective goal of double community involvement and increased quality of life by December 2021.

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 is not redundant with any prior funding because this care home has not received funding before. A separate care facility (Tara House) received funding for a van and is

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

exclusively used by that home and its residents. The provider intends to use the funding in a similar way and to utilize the same procedures and methods of data collection, tracking, collaborating with regional centers for staff training in order to bring Hillsborough Manor in compliance with the HCBS Final Rules.

| HCBS CONCEPT BUDGET | Small Wheelchair Accessible Van | | | | | |
|--|---------------------------------|---------------|------------------|---------------|-------------|------------------|
| Vendor Name | Hillsborough Manor | | | | | |
| Vendor Number(s) | PG1115 | | | | | |
| | Wage and Benefits | Year 1 Budget | | Year 2 Budget | | Total |
| | | FTE | Annual Cost | FTE | Annual Cost | Cost |
| Personnel (wage + benefits) | | | | | | |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Personnel Subtotal | | | \$ - | | \$ - | \$ - |
| Operating expenses | | | | | | |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Operating Subtotal | | | \$ - | | \$ - | \$ - |
| Administrative Expenses | | | | | | |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Administrative Subtotal | | | \$ - | | \$ - | \$ - |
| Capital expenses | | | | | | |
| Wheelchair Accessible Van (including insurance | | | \$ 60,000 | | \$ - | \$ 60,000 |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Capital Subtotal | | | \$ 60,000 | | \$ - | \$ 60,000 |
| Total Concept Cost | | | \$ 60,000 | | \$ - | \$ 60,000 |

See Attachment F for budget details and restrictions