

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 11, 2021	Completed by: RoseMary Garza
Vendor Name, Address, Contact: Lincoln Training Center, 19153 Town Center Drive #102, Apple Valley, CA 92308, RoseMary Garza	
Vendor Number: HJ2696 SEP-Group/ HJ2697- IP	
Service Type and Code: IP – 952 / SEP Group – 950	

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<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: Lincoln’s Supported Employment Program provides the clients with work opportunities and training in various industries, however, group supported employment options are not currently customized based on the individual’s needs, preferences and skills; the jobs are currently driven by the labor market. Participation in the community is designed in a group setting, as opposed to a community integrated setting. This office currently has 28 groups in place, it should be mentioned that these individuals, although in group placements, do earn minimum wage. LTC does not currently have any participants in IP, or PIP placements. LTC has turned in a letter of intent to provide a Customized Employment Program Design to Inland Regional Center, and LTC has been approved to move forward with submitting the Program Design. once approved; these new services will offer clients additional options and bring LTC into compliance. In addition, LTC has been approved to begin PIP services through IRC and has hired a Community Inclusion Specialist who has begun job development efforts to place participants in IP and PIP placements. An identified barrier that is preventing clients enrolled in our existing services from receiving more individualized placements with higher wages, or keeping them from transitioning into community based settings lies heavily on disparities in diversity that present a stigmatization and misconception of disability within a culture(s) coupled together with a fear of losing benefits, such as SSI/SSDI and medical benefits. Cultural values impact decision making, perceptions, and ultimately, whether an individual or his or her family utilizes a service offered, in addition, employer engagement within this community also poses a challenge.</p>	

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<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: LTC has not offered choices, however has recently placed efforts into expanding services that will provide more options to the individuals we serve, and allow the opportunity for LTC to fall into compliance with the HCBS rule. LTC does not currently address the needs of diverse value systems. There is a need to recognize cultural practice, and offer services which lead to the identification of effective solutions. LTC must provide supports that will assist in “educating” clients/families in addressing misconceptions and stigmatization regarding person-centered thinking, clients earning higher wages, and clients transitioning to community settings that offer more independence and more choices. In Supported Employment, clients/families become resistant to placements in CIE settings. Participants and Care Providers need to understand the benefits in the individual becoming more independent. The communities that surround LTC are predominantly low income Hispanic and African American families. The African American population makes up the highest number of individuals served in this office at 36% with a Hispanic population of 32% and 32% Caucasian population LTC must match participants with staff that can effectively communicate with them. In addition, LTC must change our organizational philosophy from one of care and supervision to also include empowering and enabling through Person Centered Planning. In order for this to occur, training needs to take place, not only training for our clients and staff, but also for families/care providers. Training needs to include, but not be limited to, cultural disparities, benefits, client's rights, self advocacy, etc.</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?

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	<ul style="list-style-type: none"> • Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Lincoln Training Center provides ongoing training to its staff on Clients' Rights, including Zero Tolerance Abuse training, Privacy, and Incident Report training. Communication with clients has been conducted in a setting ensuring their privacy and confidentiality, and translating services were provided when necessary. Client files are updated with manual documentation, which could be compromised in a community setting. Additional resources will be necessary to ensure safeguarding of clients' personal records and HIPAA information when seeking customized employment opportunities. Safety must be a key component in order to maintain the integrity of our services and the well-being of our clients. Providing staff with a tablet can allow for, alternative methods of communication which are currently limited, these devices can assist in translating and also enhance safety procedures while increasing the client's involvement and awareness in the community.</p>	
<p><u>Federal Requirement #4:</u> <i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider offer daily activities that are based on the 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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Lincoln Training Center does not currently have a variety of options of services, which limits the ability to provide autonomy. The Program Manager has received a certificate for ACRE training that provided valuable information and insight into the changes that need to take place in order for LTC to be in compliance. With the HCBS funds obtained in the 20/21 grant LTC will be providing Customized Employment and is currently job developing for PIP and Individual placements. LTC requires additional staff in order to establish these new services and maintain the integrity of the new services. These new services will provide long term supports to the participants</p>	

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placed in the community in customized individual person-centered placements. LTC has identified additional positions necessary to provide the level of training and support required for the participants to be successful, in addition to being safe while they are in the community. Pre-vocational training will be beneficial to many individuals. Technical assistance training is crucial in the Discovery portion of Customized Employment. Receiving this as follow-up to the 5-day ACRE training would be extremely beneficial and assist in yielding many more additional positive results in appropriate person-centered job placements.

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: Each person receiving support is encouraged to share ideas, opinions, preferences and help identify what is working for them throughout the job seeking and skill development process. Each is provided with satisfaction questionnaires on at least an annual basis and has the option of completing the grievance process at any time during the year should a situation be irresolvable. Support staff and persons receiving support will be matched with thoughtfulness, and training will be provided to the support staff regarding respecting the individuality of the person receiving support in an effort to ensure their satisfaction with the program and service. It is critical to recognize the need for on-going consistency in providing Person Centered Training, and cultural sensitivity to Direct-Care-Staff in addition to recognizing the increased need for Person Centered safety needs as participant's transition into Community Integrated settings in the community. LTC received HCBS funds in the 2016-17 grant period to have a staff receive the Train-the-Trainer PCT certification, and provides PCT training to staff, however, additional resources will be necessary to ensure on-going in-person and remote Person-Centered Trainings are taking place regularly, in addition, there is a need to safeguard the individuals personal records and HIPAA information when seeking employment opportunities, and receiving other services in the community. A tablet for LTC staff that work with participants in the community can provide more protection to their personal information, and will also allow staff to have access to relative, pertinent and emergency information at all times.

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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><u>Federal Requirement #6:</u></p> <p><i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord/tenant law.</i></p>	<p><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 type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain:</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <p><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></p> <p><i>Individuals sharing units have a choice of roommates in that setting.</i></p> <p><i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><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 type="checkbox"/> No</p> <p>Please explain:</p>	

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

CONTACT INFORMATION

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Contact Name: RoseMary Garza
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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 vendorization.

Instructions:

- The concept form on the next page must be used, may not exceed four pages plus the budget worksheet and any cost backup, and must be kept in Arial 12-point font. Submit the form in Microsoft Word or PDF format. An extra half page is permitted to answer questions about prior funding.
- Using a form from previous years will negatively impact a concept score, so please ensure the current FY 20-21 form is used.
- For providers that operate programs with several vendor numbers involved in one concept, one evaluation and concept form should be submitted and should list all vendor numbers for related/included programs. If multiple programs owned by the same parent company have different compliance evaluations or concepts, additional applications can be submitted but should be attached in the same document as the other owned programs so they can be reviewed together.
- The results of the evaluation should be clearly laid out in the section referring to identification of federal requirements that are currently out of compliance, which the concept will address.
- The concept form includes detailed information that describes the funding requests and supports how the requests will assist the provider to come into compliance.
- There should be a clear link between what is being requested and the federal requirement currently out of compliance.
- Concepts should demonstrate how the requested change in service delivery will impact individuals in offering more choices and opportunities.

Strengths of previously funded concepts:

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

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

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Vendor name	Lincoln Training Center
Vendor number(s)	HJ2696 SEP-Group/ HJ2697- IP
Primary regional center	Inland Regional Center
Service type(s)	SE Group
Service code(s)	SEP Group – 950
Number of consumers typically and currently served	60
Typical and current staff-to-consumer ratio	1:3
<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>LTC participants currently work in group settings with other individuals with disabilities, with very limited options and jobs are not always in integrated settings . Barriers: Ongoing barriers to the existing and new services lie heavily on disparities in diversity that present a stigmatization and misconception of disability within a culture(s) coupled together with a fear of losing benefits, such as SSI/SSDI and medical benefits.</p>	
<p>Project Narrative Description: While filling out this section, reflect on how services are typically provided and how that might have changed in the past year. Think about what has been learned in the past year and how that might shape services going forward. Funding awarded through this concept can span the course of up to two years which would allow time to shape services to be more person-centered and align with the HCBS federal requirements.</p>	
<p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p>	
<p>LTC proposes this concept in order to acquire additional staffing positions that will not only provide the necessary supports to our participants in the service of their choice, but will also gather input from participants regularly and consistently which will lead to on-going person-centered improvements and changes making them the driving force behind the change. The concept requests will enhance person-centered training opportunities to all staff and participants on a regular basis remotely (tablets) and in-person. It will allow for the continuity of services and mission driven efforts to improve in a cohesive, consistent, ongoing manner that will be beneficial to all LTC participants. LTC will have the opportunity to address barriers that lie heavily on disparities in diversity that present a stigmatization and misconception of disability within a culture(s) coupled together with a fear of losing benefits, such as SSI/SSDI and medical benefits It will allow LTC to provide the supports necessary to monitor the quality of services and safety measures that have been put in place to ensure the participants feel safe and</p>	

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secure at all times. This concept aligns our thoughts and services as they relate to both employment and Person –Centered-Planning approaches

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

1_X_ 2_X_ 3___ 4_X_ 5_X_ 6___ 7___ 8___ 9___ 10___

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

1 - Group supported employment options are not currently customized Disparities in diversity that present a stigmatization and misconception of disability within a culture(s) coupled together with a fear of losing benefits, such as SSI/SSDI and medical benefits presents a challenge in transitioning participants into CIE settings. Cultural values impact decision making, perceptions, and ultimately, whether an individual or his or her family utilizes a service offered, in addition, employer engagement within these communities pose a challenge.

#2 - LTC must provide supports and services that will assist in “educating” participants/families in addressing misconceptions and stigmatization regarding person-centered thinking, clients earning higher wages, and clients transitioning to community settings that offer more independence and more choices. LTC must change our organizational philosophy from one of care and supervision to also include empowering and enabling through Program expansion and Person Centered Planning- Training and services, this will allow for the IPP to reflect the participant’s preferences, options and decisions.

#4 - LTC has room for improvement in this area, and there is a need for allowing additional choices for the individual receiving support; One staff has received a certificate in ACRE training that provided valuable information and insight into the changes that need to take place in order for LTC to be in compliance. With the HCBS funds obtained in the 2018-19 grant, a staff was hired to oversee the Customized Employment Services that will be offered soon, in addition, job development for Paid Internships IP services are underway. LTC requires additional staff in order to develop and implement new services, in addition to acquiring successful placements and maintaining the integrity of the new services while providing long term supports to the clients placed in the community in customized individual person-centered placements, Paid internships and IP placements.

#5 - It is critical to recognize the need for on-going consistency in providing Person Centered Training to Direct-Care-Staff, in addition to recognizing the increased need for Person Centered safety needs as participant’s transition into Community Integrated settings. Support staff and persons receiving support will be matched with thoughtfulness, and training will be provided to the support staff regarding respecting the individuality of the person receiving support in an effort to ensure their satisfaction with the staff, program and service. Although LTC has a staff receiving the Train-the-Trainer PCT certification, and does provide PCT training to staff, additional resources will be necessary to ensure on- going in-person and remote Person-Centered Trainings are taking place regularly, in addition, there is a need to safeguard the individuals

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personal records and HIPAA information when seeking employment opportunities, and receiving other services 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.

This concept will allow for participants to transition into the CIE job placements in the community while participating in services of their choice with the level of support they feel necessary. These services will provide the opportunity for the individual to learn about themselves and explore their communities, while facilitating inclusion, career development and a more well-rounded life. Participants will develop social capital, friendships and networks. The concept will allow the opportunity for a setting to be selected by the individual from among service options, including non-disability-specific. The setting options will be identified and documented in the person-centered service plan and will be based on the individual's needs and preferences. The concept will allow the opportunity for the individual to choose their daily activities, physical environment, with whom to interact with, and who provides them their supports. In addition, cultural disparities will be addressed by a Case Manager trained in Benefits Planning to work with the participants and families and address misconceptions and stigmatizations that currently preclude individuals from transitioning to jobs and community activities of their choice. The concept will address each out-of compliance federal requirements that LTC is not currently in compliance with #'s 1, 2, 4, 5

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

LTC's addition of a Case Manager that works not only with participants, but also in educating families with the understanding of Work Incentive Benefits Planning will improve equity and reduce barriers to accessing services for targeted populations. Case Managers and Direct-Support Staff will design individual education and training plans that recognize cultural values and practices and provide education and support in ways that are responsive to each participant's and family's needs. It will also provide safety training to ensure a smooth transition from place-based services to community integration. As a result, we expect more individuals to transition successfully to community integrated possibilities, secure competitive employment, earn higher wages, participate in the daily activities of their choice, and attain greater degrees of independence. As we make strides with our participants' families, we will recruit them to promote to others in the community through open houses, annual meetings, and strategic planning committee participation. Placements will be measured and categorized based on ethnicity and family participation in trainings.

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.

To receive direct input from clients LTC is utilizing an assessment tool that addresses client preferences. In addition clients are members of the Strategic Planning Committee

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and participate in establishing long term goals for the Center as they relate to client services.	
8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.	
There is a true value in fostering positive relationships of trust and understanding between Lincoln the staff and the family. Increasing awareness and understanding of the service system is a critical step in program planning, service delivery and service utilization. This concept supports Person-Centered services and will enhance, improve and support current and upcoming services through additional participant input, training, staffing and other supports in a manner that will address the unmet needs of clients on an ongoing basis, while allowing for sustainability; it will allow for more choices, different levels of support and increase CIE placements.	
9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.	
LTC has requested funding for positions that will serve dual roles that include responsibilities that will bring value added services, and draw in revenue through job placement and job coaching that will assist in maintaining these positions long term. In addition to these, funds have been requested for time limited staff/consultant support. that would allow LTC to come into compliance and develop person-centered services and supports, but will not require on-going wages to be paid.	
10. Write a brief narrative below explaining each major cost category and timeline. Complete the budget template at the end of the concept sheet. An excel version with formulas is available. When applicable, budgets should include personnel/benefits, operating costs such as consultants or training, administrative expenses/indirect costs, and capital costs (assets lasting more than 2 years). If project spans 2 years or occurs in phases, budget should be separated by phase/year. Administrative costs, if any, must comply with DDS' vendor requirements, including a cap of 15% of the sum of personnel/benefits, consulting, and operating costs (must exclude capital costs). This information can be found at this link .	
Staffing to be hired July 2021 – July 2022 Operating expenses – July 2021 – July 2022	
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.	
LTC will sustain the project after the grant funding has concluded through operational funds generated through programming improvement, increased participant job placement through improved service delivery revenue and collaborative-innovative partnerships with neighboring programs, colleges and families	
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) _____ ___2017/18 2019-/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) _____

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	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	
(s) previously provided to regional centers or DDS.	
See Attached	
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.	
See Attached	

13. LTC received \$35,000 from the 2017-18 HCBS grant. These funds were identified to be used to have a staff become a certified Person-Centered-Thinking Trainer. Lincoln is waiting for the Customized Employment Program Design to be approved and become a vendor for this service. Paid Internship services have also been approved. LTC also received \$91,070 from the 2018-19 HCBS grant to hire a Community Inclusion Specialist who will oversee the Customized Employment Services, in addition funds for Work Incentive Benefit Planning training course to assist and educate participants and families regarding SSI/SSDI and medical benefits were provided, also funds for Customized ACRE Training including a Technical Assistance consultant as follow up to ACRE training. The Community Inclusion Specialist was hired in October of 2019, and has been identified as the individual to become the Work Incentive Planner, she is currently job developing for PIP and IP placements, and developing the Customized Employment Program..

14. The new concept being provided builds on the previous concept, however, is not redundant with any prior funding. Through the two-year project and beyond, LTC will create a “Services Without Walls Training Management Program” that will provide training to address cultural disparities and provide LTC’s participants with training that will allow for self-advocacy and community integration, and for staff to build culturally sensitive approaches to service delivery. A critical barrier keeping clients from transitioning into community-based settings engaging in community life and daily activities of their choice, or seeking employment, earning higher wages lies in disparities in deeply embedded cultural beliefs regarding disabilities and disability-related services. The Training Program and staff will provide education to Hispanic and African American Participants and families to dispel myths, advocate for individual rights and benefits, and ease the transition to community integrated services. It will also ensure that all clients and staff receive the requisite training necessary for the safety and integrity of LTC’s services.

HCBS CONCEPT BUDGET						
Vendor Name		Lincoln Training Center				
Vendor Number(s)		HJ2696-950 HJ2697 - 952				
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (salary + benefits)						
			\$ -	#####	\$ -	\$ -
CIE Case Manager/Benefits Planner	\$26.74	#####	\$ 55,619	#####	\$ 55,619	\$ 111,238
Pre-Vocational Skills Trainer	\$25.33	#####	\$ 26,343	#####	\$ 52,686	\$ 79,030
Job Developer/Cultural Competency Trainer	\$25.33	#####	\$ 52,686	#####	\$ 52,686	\$ 105,373
Job Developer/PIP/IP Career Coach	\$25.33	#####	\$ 52,686	#####	\$ 52,686	\$ 105,373
Temp Data Clerk/ Client file computerize	\$18.32	519.00	\$ 9,508	#####	\$ 38,106	\$ 47,614
		#####	\$ -	#####	\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 196,843		\$ 251,784	\$ 448,627
Operating expenses						
						\$ -
ACRE Training - 4 staff @600.00 ea			\$ 2,400			\$ 2,400
PCT Training Material/Supplies			\$ 10,000			\$ 10,000
Transit Van			\$ 27,000			\$ 27,000
Laptops (5)			\$ 3,000			\$ 3,000
28 Tablets (\$500.00 ea.)			\$ 14,000			\$ 14,000
Remote Data Plan (\$100.00 ea annually)			\$ 2,800			\$ 2,800
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 59,200		\$ -	\$ 59,200
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 256,043		\$ 251,784	\$ 507,827

See Attachment F for budget details and restrictions