

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

The Home and Community-Based Services (HCBS) rules ensure that people with disabilities have full access to, and enjoy the benefits of, community living through long-term services and supports in the most integrated settings of their choosing. In order to assist in determining eligibility for compliance funding, providers must complete this evaluation. Both “Yes” and “No” answers require an explanation. A “No” response *could* mean a service setting is out of compliance with the HCBS rules and is potentially eligible for funding to make necessary adjustments. Once this evaluation is completed, it should act as a guide for filling out the provider compliance funding concept, which is required for any provider to be eligible for compliance funding. **Completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules. Only providers requesting compliance funding need to complete this evaluation.**

Federal Requirements #1-5 apply to providers of all services, including residential and non-residential settings. Federal Requirements #6-10 are additional requirements that apply only to provider-owned or controlled residential settings.

The column labeled “Guidance” contains a series of questions intended to help identify compliance or non-compliance with each requirement as it relates to the HCBS rules. While responses to these questions can help in the determination of whether or not a particular requirement is met, these responses may not be the sole factor in this determination.

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

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

Date(s) of Evaluation: August 26, 2020	Completed by: VIP Leadership Team with input from persons served and other stakeholders.
Vendor Name, Address, Contact: Vocational Improvement Program, Inc. (aka VIP, Inc.) Address 1: 9210 Rochester Ct., Rancho Cucamonga, CA 91730 Address 2: 1310 East Riverview Dr., San Bernardino, CA 92408 Address 3: 17292 Eucalyptus St., Hesperia, CA 92345 Contact: Karen Jones, Director of New Program and Staff Development <a href="mailto:karenj@vipsolutions.com">karenj@vipsolutions.com</a> or 909.483.5924	
Vendor Number: HJ0552-954 (Rancho Cucamonga); HJ0553-954 (Hesperia); HJ0554-954 (San Bernardino)	
Service Type and Code: Work Activity Program, 954	

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<p><b><u>Federal Requirement #1:</u></b> <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals receive services in the community based on their needs, preferences and abilities?</li> <li>• Does the individual participate in outings and activities in the community as part of his or her plan for services?</li> <li>• If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource?</li> <li>• Do individuals have the option to control their personal resources, as appropriate?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b></p> <p>Please explain: The primary purpose of this program is work and work is primarily performed in a non-integrated setting; however off-site and integrated services are offered through the following: trial community placements in supported employment (coverage as substitutes, temporary work, seasonal work, trial work experience, special work projects requested by employers, over-runs and overflow work, worksite tours.) These opportunities are based on desire, needs and preferences of clients. In addition, transition services being offered include access to the community in both work-related and nonwork-related opportunities. This is not a home-based setting so bullets 3 and 4 do not apply; however, ongoing discussions about client rights includes informing the clients about their right to make choices about services and to control their own personal resources as appropriate.</p>	
<p><b><u>Federal Requirement #2:</u></b> <i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals?</li> <li>• Does each individual's IPP document the different setting options that were considered prior to selecting this setting?</li> </ul>
<p><b>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</b></p> <p>Please explain: IPPs are on file for each client. Discussion of settings prior to placement is a regional center task as is the completion of the IPP. From a vendor perspective, this setting rule is met. Client choice is highly regarded at VIP. Individual Habilitation Service Plans include a semi-annual community employment assessment and IHSP</p>	

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summary where the choice of the setting is discussed and documented. The IHSP will also guide staff activities as they relate to any alternative setting that is desired, such as supported employment.

[Click or tap here to enter text.](#)

### **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: A guiding principle at VIP is to ensure clients rights are continually upheld and are not being violated. VIP prides itself on ensuring clients are treated with dignity and respect at all times. Rights are reviewed with clients on an ongoing basis, both at intake and at the client's semi-annual and annual meetings thereafter; in addition, rights are discussed with clients on an informal basis much more frequently than the minimum. Rights are posted in all facilities. Rights are used as a training time activity; rights are discussed in informal conversation. Privacy, dignity, respect and freedom from coercion and restraint are addressed in human rights policies and procedures as well as the organization's guiding principles; staff are trained and expected/held accountable to follow the guidelines put into place. Privacy and confidentiality are highly respected and upheld. Verbal conversations are held in private areas; written communication is safeguarded. Alternate methods of communication are used when needed. VIP also values a client's right to choose and helps facilitate those choices whenever possible.

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<p><b><u>Federal Requirement #4:</u></b> <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><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider offer daily activities that are based on the individual's needs and preferences?</li> <li>• 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?</li> <li>• 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?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b></p> <p>Please explain: The primary purpose of this program is to work. As in any work environment, the employer dictates the work assignments and schedules which are agreed upon by the employees/clients. Flexibility in schedule may be offered during training time (when work is not available) and clients may participate in activities that interest them and that correspond with their IHSP goals; production schedules will dictate activities during work time. Workers are offered rest breaks and meal periods when the clients have the right and availability to interact with whomever they choose. Program staff work closely with those interested in trial placements, substitute placements and temporary placements in the community and attempt to facilitate these opportunities whenever possible. Transition services (funded by HCBS funding grants) are in place to help facilitate the acquisition of new skills and the refinement of existing skills in preparation for possible placement in supported employment. These new services also help facilitate community access; however, the current service which has been primarily production until the new transition services (called ACE) were added does not allow for much individual choice in their program day. The enhancement of ACE would allow clients an additional service options from which to choose.</p>	
<p><b><u>Federal Requirement #5:</u></b> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available?</li> <li>• Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p>Please explain: Client choice is highly respected. Alternate staff are available, and clients may and do voice concerns over staffing assignments; changes are made when</p>	

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possible. A grievance procedure is reviewed with clients and is contained in the client handbook; however, clients may voice concerns at any time (whether using the formal grievance procedure or not) and the concerns are actively and promptly addressed. Clients are encouraged to provide ongoing feedback through surveys and informal discussion; clients are encouraged to ask questions and seek clarification on any matters of importance to them at any time, and these are responded to in a respectful and timely manner. Program modification is provided on an individualized basis.

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

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

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<p><b><u>Federal Requirement #8:</u></b> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have access to food at any time?</li> <li>• Does the home allow individuals to set their own daily schedules?</li> <li>• Do individuals have full access to typical facilities in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: NA – not a residential program</p>	
<p><b><u>Federal Requirement #9:</u></b> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Are visitors welcome to visit the home at any time?</li> <li>• Can individuals go with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: NA – not a residential program</p>	
<p><b><u>Federal Requirement #10:</u></b> <i>The setting is physically accessible to the individual.</i></p>	<p><b><u>Guidance:</u></b></p> <ul style="list-style-type: none"> <li>• Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?</li> <li>• Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose?</li> <li>• Are appliances and furniture accessible to every individual?</li> </ul>
<p><b>Does the service and/or program meet this requirement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: NA – not a residential program</p>	

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**CONTACT INFORMATION**

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**ACKNOWLEDGEMENT**

By checking the box below, I acknowledge that completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules.

I AGREE



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Regional center vendors may receive funding to make changes to service settings and/or programs to help them come into compliance with the HCBS rules. To be considered for funding, vendors must complete and submit this form and the provider compliance evaluation form as one packet to the regional center with which it has primary 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.

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Vendor name	Vocational Improvement Program, Inc.
Vendor number(s)	HJ0552-954; HJ0553-954; HJ0554-954
Primary regional center	Inland Regional Center
Service type(s)	Work Activity Program (WAP)
Service code(s)	954
Number of consumers typically and currently served	HJ0552-954=178, Alternative Services (AS)=169 (Rancho Cucamonga); HJ0553-954=96, AS=95 (Hesperia); HJ0554-954=137, AS=137 (San Bernardino)
Typical and current staff-to-consumer ratio	There is no required ratio for a work activity program
<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>A work activity program (WAP) has a daily production focus (typically assembly and packaging in nature) in a production facility that is owned/leased by the vendored organization. The structure is site-based and does not allow for any staff position(s) for sustained integration opportunities, nor position(s) to implement a true person-centered approach. If a person desires to explore CIE, it does not allow for job development, discovery, traditional job placement, or customized employment. The shift to Alternative Services includes some shortened-schedule in-person services on the work floor and skills training using an electronic platform in individual and group settings with a specific focus on work-related skills, some of which can be practiced while at home. VIP has provided engaging, interactive, and person-centered vocational training via alternative services that have empowered individuals to have control of their ongoing vocational goals while pushing their personal boundaries to embrace their maximum potential.</p>	
<p><b>Project Narrative Description:</b> 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>VIP's Work Activity Programs are chosen by many clients; however, they provide work in settings that are considered by some to be congregate and non-integrated. With funding made available in the FY16/17 HCBS grant cycle, VIP added services under the program name <u>ACE – Achieving Competitive Employment</u> for additional job readiness, training, self-advocacy, person-center planning, and community access. ACE was expanded with funding in FY18/19 to include advanced job readiness. Clients currently participating are excited about new skills that they are acquiring, and about opportunities to access job exploration and job trails in community employment. The past year has been challenging, but we have learned that many of the ACE services can successfully be done virtually if the client(s) have access to technology; however, some services such as Person-Centered</p>	

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Thinking meetings and Discovery tend to be better when done in-person. It was noted that there was value lost doing the meetings virtually in that the emotional connection was lacking, non-verbal cues were not conveyed as clearly, and attendees were not as comfortable in the setting.

### **A. Barriers and Resulting Needs:**

1. For successful transition to CIE, formally assess skills learned in job readiness classes, for successful transition, implementation, and retention. Refresh as needed. This might be done virtually or in-person.
2. To increase empowerment, clients and staff need ongoing training to refine and expand the person-centered thinking process, which also includes rights, self-advocacy, and discovery. Regular follow-ups to person-centered thinking meetings will keep the process fluid and allow for adjustments as desired by the client(s).
3. Other needs: in addition to job trials and other work opportunities in the community, expand opportunities for community integration; hands-on individualized vocational support during community job trials.

### **B. How these barriers will be addressed:**

1. To increase CIE: If chosen by clients, successful transition will be enhanced by formally assessing skills learned in ACE job readiness classes and offering individualized hands-on vocational support at job sites outside of WAP.
2. To increase CIE: Based on assessments perform refresher job readiness classes as deemed appropriate.
3. To increase opportunities for community integration: Training about work and nonwork access of the community; opportunities for trial job placement, job exploration, volunteering, other desired community participation; to include small group community integration activities both in-person and virtually.
4. To increase empowerment of persons served: Ongoing training for staff members in person-centered planning, self-advocacy, informed choice and rights of persons served.
5. To increase empowerment of persons served: Person-centered training for persons served in self-advocacy, informed choice and rights, expressing individual needs and preferences; regular documented follow-ups to Person-Centered Thinking meetings to empower clients to drive change in their lives.

**C. Method to implement B.1.-B.5. Above:** VIP anticipates retaining and shifting the focus of current ACE staff (Manager plus 2 program specialists, case manager). Persons served in WAP, who are accustomed to making a paycheck, will have the opportunity to continue to have the dignity of work, and will also have the opportunity to access their local community, participate in trial work placements, volunteer, do job exploration, etc. The lack of and limitations of public transportation will require two vehicles for community access.

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

1 x 2 \_\_\_ 3 \_\_\_ 4 x 5 \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_

#1: WAP is considered congregate/non-integrated; #4: The structure of WAP does not optimize individual initiative, autonomy, and independence.

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.

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<p>#1: VIP's work activity programs are chosen by many clients; however, an HCBS barrier is that WAPs provide work in settings considered by some to be congregate and non-integrated with limited access to the community. Transitioning a nonintegrated WAP model of services will be very challenging. The current WAP structure does not allow for sustained integration opportunities or individualized training needed for successful transition to competitive employment as currently defined; #4: An HCBS barrier results from the structure of WAP, which is rigid/limits daily activities and physical environment.</p>
<p>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.</p>
<p>The HCBS Rule has specific focus on client choice, opportunities to access the local community, and a person-centered approach. This concept does all three. ACE offers opportunities for increased flexibility for integration and choice, and offers opportunities to increase individual initiative, autonomy, and independence.</p>
<p>6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?</p>
<p>Outcomes will include individualized assessment of soft skills learned, regular follow-ups to person-centered thinking meetings, individualized and hand-on vocational support in job trials, facilitation of community access, including discovery, for clients that might not otherwise have this option through the current WAP model. Specific and measurable objectives will be developed, reported on a quarterly basis to regional center, and included in VIP's annual outcome reporting tool.</p>
<p>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.</p>
<p>On-going feedback is gathered in ACE, not only about the currently funded transition services now being provided through funding from the FY18/19 grant cycle and previously funded FY16/17 grant cycle (ACE – Achieving Competitive Employment), but also about how they would like to see these services expanded and/or new services added. In December 2020, clients also participated in a virtual SWOT review.</p>
<p>8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.</p>
<p>Person-centered services are not once-and-done. Incorporation of regular follow-ups to meetings will keep the process fluid and empower clients to drive change in their lives.</p>
<p>9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.</p>
<p>VIP's core values and guiding principles state that every individual has the right to work toward achieving a quality of life, whether living with a disability or not, that leads to self-fulfillment and meaning. This may include exposure to opportunities, freedom to make individual choices, participation and inclusion in the community, and a life that is self-directed. The benefits, value and success of this project will far outlive conclusion of the funding through offering individuals the dignity of work that he/she chooses and owns.</p>

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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](#).

This is a two-year budget with capital expenses in year one only. Major cost categories include: ACE staff wages for 2 years: Manager=\$55,000/yr; 2 program specialists=\$79,000/yr; 75% of a case manager=\$31,200/yr. Total benefits per year=\$17,590.5/yr. **Total wages and benefits=\$365,518**. One-time costs: Computer equipment=\$3,600. 2 vehicles for community access=\$40,458. **Total budget=\$409,639**.

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.

Growth in other programs and in business development will provide additional revenue streams to help fund ongoing positions; seeking additional grant money and fundraising options may be considered; seeking additional vendorizations may be considered.

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) 16/17; 18/19; 19/20  
 Disparity Funding   x   No \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_  
 CPP Funding          x   No \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_  
 CRDP Funding        x   No \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_  
 If yes to any question be sure to answer questions 13 and 14.

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.

FY16/17: 216 clients participated in Job Readiness Training; 140 person-centered thinking meetings were held; 4 educational community nights were held for family members/clients; Annual staff training was completed on person-centered thinking, advocacy, rights and choice; the A-TEAM, a national client advocacy group was established (first chapter in CA) at all 3 WAP locations; Market research was completed for potential employment markets; employer outreach took place; multiple employers took advantage of diversity/sensitivity training; multiple opportunities for clients to participate in community-based employment opportunities (job trails, substitute/temporary positions, etc.), non-work community activities; grant goals met or exceeded. FY18/19: Significant challenges were experienced due to the temporary closure of WAP due to Covid and the loss of face-to-face interactions. 36 clients participated in Advanced Job Readiness Training: 49 clients participated in ACE I classes; 55 Person-

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centered thinking meetings were held; Educational Community Night Family training on working and the impact on Social Security held at all WAP sites; objectives met for multiple opportunities to participate in community-based employment (substitute and temporary positions, job trails, etc.) and non-work community activities; Continuation of A-Team Advocacy Group; 6 clients participated in discovery activities, 2 completed the process and 4 are in process; Annual staff training completed on person-centered thinking, advocacy, rights and choice.

FY19/20: this contract has just completed its first six months. One Employment Specialist position was filled and one was put on hold due to the continuing challenges of job development and placement in the midst of Covid. The active Employment Specialist has made 5 CIE placements and has 2 clients with active applications.

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 project in FY16/17 focused on the basics of job readiness, advocacy, community access, and initial Person-Centered Thinking meetings, and was only 41% funded. The project in FY18/19 expanded job readiness to an advanced level, enhanced Person-Centered Thinking meetings, included limited Discovery activities, and expanded community access and advocacy. The project in FY19/20 focused on job development and job placement. The current project will focus on regular Person-Centered Thinking meeting follow-ups, job readiness assessments, individualized vocational support in community settings, and enhanced advocacy and community access.

HCBS CONCEPT BUDGET		FY 20/21				
Vendor Name		Vocational Improvement Program, Inc. (VIP)				
Vendor Number(s)		HJ0552-954; HJ0553-954; HJ0554-954				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (wage + benefits)</b>						
ACE Program Manager	59690.8	1.00	59690.8	1.00	59690.8	\$ 119,382
ACE Program Specialist	44190.8	1.00	44190.8	1.00	44190.8	\$ 88,382
ACE Program Specialist	44190.8	1.00	44190.8	1.00	44190.8	\$ 88,382
Case Manager	46290.8	0.75	34718.1	0.75	34718.1	\$ 69,436
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
<b>Personnel Subtotal</b>			<b>\$ 182,791</b>		<b>\$ 182,791</b>	<b>\$ 365,581</b>
<b>Operating expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Operating Subtotal</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Administrative Expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Administrative Subtotal</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Capital expenses</b>						
Computer Equipment			\$ 3,600			\$ 3,600
Vehicle: Kia Soul			\$ 20,229			\$ 20,229
Vehicle: Kia Soul			\$ 20,229			\$ 20,229
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Capital Subtotal</b>			<b>\$ 44,058</b>		<b>\$ -</b>	<b>\$ 44,058</b>
<b>Total Concept Cost</b>			<b>\$ 226,849</b>		<b>\$ 182,791</b>	<b>\$ 409,639</b>

See Attachment F for budget details and restrictions