

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: 2-1-2021	Completed by: Arnel Silverio
Vendor Name, Address, Contact: Bright Minds Residential Care, Inc. DBA Bright Life Care Home (1736 Newark Lane, Suisun City, CA 94585) Arnel Silverio (707)386-3888 brightlifecarehome@gmail.com	
Vendor Number: HN0491	
Service Type and Code: RCFE- SRF (113)	

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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 Please explain: Individuals have access to their community to the extent of their understanding of what is available and experiences presented by their care providers, both past and present. Limitations to community access are due to their understanding of their needs, preferences, and services available.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: IPPs are provided by North Bay Regional Center. Prior to placement, ID team will meet to assess for appropriate fit. Once all members of the ID team are in agreement, the individual is accepted and able to move in.</p>	

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<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: The provider informs individuals of their rights and protection of confidentiality. However, participants who are limited verbally or have no speech at all do not currently have the benefit of assistive technology, like an iPad where picture exchange communication can be used to express needs and preferences.</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 Please explain: Bright Life Care Home does it best to provide activities that are based on our individuals needs and preferences. However, a more complete understanding of our individuals needs and preferences via person centered planning would yield more meaningful daily activities.</p>	

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<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Individuals have the opportunity to express which staff members provided services and supports to them.</p>	

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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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Individuals complete an admission agreement at or before move in. Individuals are informed that they should reach out to NBRC SC if they would like to relocate.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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Please explain: Yes, individuals have choice regarding accommodations to the extent of the home's availability. Individuals have the option to furnish and lock their rooms according to their preferences.

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: Individuals have access to food at anytime and are able to choose their daily schedule. However due to the current kitchen layout, individuals do not have full access, especially those who utilize wheelchairs or walkers. A kitchen remodel/restructuring would help meet this requirement.

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: Yes, participants have the option to have visitor and leave the home as they desire.

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?

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	<ul style="list-style-type: none"> • Are appliances and furniture accessible to every individual?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Individuals have the freedom to move around both inside and outside the home, to the extent that space or clearance is available. Remodeling of the Master Bedroom, Master Bathroom, and Hallway Bathroom, would create larger openings for individuals who utilize wheelchairs or walkers. Likewise, a remodeling of the bathroom would provide more clearance as well as comfort with the installation of wider toilets.</p>	

CONTACT INFORMATION

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ACKNOWLEDGEMENT

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

I AGREE

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Regional center vendors may receive funding to make changes to service settings and/or programs to help them come into compliance with the HCBS rules. To be considered for funding, vendors must complete and submit this form and the provider compliance evaluation form as one packet to the regional center with which it has primary 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	Bright Minds Residential Care, Inc. DBA Bright Life Care Home
Vendor number(s)	HN0491
Primary regional center	North Bay Regional Center
Service type(s)	RCFE- SRF
Service code(s)	113
Number of consumers typically and currently served	4
Typical and current staff-to-consumer ratio	1:2
<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>Service setting is in a 4 bed Residential Care Facility for Elderly (Special Residential Facility) Services are provided at a 1:2 ratio which include supporting individuals in all activities of daily living (i.e meal prep, feeding, assistance with toileting, recreational activities, money management, health appointments, overnight care, etc). A typical day will consist of all of the above mentioned supports. Currently there are 4 residents in the home with differing preferences and levels of support.</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>Using the grant funding, Bright Life Care Home(BLCH) would like to move into compliance with HCBS. BLCH will utilize funds to hire a Person-Centered Trainer (PCT) to attend available Person Centered trainings. PCT will then create protocols and processes to ensure Person Centered Practices guide our individual's experiences. PCT will also train current and future staff in Person Centered Practices. Discovery Coaches will be put in place to help our individuals identify and explore new experiences or services in the community to meet our individuals needs and preferences. Along with the PCT, their role is to help our individuals expand their repertoire of activities thus promoting a higher quality of life. 12 seat Van purchased will help transport our individuals to such activities or services within the community. Lastly</p>	

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renovations to the home will ensure all individuals both current and future have freedom and access to all corners of the home.

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_x_ 4_x_ 5___ 6___ 7___ 8_x_ 9___ 10_x_

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.

FR1: Individuals have access to their community to the extent of their understanding of what is available and experiences presented by their care providers, both past and present. Limitations to community access are due to their understanding of their needs, preferences, and services available. Additionally, challenging behaviors may pose a health and safety risk to self and others. This concept, more specifically PCT and DC staff are necessary to further ensure services in the community and home meet the individuals needs and preferences.

FR3: Individuals who are limited verbally or non-verbal need a means of communication. This concept, specifically the purchase of iPads (along with communication software) is necessary to assist in communication.

FR4: Bright Life Care Home does it best to provide activities that are based on our individuals needs and preferences. However, a more complete understanding of our individuals needs and preferences via person centered planning would yield more meaningful daily activities. This concept will address processes and trainings which will emphasis person centered practices.

FR8: Currently the kitchen layout is such that not all individuals (especially those using wheelchairs or walkers) have free access. A Kitchen remodel, proposed in this concept would address that barrier.

FR10: Currently the Master Bedroom and Bathroom and Hallway Bathroom layout is such that not all individuals (especially those using wheelchairs or walkers) have free access. A remodel, proposed in this concept would address that barrier. Additionally, larger toilets would also be beneficial to the residents.

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.

FR1: A Van, PC Trainer and Discovery Coach will meet FR1 by providing individuals with the opportunity to access services in the community based on needs and preferences. Individuals with challenging behavior that may hinder community inclusion will have behavior consultations.

FR3: Communication devices will meet FR3 by assisting individuals with limited verbal or no verbal communicate to express needs and preferences.

FR4: PC Trainer and DC will meet FR4 by helping individuals create experiences that are meaningful to them.

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FR8: Kitchen remodel will meet FR8 by creating more space to allow all individuals access, especially those in wheelchairs/walkers.

FR10: Bedroom/Bathroom remodel will meet FR10 by creating more space to allow all individuals access, especially those in wheelchairs/walkers.

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

Proposed outcomes would be:

1. Bright Life Care Home will utilize Person Centered Planning to ensure more meaningful services are provided to the client.
2. Individuals will have more opportunities to discover needs and preferences and meet those needs in home and community.
3. Individuals will have transportation into the community.
4. Individuals will have opportunities to communicate.
5. Individuals will have access to all areas within the home.
6. Individuals will have access to Behavior and Recreational Therapy Consults.

This will be tracked on a daily basis and recorded in Quarterly Reports which will be submitted to the Regional Center.

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.

An Appraisal of Need and Services was completed for each individual at the time of admission. Prior to the individual moving in, an ID team meeting was held to discuss needs and preferences and what services and supports the individual was interested in. Preference and needs assessments are informally completed each day.

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

The concept will enable more person centered services in that individuals will have benefit from new processes that will be based off of person centered practices as implemented by the PC Trainer. Individuals will have access to Discovery Coaches that will help the individuals match needs and preferences to services within the community. Individuals will have transportation to access the community. Individuals will have access to communication devices. Individuals will have access to all areas within the home. Individuals will have access to Behavior and Recreational consults that will address behaviors that may pose a risk to health and safety in the community.

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

Staff cost will be absorbed by BLCH.

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

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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](#).

iPads will be purchased within 1 month of grant received. Behavior and Recreational Consults will begin within 1 month. PCP Trainer and DC1 position will be filled within 3 months of grant funding received. Van will be purchased within 3 months. DC2 Position will be filled within 4 months. Kitchen renovations to begin by month 6. DC3 position will be filled by month 6. Master Bedroom and Bathrooms will begin by month 12. Maxicomfort Lift Chairs to be purchased within a year.

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.

Not Applicable

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 Yes. If Yes, FY(s) _____

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.

n/a

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.

n/a

HCBS CONCEPT BUDGET							
Vendor Name		Bright Life Care Home					
Vendor Number(s)		HN0491					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (wage + benefits)							
PCP Trainer	45760	1.00	\$ 45,760	1.00	\$ 45,760	\$ 91,520	
Discovery Coach	33280	1.00	\$ 33,280	1.00	\$ 33,280	\$ 66,560	
Discovery Coach	33280	1.00	\$ 33,280	1.00	\$ 33,280	\$ 66,560	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 112,320		\$ 112,320	\$ 224,640	
Operating expenses							
BCBA Consultant (\$800/mo)			\$ 9,600		\$ 9,600	\$ 19,200	
Recreational Therapist Consultant (\$800/mo)			\$ 9,600		\$ 9,600	\$ 19,200	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Operating Subtotal			\$ 19,200		\$ 19,200	\$ 38,400	
Administrative Expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ -		\$ -	\$ -	
Capital expenses							
12 Seat Passenger Van			\$ 66,879			\$ 66,879	
(4) Apple iPad Pro			\$ 4,061			\$ 4,061	
(2) Apple Macbooks			\$ 2,616			\$ 2,616	
(4) Maxicomfort Lift Chairs			\$ 5,996			\$ 5,996	
Kitchen Remodel			\$ 32,563			\$ 32,563	
Master Bedroom and Bathroom Remodel			\$ 21,378			\$ 21,378	
Hallway Bathroom Remodel			\$ 21,477			\$ 21,477	
						\$ -	
						\$ -	
Capital Subtotal			\$ 154,970		\$ -	\$ 154,970	
Total Concept Cost			\$ 286,490		\$ 131,520	\$ 418,010	

See Attachment F for budget details and restrictions