

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:2/8/21	Completed by:Ron & Eunice Perez
Vendor Name, Address, Contact:Buenavista Group Homes, Inc., 6135 Wild Dune Ct., Vallejo, CA 94591	
Vendor Number: NBRC (Vendor #H0100) in conjunction with a proposal also sent to RCEB (Vendors #HB0270, #HB0394, #HB0615 and #HB0817)	
Service Type and Code:915	

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

<p><u>Federal Requirement #1:</u> <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</p> <p>Please explain: While our program philosophy continues to support individuals' life choices, we are now looking into our program through a Person-Centered lens in all aspect of our individuals' lives. We learned from our Person-Centered training that our work should be built on the belief that all people are born with gifts, strengths and purpose in life and that everyone has the right to equal access to the opportunities available to anyone to explore, discover and express these gifts and purpose. Because Person-Centered work requires designing new ways to learn with people how to support a life that has meaning for them, it also requires space, time and more staffing to do this work. We would like to support our individuals to seek paid employment,if they choose to, which reflect theircapabilities and passions; however, our challenge is that it demands a lot of staffing hours which a level 3 home cannot support.It can be taxing at times for staff to find new ways to communicate and learn about a person beyond their disabilities, when they also have to maintain a home and perform their regular "duties". Our goal can be fully achieved by hiring a full-time Person-Centered Planning Coordinator who can support our staff to find creative ways to draw out interest,gifts and purpose. This person can help with community mapping to explore their interest in the community; continuously update individual's One Page Profile;work on each person's Framework for Planning or Liberty Plan; and connect individuals to people in the community whether through zoom or in person. Our individuals have options to control their personal resources as appropriate. Staff provides different store platforms to choose items to purchase whether online or instore.</p>	

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

<p><u>Federal Requirement #2:</u> <i>The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals? • Does each individual's IPP document the different setting options that were considered prior to selecting this setting?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Our agency works with individuals' case managers to develop each individual's IPPs. Currently, we have recreated the IPP to reflect each person's strengths, interest and desires through a simple One-Page Profile. This One-Page Profile should be a fluid document that can be reshaped to an individual's current situation because their needs are constantly changing. We believe that an individual's IPP should be easy to read and understand and that it reflects the mantra "nothing about me without me". The IPPs also documents the different setting option which the individual considered before moving into their current home and whether they wish to change it in the future.</p>	
<p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint? • Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality? • Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: We regard our individual's privacy matter of utmost importance for their well-being, the preservation of human dignity and their self-esteem. Staff is sensitive to individual's privacy issues whether it is regarding personal space to personal modesty and personal information (HIPPA). We ensure our individual's rights to enjoy private</p>	

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

space, to be able to conduct private communications via telephone/tech devices, and to be free from surveillance in respect to the sanctity of one’s body dependent on their level of support for personal and hygiene care. Since most of our individuals do not communicate verbally, staff had to learn to communicate and “speak their language” through cueing, modeling, sign & body language, adaptive technology and any other means available to help our individuals understand their basic rights and support them as much as possible to work towards independence as they choose to.

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

Please explain: Since our Person-Centered Training with Carol Blessing, we were able to start shifting our agency’s focus from community group activities to drawing out interests from each individual through community mapping and exploring those activities of interests. It was also important that staff build relationships with individuals as learning partners so they could dig deeper and discover each person’s gifts and capacities. Although this exploration of communitylead to some discoveries, it was cut short due to the pandemic. We also feel that in order to fully make that cultural shift into being an agency which promotes a truly person-centered program, we still require more training and coaching with Carol Blessing who brought us a host of resources, innovative ideas, and introduced us to a collective array of teachers and mentors who have practiced and taught person-centeredness for decades. Our journey has just begun and we have only scratch the surface of what our individuals truly want in life. They, in turn, are also trying to figure out who they are and what more is possible for them. Intensive discovery of the people we support, persistence in those exploration and support for our staff (DSPs and Person-Centered Trainers) through training, development and coaching are still needed to continue our journey to sustain a program that can help individuals make life choices and develop relationships (“natural supports in place”, not with paid staff) outside the home.

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

<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</p> <p>Please explain: Individuals are encouraged to make decisions on who they choose to assist them in providing care. When available, we try to match staff members who work well with that individual. We call this “intentional teaming”. Individuals has opportunities to modify their services at any time which is why tools like the One Page Profile, Community mapping, Relationship map, and the Framework for Planning, to name a few, are crucial to developing service plans.</p>	

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

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

<p><u>Federal Requirement #6:</u> <i>The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction’s landlord/tenant law.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are individuals informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Prior to placement at our homes, we require each person to have multiple visits and respite stays to determine compatibility for each party. When both parties agree to the placement, an Admission Agreement is written and signed by all parties involved. In this agreement, the individual is made aware that they have options to seek other placements if their current placement no longer meets their needs or if they want to vacate for whatever reasons.</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed. Individuals sharing units have a choice of roommates in that setting. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?

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

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

Please explain: Our home at Buenavista Home at Eagle Ridge offers private and shared rooms. Individuals have the option to choose whom they would like to room with if it is mutual or if they prefer a private room. Individuals have the option to furnish and decorate their rooms with their own personal belongings and taste. They can even choose wall colors, additional furnishing or equipment. They do have the option to lock their doors, but must be mutually agreed upon if they have a roommate.

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 in the homes have access to food at any time, however, some may have difficulty gaining access to certain food items without the help of a staff member because not all our kitchens are ADA compliant. We encourage everyone's input when planning out meals. Individuals are also involved in the planning, preparation and coordinating of their own schedules. They can participate in home or community events or choose to do an activity on their own. Individuals are free to move about the home such as their living areas, dining room, kitchen, bathroom, laundry room, activity room and backyard areas; however, not all can access it easily without the help of a staff member.

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: Our homes have an open-door policy. Individuals who wish to have visitors at any time can do so. After all, this is their home, so they get to decide and amend any house rules they choose to by voting. We also encourage individuals to maintain their relationships with family and friends. We make every effort to include family and friends in home or community activities. Sometimes individuals spend time

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

outside the home with family and friends on weekends, holidays or special events. It is our hope that we can help them develop other meaningful relationships in the community.

Federal Requirement #10:

The setting is physically accessible to the individual.

Guidance:

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

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

Please explain: All individuals are free to move about the inside and outside the home and not restricted to one area; however, we have one individual at this home who needs a wheelchair to move about but is limited to accessing other areas of the home due to the type of carpet we have in this home. When we opened our home 20 years ago, we wanted to offer an environment that was beautiful, yet comfortable and that everyone would love to live in. That vision led us to purchase a very contemporary model home with all the furnishings included and a very plush designer high pile “shag” rug to go with it. This rug worked very well for this individual because he was able to move about the house by crawling; however, now that he and the rug has aged, he spends more time in his chair and is unable to move it freely because the wheels get caught in the threads of the rug. Aside from not moving independently inside the home, this individual is also restricted when he wants to spend time in the backyard, where he has taken an interest in gardening, due to the type of ground cover that the area has (all grass). Grab bars and bathroom seat modifications are available to everyone in the home, including a recently remodeled ADA complaint bathroom for this individual. The kitchen is also an area where this individual struggles. Since the pandemic, this individual has taken to watching cooking shows and wanting to prep meals and help around the kitchen, but he is not able to access items in the kitchen. Staff and his housemates have to bring food or kitchen items to him. Appliances (microwave, toaster oven, refrigerator etc.) are not accessible to this individual. Changing the flooring throughout the house so his wheelchair can move about freely can truly help this individual gain his independence back. Providing him with an area of the backyard where he can wheel himself freely to join others and building taller planter boxes to garden from his wheelchair would make a world of difference to this individual. A redesigned kitchen that is both ADA complaint and functional for everyone would serve to promote independence and autonomy.

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

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

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

Regional center vendors may receive funding to make changes to service settings and/or programs to help them come into compliance with the HCBS rules. To be considered for funding, vendors must complete and submit this form and the provider compliance evaluation forms 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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Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

Vendor name	Buenavista Group Homes, Inc.
Vendor number(s)	#HN0100
Primary regional center	North Bay Regional Center
Service type(s)	ARF Level 3
Service code(s)	915
Number of consumers typically and currently served	4 individuals with 1:4 staffing ration
Typical and current staff-to-consumer ratio	Yes
<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>Buenavista Group Homes, Inc. hashomes serving adults, ages 18-59, 7 days per week/24 hours daily. We support individuals integrate and expand their repertoire of life experiences. Since our last grant request, our agency, under the tutelage of Carol Blessing of Cornell University, has begun to shift our focus from “caregiving” to building relationships with people who need support to be able to live a life that they can be proud of.</p> <p>A typical day prior to Person Centered training consisted of assisting and managing individuals’ daily routines while trying to minimize “maladaptive behaviors” in the home and in the community. We thought we provided choices, but in retrospect, we only provided choices that were easy for everyone (the individual, the staff and the community). So, we went on a journey to try to get to know the person inside the “client”. Individuals who often don’t speak have found their voices. We are now just hearing them and learning to speak their language. We are still in the process of drawing out interests and seeing how we can support individuals managed those interest given the current events in the community.</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>Life before the pandemic was an explosion of “Life Tasting instead of Life Wasting”. For everyone’s safety, explorations had to be done at home or over Zoom. Because individuals are mostly confined at home, we came to a realization that the home in Vallejo did not function well for everyone, especially for the individual who has a</p>	

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

wheelchair. He has to ask for help and wait for someone to move him to certain places in the home. He has to wait for someone to help him access the backyard to do his gardening. And he is most constricted in the kitchen (an area he has taken interest in) where nothing is reachable for him. Replacing the rug to other flooring options that is voted on can greatly help this individual independently maneuver around to access all areas of the home. Redesigning the backyard like installing raised planter boxes to create a wheelchair accessible garden would greatly help this individual. Removing barriers in the entire kitchen, (i.e. widening and lowering a section of the kitchen island so he can comfortably sit at the island with everyone else and have small appliances within his reach; replacing all the cabinetry to create pull out drawers for dishes, glasses, pots and pans, pantry items, etc.; relocating and replacing the microwave so it is accessible; replacing the refrigerator so he can access both the fridge and the freezer portions; replacing the stove for ADA compliance; and widening the aisle for accessibility) will create independence and autonomy for this person or any other persons with assisted devices who will reside here in the future. Also continuing our journey with Carol Blessing and her team of experts who can provide support for our staff and our Person-Centered trainers in training, coaching, documenting stories of individuals and creating Person-Centered Plans (Liberty Plan) for each individual can help our agency into compliance and sustain and strengthen this culture for years to come. And because Person-Centered Planning demands time and initiative, hiring a Person-Centered Coordinator who can help and guide staff find resources for employment and help think of creative ways to draw out interests in people, could help our agency be compliant with the Final Rule in all aspects.

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

1 2 3 4 5 6 7 8 9 10

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

Federal Requirement #1 - Because Person-Centered work requires designing new ways to learn with people how to support a life that has meaning for them, it also requires space, time and more staffing to do this work. It can be taxing for staff to find new ways to communicate and learn about a person beyond their disabilities plus find new resources, when staff also have to maintain a home and perform their regular "duties". Our goal can be fully achieved by hiring a full-time Person-Centered Planning Coordinator who can support our staff to find creative ways to draw out interest, gifts and purpose. (Refer to Appendix E)

Federal Requirement #4 - We also feel that in order to fully make that cultural shift into being an agency which promotes a truly person-centered program, we still require more training and coaching with Carol Blessing (Refer to Appendix B for Resume), who brought us a host of resources, innovative ideas, and introduced us to a collective array of teachers and mentors who have practiced and taught person-centeredness for decades. Intensive discovery of the people we support, persistence in those exploration

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

and support for our staff (DSPs and Person-Centered Trainers) through training, development and coaching are still needed to continue our journey to sustain a program that can help individuals make life choices and develop relationships (“natural supports in place”, not with paid staff) in the community. (Refer to Appendix D Proposed Scope of Work from Carol Blessing)

Federal Requirement #10 - Another deficit we have as an agency is a physical one. Although individuals are free to move about the inside and outside the home and not restricted to one area, it is not accessible for everyone. We have one individual at our home in Vallejo who needs a wheelchair to move about but is limited to accessing other areas of the home due to the type of carpet (high pile “shag”) we have in this home. Aside from not moving independently inside the home, this individual is also restricted when he wants to spend time in the backyard, where he has taken an interest in gardening, due to the type of ground cover that the area has (all grass). The kitchen is also an area where this individual struggles. Appliances (microwave, toaster oven, refrigerator etc.) are not accessible to this individual. Changing the flooring throughout the house so his wheelchair can move about freely can truly help this individual gain his independence back. Providing him with an area of the backyard where he can wheel himself freely to join others and building taller planter boxes to garden from his wheelchair would make a world of difference to this individual. A redesigned kitchen that is both ADA complaint and functional for everyone would serve to promote independence and autonomy.

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.

Federal Requirement #1 – Hiring a Person-Centered Planning Coordinator can help facilitate an individual’s goals and create greater community opportunities in both work and social settings in ways that matter most to them. That means developing customized programs of employment and volunteer opportunities, creative, social, and recreational activities, and more. (Refer to Appendix E for job description)

Federal Requirement #4 –Continuing and expanding our contract with Cornell University’s Community Inclusion and Program Director Carol Blessing and her team will propel our program to focus and redesign individuals’ IPP goals that reflects initiative, autonomy, independence with making life choices through a Person-Centered philosophy. Instilling a culture that is set on engaging, educating and developing training and coaching methods for staff through team circles can ensure our agency sustain these training methods for our in-house trainers and staff for the future. (Refer to Appendix D Proposed Scope of Work from Carol Blessing.)

Federal Requirement #10 –Redesigning indoor (kitchen and home flooring) and outdoor (wheelchair accessible garden) spaces for accessibility for our home in Vallejo can assist in gaining independence and autonomy for ALL individuals in the home.

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

The proposed outcomes and objective of each concept are that with additional help, support, training, coaching, intentional teaming and creatively redesigning personal environments, individuals will have control over their services, including the amount, duration, and scope of services, and will exercise independence over their physical

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

space. Team members, planners, and consultants will document each person's life progress through their ISP/IPP, celebrating small victories and accomplishment, recording stories that reflect each person's journey, creating life templates (Liberty Plan) and discussing how challenges are addressed. Monthly and quarterly reports and project summaries will be recorded for each individual.

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.

Since the start of our training with Carol Blessing, individuals have shown remarkable growth in the way they communicate, voicing out interest and desires through Person-Centered tools (One-Page Profile, Relationship Map, Community Mapping, Learning Partner teaming, etc.). Individuals were able to join in some training sessions in which we discovered interests and explored possibilities of inclusion in the community. Individuals have expressed in their own language their desire to continue the journey of exploration. We as an agency alone cannot continue to fully develop our program without the help of consultants. Through interviews with individuals, listening with open senses (ears, eyes, heart and mind) and acknowledging what is important to them, we were able to identify what services were needed to continue and expand and which physical spaces needed to be redesigned and reimaged.

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

The concepts we propose is all based on the Person-Centered teachings and concepts.

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

At the conclusion of our funding, we expect to maintain a program based on Person-Centered Services through individuals engage in desired employment, in relationships developed in the community, in varied life experiences, and the enjoyment for spaces redesigned.

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](#).

Refer to Appendix A and C

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.

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

N/A	
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 <u>X</u> Yes. If Yes, FY(s) <u>2019-2020</u> 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.	
<p>Staff were paired up with learning partners and the questions began. There was a period of discovery and getting over the fear of whether our individuals will “act out” if they tried something new and didn’t like it or if they liked it too much and won’t ever stop. Results were surprising. We have an individual who went from constantly singing at the top of his lungs in the home to singing in public at the Farmer’s Market with another performer. We have a young lady, who would drop to the floor if she didn’t like something and is considered to have too many challenging behaviors to behave properly in public. She was able to go to a salon to get her hair and nails done. She sat still and smiled the whole time. We have another individual who has a love for firetrucks. He was able to get a private tour of the fire station and fire trucks. His goal is to one day become a volunteer fire fighter. Some of our individuals have gone to regular art classes in studios which cater to everyone not just people with “special needs”. These stories are just some examples.</p>	
14. If your organization received prior funding, please explain how the current funding request is not redundant with any prior funding received and/or builds on the prior funding but was not part of the original funding.	
<p>This current funding request for Person-Centered Planning training & coaching builds on prior funding to continue our agency’s journey to shift our culture to one of Person-Centeredness. The request for a Person-Centered Planning Coordinator and redesigned spaces are new and not redundant.</p>	

HCBS CONCEPT BUDGET		Year 2020 - 2021				
Vendor Name		Buenavista Group Homes, Inc.				
Vendor Number(s)		#HN0100				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Person Centered Planning Coordinator (1/5 of cost)	25	416.00	\$ 10,400	416.00	\$ 10,400	\$ 20,800
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 10,400		\$ 10,400	\$ 20,800
Operating expenses						
Short-term House Rental for 12 weeks period (construction period)			\$ 12,000		\$ -	\$ 12,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ 12,000		\$ -	\$ 12,000
Administrative Expenses						
Carol Blessing Consultant et al (1/5 of cost)			\$ 8,923		\$ 4,462	\$ 13,385
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 8,923		\$ 4,462	\$ 13,385
Capital expenses						
Total rehab cost			\$ 103,000		\$ -	\$ 103,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ 103,000		\$ -	\$ 103,000
Total Concept Cost			\$ 134,323		\$ 14,862	\$ 149,185

See Attachment F for budget details and restrictions