

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: 02/02/2021	Completed by: 02/09/2021
Vendor Name, Address, Contact: Red Jade Home, 913 Jefferson St. Fairfield, Ca. 94533, Miracle Lane House, 1625 Fairfield ave, Fairfield, Ca 94533	
Vendor Number: HN0317, HN0223	
Service Type and Code: ARF specialized setting code 113, ARF 915 Level 4I	

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<p><u>Federal Requirement #1:</u> <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Red Jade Home and Miracle lane House have a total of 7 residents. Currently, RSP has only one old 12 passenger (well maintained) van use in the greater Fairfield area. They all get to go and receive services in the community but not to their preferences and needs. All of them would like to go out in the morning especially on weekends. The Red Jade Residents would prefer to go to the mall, eat at McDonalds, communicate with friends in the community and go shopping. The Miracle Lane House residents prefer going to the Marina in Suisun, Benicia Waterfront and Allen Witt Park where they walk, roam and feed the birds. Taking Red Jade residents to where they don't want to go can cause friction with the Miracle Lane House residents and vice versa. RSP and staff created a different schedule for the 2 homes but resulted in increased anxiety, restlessness and unnecessary stress among the residents due to the fact that they all want their outing to start in the morning after breakfast. Our individuals like to participate in outings and activities in the community such as dancing to the music of Rock Bands invited to perform in downtown, Fairfield, attends the Tomato Festival, Thursday Flea Market selling variety of ethnic food, craft and all sorts of items. Residents of the 2 homes are requesting trips to Universal Studios, Disneyland, Lake Tahoe, Las Vegas and places different than what they see in our community. Having an old van servicing 7 residents in the 2 homes puts us into non-</p>	

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compliance with the HCBS settings rules for their preferences and needs could not be met. Hoping each home will be funded with a new Sienna van that makes the individuals' personal lives enjoyable and obtain satisfying experiences now and in the future. As to individuals seeking employment, we assist them to visit 3 of the Day Programs that can provide employment such as Pride Industries, Impact and Solano Diversified Services. Our individuals are given the option to control their personal resources. Some are able to with minimum guidance and supervision but the majority prefers the home to safeguard and control their resources. Our staff makes sure receipts are attached to each individuals P&I record with individual's signature.

<p>Federal Requirement #2: <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?
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Does the service and/or program meet this requirement? **Yes** **No**
 Please explain: Every individual at home came in with a Regional Center IPP. Red Jade Home is a specialized setting where the RSP and a few staff have a background in IABA (Institute of Applied Behavior Analysis), most staff are experienced in CPI (Crisis Prevention Intervention) and Pro-Act (Professional Assault Crisis Training) that can deal with intense and complexed behavior. Due to unavailability or limited settings, the individuals were placed in this specialized setting. Currently, individuals and staff are being given Person Centered Planning Training where Staff can understand more about the needs and preferences of individuals so we can better serve them.

<p>Federal Requirement #3: <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,
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	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: Rights of individuals are posted on the wall. Each right has been explained and Administrator cited examples to individuals for better understanding of their rights. We have one resident who cannot read but we made sure that we read all her rights and she understood.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: Provider offers daily activities according to the individual's preference. Choices are given to all individuals who would prefer to do outdoor or indoor activities. Outdoor activities comprise of basketball, biking, joy ride, hiking at Pena Adobe or just a walk in the neighborhood. Indoor activities are sewing, dart board, PS4 game, treadmill exercise, dancing, watching movies or just listening to music. We structure our support where individuals can freely interact with people of their choice whether they're friends, family, acquaintance at the mall or friends they meet at Zoom meetings during their day program alternative service. The IPP goal is for an individual to live in the least restrictive environment.</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Not all the time the individuals can choose the staff they like to provide them service. The work schedule is done based on availability of the staff. Individuals can voice their concerns outside of the scheduled review of services and their opinions are always given preference and importance by our Residential Service Provider.</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: Every individual placed in our home has an admission agreement. When an individual decides to relocate or wants to move to a new housing, individual is given the phone number of his or her Service Coordinator to contact or staff to assist the individual to call for an IDT meeting.</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: Individuals at Miracle Lane House are given a choice regarding roommates. At Red Jade Home, the individuals have private rooms. All Individuals are given the option to decorate their rooms to suit their taste. Individuals are allowed to lock their rooms if they choose to. One of the residents have a key to her room.

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 any time but staff would remind people with health issues like diabetes or heart disease to follow the Nutritionist's prepared menu. During this pandemic, the individuals are allowed to set their own schedules since Day programs have been closed until further notice. Prior to the pandemic, the individuals have schedules for transportation pick up so they can be at their respective Day Programs on time. There are times when individuals would prefer to go to their Day Program at a different time, therefore, our staff driver will need to make his trip twice. Individuals control their time during weekends. Individuals also plan their own outings prior to the weekend. All individuals have access to all common areas in the home.

Federal Requirement #9:

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

Guidance:

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

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

Please explain: Prior to the pandemic, visitors were welcome to visit the home anytime and were allowed to go out for a meal, shopping or spending the weekend or holidays with families or friends. Families have been notified by staff to provide a week's notice for sleep overs so they can prepare medications and clothes to wear by the individual. As part of our COVID19 plan, our visitor's policy changed to protect the health and safety of individuals at home. This policy will remain permanently in place as a universal precaution. Visits have to be scheduled to avoid overcrowding at home and done at the

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backyard especially during this pandemic. Everyone should wear a mask, temperature checked and practice social distancing. Individuals from the 2 homes such as Red Jade and Miracle lane House are suggesting that we install a covered patio or a sunroom in the backyard with comfortable furniture for longer visits, giving them privacy at the same time and for the health and safety of other residents. Since Covid19 will be with us indefinitely, we are treating this to become our new normal and RSP is requesting for HCBS funding for each home to have a sunroom installed in their respective backyards.

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 allowed to move inside or outside the home. There are no restricted areas in the home. Grab bars are available in the bathroom to use for safety purposes by the individuals. Appliances and furniture are accessible to all individuals. There are times when individuals would prefer to cook or do their own laundry but we always provide staff supervision.

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	Red Jade Home, Miracle Lane House
Vendor number(s)	HN0317, HN0223
Primary regional center	North Bay Regional Center
Service type(s)	ARF specialized setting, ARF
Service code(s)	113, 915 L4i
Number of consumers typically and currently served	3, 4
Typical and current staff-to-consumer ratio	2:4 RATIO
<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 to individuals on week days: 6am to 9am – Assisting ADL (ACTIVITIES OF DAILY LIVING), Breakfast preparation, assisting individual’s medications, creation of progress notes, filling out behavioral chart, facility cleaning and disinfection as part of the new normal routine due to covid19. 9am to 2pm – Individuals in all 2 homes are transported by a 12passenger van to their respective day program. There are times when few individuals are not ready to board the van and waiting for these individuals can delay the rest of the other individuals who need to be at their day program at a specified time. Few individuals are requesting for schedule flexibility. A need for an additional van becomes indispensable if we need to provide a flexible transportation schedule. Details of this issue are provided on page 12 of this concept. 2pm to 7pm – Prepare snack, assist in PM medication, create progress notes, update behavior chart, provide choices of activities such as board games, gardening, movies to watch, treadmill exercise, listen to music, dart board and etc. Dinner is served at 5pm and medication administration. 7pm to 8pm – Free time 8pm to 6am – Bedtime but they can choose to watch late night movies or hobbies they like to do</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>	

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RSP is requesting funding for 2 additional vans (Sienna) so we can better service the residents of Red Jade and Miracle Lane House. Current transportation van being used is old but properly maintained. Having a dedicated van for each home would be of great help to individuals not being rushed to attend their Day Program or go to a preferred place of their interest. There are also days when an individual will be spending sleepover with his or her family and the person needs to be transported to Santa Rosa, Sacramento or San Ramon. Not having an alternative van capable of long ranged driving to take the individual to the desired location creates unnecessary anxiety to the person. Having the sleep over be cancelled because the individual's family could not pick up the person in our care home due to transportation issue could be a devastating experience for the individual.

Individuals are also wanting to go to different theme parks like Universal Studios, Disneyland, Lake Tahoe and Las Vegas. They want to go places they see on TV or hear from people who have been to these great theme parks. Our existing old white van is mainly used in the greater Fairfield area.

Another request for funding is a covered patio for visits. As part of our COVID19 plan, our visitor's policy implemented a permanent change to protect the health and safety of individuals at home. This policy will remain in place as a universal precaution. This will be the new normal and we expect covid19 and other variants to co-exist with us from this point on. Visits have to be scheduled to avoid overcrowding at home and done at the backyard. Individuals are suggesting that we install a covered patio or sunroom and a comfortable furniture for longer visits. Currently, they don't like being exposed to the sun for a long period of time and would postpone visits when it's raining or too cold.

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___ 5___ 6___ 7___ 8___ 9_x 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.

Red Jade Home and Miracle lane House have a total of 7 residents. Currently, RSP has only one old 12 passenger van (properly maintained) use in the greater Fairfield area. Individuals get to go and receive services in the community but not to their preferences and needs. All of them would like to go out in the morning especially on weekends. The Red Jade Residents would prefer to go to the mall, eat at McDonalds, talk to few friends in the community and go shopping. The Miracle Lane House residents prefer going to the Marina in Suisun, Benicia Waterfront and Allen Witt Park where they walk, roam and feed the birds. Taking Red Jade residents to where they don't want to go can cause friction with the Miracle Lane House residents and vice versa. RSP and staff created a different schedule for the 2 homes but resulted in increased anxiety, restlessness and unnecessary stress among the residents. Residents of the 2 homes are also requesting trips to Universal Studios, Disneyland, Lake Tahoe, Las Vegas and places different than what they see in our community and nearby areas.

Barrier: Having one old van (well maintained) servicing 7 residents in the 2 homes, puts us into non-compliance with the HCBS settings rules because individuals living in two separate care homes have different preferences and needs that we could not meet given only one means of transportation. The current old white van is also not meant for long ranged driving for us to grant the individuals' wish to go to Disneyland, Universal Studios, Lake Tahoe, Las Vegas and other

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places of interest. Hoping each home will be funded with a separate new Sienna van that will make the individuals' personal lives enjoyable and obtain satisfying experiences now and in the future.

Another request for funding is a covered patio or sunroom. As a part of our COVID19 plan, our visitor's policy implemented a permanent change to protect the health and safety of individuals at home. This policy will remain in place as a universal precaution. This will be the new normal and we expect covid19 and other variants to co-exist with us from this point on. Visits have to be scheduled to avoid overcrowding at home and done at the backyard. Individuals are suggesting that we install a covered patio or sunroom and a comfortable furniture for longer visits.

Currently, they don't like being exposed to the sun for a long period of time and would postpone visits when it's raining or too cold.

Daily activities can also be held in a covered patio since this will serve as an additional space for almost anything like reading, playing cards, playing domino and craft making.

Barrier: Red Jade has no covered patio or sunroom and Miracle Lane House has old leaky covered patio with no enclosure and not suited for visitors during the cold weather or rainy season. This pandemic will be with us indefinitely and not having an alternative location for individuals to meet with their visitors can make residents in the home be prone to COVID19 infection, increased anxiety and unnecessary stress to individuals for not seeing their family and friends.

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.

Having a dedicated transportation like a Sienna Van granted to each care home, individuals will be provided better service when it comes to choosing where they want to go and not wait for residents from the other care home to be finished with their outing. This Sienna van will also give flexibility in individual's schedule. There are situations when individuals would prefer to go at a different time when attending their Day Program or do errands at a different time than the other residents. Individuals, when granted a new vehicle, will see places they have been longing to see like Disneyland, Universal Studios, Lake Tahoe, Las Vegas and other point of interest.

Having a covered patio with comfortable furniture for Red Jade Home and Miracle Lane House can make backyard setting for visitors and the individuals more private. Once the pandemic is over and all individuals have been vaccinated, visitors can come anytime and will be given a choice to have an indoor or outdoor visit. Everyone will still follow the local health guidelines by continuing to wear a mask and practicing social distancing. If given the grant and funded by mid-2021, the above concept will bring the vendor in compliance by early or mid-2022. All our individuals got their first COVID19 vaccines and the second one to be given by February 18, 2021. RSP is very optimistic of the above estimated timeline of compliance to Federal Requirements #1 and #9.

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

Outcome: Individual needs, preferences, and having schedule flexibility will be met. Given the funding for Red Jade Home and Miracle Lane house to have their own designated Sienna Van and installation of the covered patio can be tracked and measured through residents' satisfaction. Individuals can be interviewed regarding the flexibility of their schedule and if their needs and

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preferences have been met or achieved. The Milestone report with narrative explanation will also be submitted on a quarterly basis to the Resource Department.

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.

Individuals in the homes were asked for their input or ideas on how we can make their lives better, happy and fulfilling. The two suggestions as mentioned above turned out to be common with residents of Red Jade Home and Miracle Lane House.

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

The concept of having a designated Sienna Van for Red Home and Miracle Lane House and having a covered patio or sunroom in the backyard of each home were suggested by the individuals themselves. They are aware that their input was valued, appreciated and will be submitted for HCBS Funding for approval.

This concept when turned into reality, will surely give the individuals control over their lives, desires and interests will be met, visits with families will be more fun and enjoyable and most of all, individuals will feel that their needs and preferences will be fully achieved.

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

The HCBS funding for Red Jade Home and Miracle Lane House will put the interests of the individuals receiving service top priority and care or support be placed at the center of everything we do for them. If granted the HCBS Funding, individuals will feel that their ideas and input have been valued, appreciated and most of all empowered. Individuals will feel that the world they are living in expands when given choices in life. The concept that our individuals chose for themselves will promote privacy, trust, respect, needs and preferences met and above all. have a higher quality of life.

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](#).

If given the HCBS Funding by mid Jun 2021, the requested Sienna Van for each Home (Red Jade and Miracle Lane House) will be completed by the third quarter of 2021. The requested covered patio or sunroom for Red Jade Home and Miracle lane House will have an estimated completion date by first quarter of 2022.

11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframe of the requested funding, especially those that involve staff or other

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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 _x_ Yes. If Yes, FY(s) 2018-2019
 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.

Please see attached Milestone Report update from prior funding.

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 prior funding was for a wheelchair accessibility Honda SUV received by Bristol Home for resident AH is totally different from the current homes that we are applying to get an HCBS grant for 2020-2021. The 2018-2019 HCBS grant for Bristol Home is currently serving individual AH who is non ambulatory, another one using a walker and other 2 co-residents. Person Centered Planning Train the Trainer was taken by Virginia Punzalan and Terri Melnick that lasted for about 6 months. PCP is currently being applied to all individuals in the home. Knowing what is important to and what is important for the individuals matter a lot in achieving happiness and living their lives to the fullest. A milestone report gets submitted to the Resource Department on a quarterly basis. Bristol Home is expected to be in full HCBS compliance by end of 2021.

HCBS CONCEPT BUDGET		2 HYBRID SIENNA VANS AND 2 SUNROOMS FOR 2 CARE HOMES				
Vendor Name		Red Jade Home and Miracle Lane House				
Vendor Number(s)		HN0317 AND HN0223				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ -		\$ -	\$ -
Administrative Expenses						
Construction Supervision					\$ 2,000	\$ 2,000
Selection and procurement of 2 vehicles			\$ 500			\$ 500
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 500		\$ 2,000	\$ 2,500
Capital expenses						
2021 HYBRID SIENNA VAN FOR RED JADE HOME			\$ 58,400			\$ 58,400
2021 HYBRID SIENNA VAN FOR MIRACLE LANE H			\$ 58,400			\$ 58,400
RED JADE HOME SUNROOM					\$ 32,700	\$ 32,700
MIRACLE LANE HOUSE SUNROOM					\$ 44,500	\$ 44,500
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ 116,800		\$ 77,200	\$ 194,000
Total Concept Cost			\$ 117,300		\$ 79,200	\$ 196,500

See Attachment F for budget details and restrictions