

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

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

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

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

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

Questions may be directed to HCBSregs@dds.ca.gov.

Date(s) of Evaluation: February 12, 2021	Completed by: Rowell Ferrer
Vendor Name, Address, Contact: Doncaster House, 1001 Doncaster Drive, Antioch, CA 94509 /Telephone: (650) 455-3233	
Vendor Number: HB1183	
Service Type and Code: Adult Residential Facility – 915	

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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: Doncaster House consumers receive services in the community based on their needs and preferences. On a weekly basis, the home provides them with a list of activities offered by the community and gives them the opportunity to discuss and choose the activities they would like to participate in. Each month, the staff and consumer meetings are held to plan and schedule outings for the following month. However, Doncaster House consumers are not always able to participate in activities in the community due to Covid-19 restrictions. However, Doncaster House is doing its best to perform outings and activities in the community as a part of consumer plans for services. For example, consumer outings have been limited to car rides, drive-thru, take-out lunches/dinners, and park visits (when there are not many people). However, Doncaster consumers struggle to participate in regular outings due to recurrent break downs and time-consuming repairs of the current facility van. Our current van is also not wheelchair accessible to accommodate our non-ambulatory consumers. Consumers, relatives, and guardians also have the option to manage their personal resources when needed. The home also offers supports and assistance to the consumers seeking employment by working with their IDT team and by bringing them to prospective employers for interview, etc.</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?

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Does the service and/or program meet this requirement? **Yes** **No**
 Please explain: The home meets this requirement. The home has the current regional center Individual Program Plans on file. Each individual's IPP document the different setting options. The Annual Reviews and IPPs are reviewed and revised annually. This process created a person-centered service planning which identifies the needed services and support for all the consumers.

Federal Requirement #3:
Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.

- Guidance:**
- Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?
 - Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?
 - Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?

Does the service and/or program meet this requirement? **Yes** **No**
 Please explain: Yes, the home informs consumers and their relatives verbally, in writing, or in a manner they can understand their rights to privacy, dignity, respect, and freedom from coercion and restraint. The home communicates with consumers and authorized persons in a confidential manner both verbally, in writing, and gesturally regarding consumers' medical appointments, PHI, issues, or concerns they may have. The home also uses pictures, gestures, role playing, and individualized communication charts to communicate, explain, and get feedback from consumers so that staff can effectively address their preferences, needs, and wants. In this way, staff can ensure that consumers are offered person centered choices and can accurately inform relatives or guardians of consumers' wellbeing, quality of life, and individual preferences/choices.

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<p><u>Federal Requirement #4:</u> <i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider offer daily activities that are based on the individual's needs and preferences? • Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings? • Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Doncaster House occupies a one-story house situated in a residential community in Antioch, CA. Prior to Covid-19 restrictions, the six consumers attended Day Program in Concord of Contra Costa. Pick up from the facility starts between 8:00 AM to 8:30 AM. Consumers are back to the facility between 3:30 PM to 4:00 PM. Day Program is anticipated to resume regularly once Covid-19 restrictions have been lifted. Currently, Day Program is offered virtually over Zoom at the facility. Community outings are usually done during weekends. These outings include activities such as a walk in the park, going to the mall, and/or a treat for a meal or snack at a fast-food chain of their choice. These weekend activities, however, is not being done regularly as the facility van, a 1998 Dodge Sports Van, frequently breaks down due to its old age and would take a significant amount time to have it repaired and put back to reliable working condition. The van is also not wheelchair accessible for our non-ambulatory consumers. Community outings for our consumers depend mainly on the availability of a vehicle that will transport our consumers. Occasionally, Doncaster House is able to borrow a wheelchair accessible van from a nearby sibling facility when not in use. Therefore, leisurely outings are not performed as much as desired because of a lack of a functional wheelchair accessible vehicle that can be readily available for Doncaster consumers. Our consumers always look forward to weekly community outings and get upset and irritated whenever community outings are postponed or cancelled. Their frustration typically follows with aggressive behavior. A baseline of an outing of at least once a week for each consumer will allow them more individual choice and preference as to the activities and outings performed. Community outings will give our consumers the opportunity to interact with other individuals and peers whom they encounter in the different places they go to (in compliance with Covid-19 Social Distancing Guidelines). A small wheelchair van would also increase the options for consumers as to their daily means of transportation. Consumers can then choose to either be transported in the facility van or use public or private transportation services. The van would also provide comfortability and safety for our consumer while simultaneously honoring their individual needs, preferences, and freedom of choice.</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</p> <p>Please explain: The home meets this requirement. The home offers opportunities and supports to the consumers in making changes to their needs and services or in choosing which staff they would like to care for them. As a result, the consumers and their families have shown satisfaction for the services provided by the home as evidenced by their length of stay. The consumers, their families and guardians have mentioned that “moving to a different home is not an option” because they have considered Doncaster Home as their “home.”</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: Each consumer has an admission agreement signed by all parties and are reviewed at least every five years or when any changes occur. In the event that a consumer wishes to move to a new place, the home will inform the relatives and the case manager. In most cases, the provider assists in finding a new place appropriate for the consumers and continues to help until the relocation process is completed.</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <p><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></p> <p><i>Individuals sharing units have a choice of roommates in that setting.</i></p> <p><i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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Please explain: Doncaster House fosters a home-like environment in which the consumers are afforded to decorate their living quarters to their liking. Consumers are afforded their own rooms or shared rooms with roommates of their preference and whom they get along well with. Consumers are encouraged to decorate and furnish their sleeping/living units with their own personal items in a manner that is based on their preference. Consumers' families and guardians are also encouraged to provide input on how the bedroom of their love-ones be decorated and well suited to each consumers' individual needs. They are also encouraged to bring family pictures of their preference to ensure the consumers feel connected with their families. However, only some consumers have the ability to lock their bedroom doors when they choose.

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: The staff supports the consumers in the activities they participate in by providing them with a list of activities in the area and giving them the opportunity to choose the activities they are interested in. The consumers are free to move around the house to perform any activity and chores they would like to do. Oftentimes, they help in house chores and participate in meal planning and grocery shopping.

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 Covid-19 restrictions, consumers had the choice to have visitors of their preference over at the facility and were able to go out with their visitors for shopping, weekends, holidays, or for longer visits with their families and friends. Hillsborough Manor welcomed all relatives and friends to visit at any time as mentioned in the House Rules. The consumers also had the right to refuse to see any visitor as well. However, in light of Facility Covid-19 Guidelines and Procedures, visitors are limited to

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those who are authorized and are kept record of before entry. Currently, consumers frequently have virtual meetings with friends and family on their iPads due to the fact that consumers are not permitted to go with visitors outside the home for meals, shopping, holidays, and weekends because of Covid-19 restrictions.

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: The consumers at Doncaster House have their individual rooms and have the freedom to move up and about inside and outside the home. The facility is also equipped with grab bars, non-ambulatory bathrooms, and ramps for wheelchair accessibility. The appliances and furniture were designed to meet the consumers' needs based on their unique disabilities.

CONTACT INFORMATION

Contact Name: Rowell Ferrer
 Contact Phone Number: (650) 455-3233
 Email Address: Ferrer_rowell@yahoo.com

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	Doncaster House
Vendor number(s)	HB1183
Primary regional center	Regional Center of the East Bay
Service type(s)	Adult Residential Facility
Service code(s)	915
Number of consumers typically and currently served	Six consumers
Typical and current staff-to-consumer ratio	2 staff to 1 consumer
<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>Doncaster House provides care and services to six behaviorally and developmentally challenged individuals. Doncaster House provides activities of daily living such as bathing, eating, grooming, medication administration, and other basic living needs. The home also provides fundamental training person centered thinking approaches to help reduce consumers' maladaptive behaviors and to effectively address their unique preferences and needs. We encourage normalization in areas of training such as money management and training our consumers to make purchases at the mall or do grocery shopping tailored to their individual capabilities and needs. However, due to the limited functionality of the facility van and because it is not wheelchair accessible, the facility struggles to maintain its baseline outing of one outing per week per client.</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>Doncaster House is a behavioral home, therefore we need a reliable functional small wheelchair accessible van to transport ambulatory and non-ambulatory consumers to and from their daily activities such as outings or training in the community as identified in their IPPs, outing schedules, and doctor's appointments. Lack of a functional van has caused Doncaster to have a decreased number of outings per week that disadvantages clients access to the community and consumer preference. Covid-19 has also further exacerbated barriers to community access and individual choice, specifically in scenarios where consumers wish to acquire essential items for grooming, daily needs, groceries, and meals/snacks at their favorite restaurants. A new small facility van purchased with compliance funding that is reliably functional and wheelchair accessible would overcome this barrier of irregular consumer community outings. Consumers will also be able to have an option to use facility transportation to work and other essential community outings if they choose to opt out of using public and private transportation services.</p>	
<p>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.</p> <p style="text-align: center;">1_X_ 2__ 3__ 4_X_ 5__ 6__ 7__ 8__ 9__ 10__</p>	

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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.

The facility is out of compliance with Fed. Req. #1 and #4 bc community outings for our consumers depend mainly on the availability of a sibling facility vehicle that will transport them. Frequent outings to increase individual choice, community integration, and access are difficult to achieve without a reliably functional wheelchair van. Doncaster currently uses a non-wheelchair accessible 1998 Dodge Sports Van that typically breaks down and would take some time to have it repaired and put back to working condition. Therefore, the home regularly resorts to sharing a wheelchair accessible van with a sibling facility located a few minutes away. This has caused many issues with scheduling more frequent community outings because the van is not always available for use due to the other facility's conflicting outing schedule and outing needs for their own residents. In the events where the Doncaster van is in need of a repair, in the shop, and the other facility van is unavailable for use, Doncaster House employees and consumers have to rely on public transportation or private transportation agencies such as Uber and Lyft in order to perform outings even though consumers prefer using a facility van. Our consumers always look forward to weekly community outings as a day of recreation and leisure and get upset and irritated whenever community outings are postponed or not performed. Their frustration sometimes results in aggressive behavior and decreased quality of life. Baseline outings of at least once a week per consumer to the ultimate end goal of two to three outings per week per consumer will allow our consumers to increase their frequency of outings of their preference. In order to have our consumers increase community access, individual choice, and behavioral management skills for increased quality of life, Doncaster would like receive funding for a small wheelchair accessible lifter van to transport them regularly to and from community outings of their preference within the limitations of Covid-19 restrictions. Community outings will give our consumers the opportunity to interact with other individuals and peers whom they encounter in the different places they go to while simultaneously honoring client safety (e.g. PPE). Likewise, having snacks/meals in food chains of their choice at their favorite restaurant will give them the opportunity to pick the food they wish to eat. Our present consumers are both ambulatory and non-ambulatory, therefore a new small wheelchair accessible van to transport consumers to and from community outings would increase individual choice, community access and involvement, employment opportunities, and job transportation.

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.

In order to comply with Federal Requirement #1 and #4, on occasions where consumers wish to go shopping in the community for their basic needs such as clothing, groceries, and other toiletries, a functional small wheelchair accessible van will allow the facility to more frequently offer rides for consumers during reasonable times to their preference. Furthermore, an additional lifter van will also assist the facility in structuring their support to correspond with consumers' IPP goals such as community integration so that consumers can be more frequently taken out to participate in activities of their preference that interest them such as going to the park, shopping at the mall/retail stores, going out to eat, and leisurely car rides. Consumers will also be able to have an option to use facility transportation to work and other essential community outings if they choose to opt out of using public and private transportation services.

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

If awarded compliance funding to purchase a functional wheelchair accessible vehicle proposed outcomes will be double community involvement and increased quality of life demonstrated through increased community access and integration, and individual choice. Increased quality of life and community access will be still

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achieved in light of Covid-19 by performing outings of their choice that are within the Covid-19 restrictions (e.g. socially distanced walks in the park, drive-thru meals, take out at their favorite restaurants, etc). In the methods of achieving and tracking this data, consumers' preference will be utilized in the purchase of the new wheelchair accessible van. Consumer surveys will inquire about preferences regarding safety, features, comfortability, color, etc. Eventually, the facility will narrow down the choices and allow consumers to participate in van test drives. Quotes of the consumer selected vans that fall within the assigned budget will then be submitted to the regional center. Once the van is acquired, the facility will utilize data tracking sheets, calendars, and quarterly client surveys, to track outings and to ensure that consumer quality of life, community engagement and access, and person-centered choices are in compliance with the HCBS Final Rule and will be submitted to the regional center quarterly to ensure this. Staff will be designated to have staff and consumers meetings every 4th Saturday of the month to schedule the following month's outings for each consumer based on consumer/relative preference through offering choices. The facility will eventually absorb the ongoing maintenance costs for the van in order to assure long term use and increased consumer quality of life.

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.

The IDT team of each consumer which include the consumer, family members, case manager, and the provider meet annually to review and revise the IPPs. In addition to the annual meeting, we have quarterly meetings to assess consumers' well-being by ensuring that IPPs goals are on target. During these meetings, the consumers and their family members have expressed the need for consumers to receive more access to the community in order to fulfill their IPP plans of community integration and social development as well as addressing consumers' medical needs. Consumer surveys were also administered in developing this concept, and all consumers agreed that acquisition of a new functional wheelchair accessible van would increase their quality of life and satisfaction. If consumers had trouble filling out surveys, staff were properly trained on person-centered thinking using individual communication charts to track behaviors that clearly indicate a consumer's preference or needs. Gestures are also utilized in order to communicate with consumers who cannot verbalize their needs and preferences.

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

Community outings will give our consumers the opportunity to interact with other individuals and their peers whom they encounter in the different places they go to while simultaneously honoring client safety. Likewise, having snacks at food chains of their choice or meals out in their favorite restaurant will give them the opportunity to pick the food they wish to eat. In addition, consumers will have more opportunities to choose the places and times when they wish to shop for clothes, toiletries, and other basic living needs of their choice as well. Having more flexibility to choose where they would like to go to shop and eat allows them more freedom to acquire the items they need to be creative, unique, and satisfied. Consumers will also be able to have an additional option of facility transportation to work and other essential community outings if they choose to opt out of using public and private transportation services.

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

If granted funding, the facility will continue to utilize a tracking system to monitor the frequency of recreational and community integration, which simultaneously addresses the success of less maladaptive behavioral occurrences. This will be done by data collection through caregiver observation of consumer

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emotional and behavioral well-being and also feedback from consumers and their families. The facility will maintain the same methods and procedures of client involvement and data tracking (such as a calendar to schedule outings and a data tracking sheet to track outings, comments and details about the outings, and staff signature) in order to sustain consistent statistics of increased community involvement each year to follow. The facility will also eventually absorb the ongoing maintenance costs and repairs for this new vehicle to ensure that the van is routinely maintained and kept in proper shape for consumer enjoyment, safety, and comfortability.

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](#).

Wheelchair accessible van - \$60,000

Timeline: Start Date: May 2021; End Date/HCBS Compliance: March 2023

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.

The provider will continue to keep the van in good repair, as it is in always in compliance with the requirements of all the agencies monitoring the facility to ensure safety of the consumers.

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes.	If Yes, FY(s)	_____
	Disparity Funding	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes.	If Yes, FY(s)	_____
	CPP Funding	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes.	If Yes, FY(s)	_____
	CRDP Funding	<input type="checkbox"/>	No	<input type="checkbox"/>	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	Small Wheelchair Accessible Van					
Vendor Name	Doncaster House					
Vendor Number(s)	HB1183					
	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						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Wheelchair Accessible Van (including insurance)			\$ 60,000			\$ 60,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 60,000		\$ -	\$ 60,000
Total Concept Cost			\$ 60,000		\$ -	\$ 60,000

See Attachment F for budget details and restrictions