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. **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 nonresidential 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 <u>https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/</u>.

Questions may be directed to <u>HCBSregs@dds.ca.gov</u>.

Date(s) of Evaluation: February 11, 2021	Completed by: Jacqueline M. Santos
Vendor Name, Address, Contact: Parkway Hayward, CA 94544 (510) 754-1449	Village Carehome, Inc., 183 Hermes Court,
Vendor Number: HB0421	
Service Type and Code: Adult Residential	Facility (915)

Federal Requirement #1: 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.	 <u>Guidance:</u> 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?
Does the service and/or program meet this requirement? □ Yes ⊠ No Please explain: Parkway Village Carehome, Inc. has always supported community integration and appreciates a more focused approach to seek more opportunities to stretch this effort. Our program provides weekly outings in the community. We look forward in engaging our consumers in community life through updated person-centered plans and activities. Our program uses a 5-passenger vehicle to transport consumers. Consumers with limited mobility have difficulties getting in and out of the car. To meet the <u>Federal Requirement #1</u> , the home would like to purchase a vehicle, allowing all consumers to have easy accessibility going in and out of the vehicle and more room/space for physical distancing and meet their community activities choices. We need transportation to and from community-based events, outings, and trips. The home needs a vehicle to accommodate our consumers and ensures their safety, comfort, independence and supports full access of the consumers to greater community outings.	
Federal Requirement #2: 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.	 <u>Guidance:</u> 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?
Does the service and/or program meet this requirement? I Yes I No	

Please explain: Parkway Village Carehome, Inc. has a current Individual Program Plan (IPP) for each consumer. The Annual Reviews and IPPs are reviewed and revised annually. The first objective in the IPP specifically addresses the individual's preferences

in residential setting. This process created a person-centered service planning which identifies the needed services and supports for all the consumers.	
Federal Requirement #3: Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.	 <u>Guidance:</u> 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? \square Yes \square No

Please explain: Parkway Village Carehome, Inc. Staff inform consumers, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint. Our consumers are given choices on which daily activities they prefer either by directly asking, pictures, or through pointing and gestures. The home communicates with the consumers and their relatives in a confidential manner both verbally and in writing regarding their medical appointments, any issues or concerns. Staff communicate with individuals based on their needs and preferences including alternative methods of communication e.i, basic sign language, which we use in two of our consumers. Consumers communicate their desires to attend community events such as concerts, church, fairs, and others; as well as shopping, grooming, going out for lunch, and walk at the park.

Federal Requirement #4: 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.	 <u>Guidance:</u> 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?
Does the service and/or program meet this requirement? \Box Yes \boxtimes No Please explain: Parkway Village Carehome, Inc. provides activities for the consumers which are based on the individuals' needs and preferences. The home supports the consumers to interact with individuals they choose to interact with both at home and the community. Before and during pandemic, lack of appropriate transportation limits the consumer's choices to participate in community setting based on their abilities, needs, independence and preferences. The program uses a 5 passenger vehicle which does not provide physical distancing.	
Federal Requirement #5: Facilitates individual choice regarding services and supports, and who provides them.	 <u>Guidance:</u> 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?
Does the service and/or program meet this requirement? I Yes I No Please explain: Parkway Village Carehome, Inc. support its consumers in choosing which staff provide their care to the extent that alternative staff are available. Consumers have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services.	

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:

Federal Requirement #6: 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.	 <u>Guidance:</u> 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?
Does the service and/or program meet this requirement? 🛛 Yes 🗆 No	

Please explain: All consumers at Parkway Village Carehome, have admission agreement. They are all informed about how to relocate and request new housing. If needed to relocate, the consumer and/or authorized representative is given a 30-day written notice and verbally informed.

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

Please explain: The consumers of Parkway Village Carehome, Inc. were given a choice		
regarding roomates. When a consumer wishes to choose a different roommate or		
bedroom, this is addressed by individual, family, conservator, and the administrator.		
Consumers have option of furnishing and decorating his/her room with their own		
personal items based on their preferences. The consumer's room provides privacy they		
desire.		

Federal Requirement #8: Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.	 <u>Guidance:</u> 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?
	their own daily schedules?Do individuals have full access to typical facilities in a home such as a

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

Please explain: Parkway Village Carehome, Inc. consumers have full access to food at all times. PVCI supports the consumers in activities they participate in by providing them with a list of activities and giving them opportunities to choose activities they are interested in. Consumers are allowed to set their own daily schedules. Consumers have full access to typical facilities in the home such as kitchen, dining area, laundry, and comfortable seating in shared areas. Some of our consumers help in household chores and participate in meal planning.

Federal Requirement #9: Individuals are able to have visitors of their choosing at any time.	 <u>Guidance:</u> 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? \square Yes \square No

Please explain: Parkway Village Carehome, Inc. welcomes visitors to the home at any time, however, they are also required to give notice to the home after 6 pm. Consumers have the choice to have visitors of their preference. The home welcomes relatives and friends to visit at any time as mentioned in the home's House Rules. Consumers are able to go out with their visitors for shopping, spend weekends, or longer visits with their families and friends. The consumer has the right to refuse to see a visitor as well.

Federal Requirement #10: The setting is physically accessible to the individual.	 <u>Guidance:</u> 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 Please explain: The home is licensed for six (-
been living at Parkway over the years and ag	ing now up to 70+ years old. They have

been living at Parkway over the years and aging now up to 70+ years old. They have aged and their physical mobility are becoming more imbalance. These consumers have limited accessibility from dining area to adjacent room which is intended as a recreational activities room of the consumers. In order to go to the recreational/activity room you have to step two steps with no bar or handle. We would like to remove the sliding glass door and make the dining area leveled with the recreation/activity room so that it will be easily accessible to consumers with mobility imbalance. In addition, we would like to widen the room. As a result, consumers are provided more room to perform their daily activities like table games, computer area, arts and crafts, coloring books, and puzzles. The activity room also serves as an exit going to the backyard.

CONTACT INFORMATION

Contact Name:	Jacqueline M. Santos
Contact Phone Number:	510-754-1449
Email Address:	parkway_village@sbcglobal.net

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

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

Instructions:

- The concept form on the next page must be used, may not exceed four pages plus the budget worksheet and any cost backup, and must be kept in Arial 12-point font. Submit the form in Microsoft Word or PDF format. An extra half page is permitted to answer questions about prior funding.
- Using a form from previous years will negatively impact a concept score, so please ensure the current FY 20-21 form is used.
- For providers that operate programs with several vendor numbers involved in one concept, one evaluation and concept form should be submitted and should list all vendor numbers for related/included programs. If multiple programs owned by the same parent company have different compliance evaluations or concepts, additional applications can be submitted but should be attached in the same document as the other owned programs so they can be reviewed together.
- The results of the evaluation should be clearly laid out in the section referring to identification of federal requirements that are currently out of compliance, which the concept will address.
- The concept form includes detailed information that describes the funding requests and supports how the requests will assist the provider to come into compliance.
- There should be a clear link between what is being requested and the federal requirement currently out of compliance.
- Concepts should demonstrate how the requested change in service delivery will impact individuals in offering more choices and opportunities.

Strengths of previously funded concepts:

- Identified the need as well as proposed a plan to provide outreach and information regarding the HCBS rules to individuals served and members of their support teams.
- Discussed the need for additional funds to effectively support individuals served on a more individualized basis in overcoming barriers to community integration and employment, as appropriate.
- Prioritized the preferences of individuals served and utilized their feedback in the development of the concept.
- Implemented a sustainable plan for person-centered planning/thinking and training regarding the HCBS rules.
- Enabled residents to age in place and exercise more choice and independence.

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

Vendor name	Parkway Village Carehome, Inc.
Vendor number(s)	HB0421
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	6 consumers
Typical and current staff-to-consumer ratio	2:3
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.	

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.

2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.

The following are the Federal Requirements we wish to receive funding in order to completely comply with HCBS requirements: Federal Requirement #1: Consumers participate in outings and activities in the community. Parkway Village Carehome, Inc. provides consumers services in the community based on their needs, preferences, and abilities. The home provides transportation to consumers using a 5 passenger SUV and consumers are having difficulties going in and out of the vehicle and the vehicle cannot accommodate all consumers and staff, thus limiting access to greater community. Most of the time the outings consist of two trips, thus, limiting places consumers can go to. Federal Requirement #4: Parkway Village Carehome, Inc. structures its support so that individuals are able to interact with individuals they choose to interact with both at home and in the community and also participate in activities that interest them. Lack of appropriate transportation e.g. customize spacious van limits the consumers' choices and resources for their activities based on their physical abilities, needs and preferences. Federal Requirement #10: The setting at Parkway Village Carehome, Inc. does not provide safety physical accessibility from dining area to the recreation/activity room due to steps with no handle dividing those areas. Consumers are having difficulties accessing the recreation/activity room due to the steps with no handle leading to the recreation/activity room. The recreation/activity room also is an exit going to the backyard.

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

1_X_ 2__ 3__ 4_X_ 5__ 6__ 7__ 8__ 9__ 10_X_

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

- 1.) Currently, Parkway is out of compliance due to the consumers age and physical mobility. It makes it difficult for them to access our current vehicle, that fits 5 passengers. In the current vehicle, the consumers need physical assistance to get inside and out of the vehicle. This is a barrier to their independence and safety in being able to independently help themselves. A customize spacious vehicle (10-12 seats) will help integrate consumers to the community and exercise more choices, comfort and physically accessibility going in and out of the vehicle. We want to refrain from getting a vehicle of the color white, which can be typically seen as vehicles that hold a stigma around people with disabilities. A larger vehicle will also allow enough distance from each consumer to give them their space.
- 2.) Each consumer is encouraged to express his/her desires and preferences in the home and in the community and lack of appropriate transportation limits their choices and access to greater community.
- 3.) Each consumer has the right to move about inside and outside the home as they chose and enjoy the free space and distancing around them. Ensuring these changes will enable consumers to age in place and exercise more choices, safety and independence.

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

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.
 1.) A customized spacious vehicle (10-12 seats) will help integrate consumers to the community and exercise more choices, comfort and easy accessibility. Daily activities/IPP goals and support are in place but without transportation support these will not be possible. 2.) Consumers at Parkway Village have continued to aged and physical accessibility
around the home have become a difficulty to being independent. Modifying the "step" in between dining room and adjacent room intended for recreational activities will enable consumers to move about inside and outside of 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 outcome of the vehicle is to be able to provide consumers independence, safety, comfort and easily access in and out of the van. The method of achieving this is to get a customized spacious vehicle with at least 10-12 passenger seat. With this kind of van, the home can do 1-2 outings a week and will be able to travel farther to other parts of the bay area and the neighboring communities. In order to track and maintain this, Parkway Village will come up with a proposed scheduled at least a month in advanced for the incoming month. It will be coordinated with all consumers in mind by putting a vote/ or taking turns on where to go each week. Travels will be tracked in a binder that states the date, time, place and people in the van. If weather makes us unable to go outdoors, Parkway will reschedule the outing for the following week. The proposed outcome is for consumers to have safe and easy access to the recreation/activity room and will make the consumers able to move around the house in a safe environment and less restrictive and gain independence.
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.
Observations and meetings with consumers, case managers, and family members were utilized for each consumer to discuss and report on their goals, choices, interest and needs to develop the concept needed for this process. One example is, one of the consumer's goal in his IPP is to go to Disneyland and other consumers communicate same desires to travel distant places. Our person centered approach is to ask the consumers what they want. This was done by personally interviewing each consumer and asking them what they will like to do. Consumers responded that they wanted to go to different places around the bay area and even LA. In regards to the vehicle, it was asked how can they feel more comfortable in the car, where Parkway found out consumers felt more comfortable sitting further away from each other. Additionally, it was mentioned that they were having a hard time entering and exiting our current vehicle.
8. Please describe how the concept you propose will enable you to provide more person-

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

Parkway Village Carehome person centered approach is giving every individual choices and independence. At Parkway Village Carehome, we create an environment that establishes rights, dignity and privacy. The concept will make our consumers more independent and safe. All concepts requested aim to support the consumers to grow and prosper physically and mentally with support in a person's centered approach. Obtaining a customized spacious vehicle will accommodate consumer to community activities and will enable them to access community resources more often for a better quality of life. Modifying the recreation/activity room will enable easy access and will enable consumers the ability to move around the house safely, independently and less restrictive.

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

Parkway Village Carehome plan includes HCBS compliance and person-centered approach to consumers. Parkway hopes to continue with individualized planning and provision of transportation for personal growth potential of all consumers by giving access to community resources and to enabling the consumers with individual choices and allowing them to express these choices. In order to make sure that outings are consistently happening, our administrator will create month schedule of activities a month in advance. They are responsible for ensuring the consumers are going to places of consumer's choice. Parkway Village Carehome will ensure consistent maintenance and insurance for the new vehicle.

Parkway will ensure consumers' continued ability to move about the setting they choose independently.

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 <u>link</u>.

- 1) Purchase of 10-12 Passenger \$65,000.00
- 2) Recreation/Activity Room modification \$36,000.00

Estimated funding \$101,000.00

Estimated timeline for the project: 6 months as soon as funding is granted.

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.

This is not applicable. The purchase of the vehicle with the given grant, will be completed within the 2 years given.

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding Nox_Yes. If Yes, FY(s)2019/20 Disparity Funding x_NoYes. If Yes, FY(s) CPP Funding x_NoYes. If Yes, FY(s) CRDP Funding x_NoYes. 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.							
Parkway has received prior funding for \$12,000 for bathroom renovation. This project is currently in the last phases for completion. There is one final inspection on or before February 20, 2021. After the final city inspection's approval, the bathroom renovations is complete and ready for residents to use.							
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 current funding we were approved for is for bathroom renovation. This current request is for the purchase of van and modification of recreation/activity room.							

HCBS CONCEPT BUDGET							
Vendor Name	Parkway Village Careh	ome Inc					
Vendor Number(s)	HB0421	onic, nic.					
	1100121	Year 1	Budget	Year 2 E	Budget		Total
			Suager		Judger		
	Wage and Benefits	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		\$	-	\$	-	\$	-
Position Description		\$	-	\$	-	\$	-
Personnel Subtotal		\$	-	\$	-	\$	-
Operating expenses							
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
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Operating Subtotal		\$		\$	-	\$	-
Administrative Expenses						. T	
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Administrative Subtotal		\$		\$	-	\$	-
Capital expenses		Ţ,		÷.	-	Ŷ	-
Customized Vehicle		\$	65,000			\$	65,000
		÷	05,000			\$	-
Room Modification:						\$	
Permit		\$	3,400	_		\$	3,400
Architecture/Engineerin	σ	\$	7,500			\$ \$	7,500
Labor/Materials	δ	\$ \$	25,100			\$ \$	25,100
Labor/Waterials		Ş	25,100			\$ \$	
		_				э ¢	-
						\$ \$	-
Conital Subtatal			101.000			ې د	
Capital Subtotal		\$ <mark>\$</mark>	101,000	\$ <mark>\$</mark>	-	\$ <mark>\$</mark>	101,000
Total Concept Cost		Ş	101,000	Ş	-	Ş	101,000

See Attachment F for budget details and restrictions