

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: 02/12/2021	Completed by: Lilly Jones
Vendor Name, Address, Contact: Lilly's Open Arms 242 E 138 th St Los Angeles Ca 90061 (310) 684-9541	
Vendor Number: HXO799	
Service Type and Code: 915 Residential Facility	

<u>Federal Requirement #1:</u>	<u>Guidance:</u>
--------------------------------	------------------

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

<p><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>	<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: Each individual within the home participates in an Individualized Program Plan (IPP) in which a person-centered approach needs to be incorporated. We recognize individuals at the home have various abilities and needs that we have not been able to accommodate due to lack of resources. Transportation has been identified as an issue to be addressed, not only because it directly impacts the daily lives of individuals we serve but because it also increases visibility and participation in the community. Currently we have two individuals who have goals of owning and operating their business. One individual is an artist in which she uses big canvas boards for drawings and paintings and has also started to make jewelry. Due to staff ratio and having only a small transportation vehicle, she is forced to take the bus to her showcase events which has resulted in her being late, unable to attend, and missing out on selling her items. She also transports her canvases via bus or uber which has proven to be unreliable. Another individual makes gift baskets and frequently needs to purchase supplies; however due to limited transportation resources, her business is not growing as fast as she would like. With the recent Covid19 pandemic, our deficits have been highlighted of not being able to fully accommodate each individual's needs. More attention is needed to provide online support, virtual training, technology assistance, and job training. The individuals' goals are to have competitive employment and operate their own businesses and we want to ensure each individuals goals are realized.</p>	
<p><u>Federal Requirement #2:</u></p> <p><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</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?

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

<i>needs, preferences, and, for residential settings, resources available for room and board.</i>	
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Given the lack of resources, individuals are not able to participate in meaningful activities of their choosing. The current IPP for each individual also does not reflect the different placement options presented prior to selecting Lilly's Open Arms.</p>	
<p><u>Federal Requirement #3:</u> <i>Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint? • Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality? • Do staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Lilly's Open Arms maintains the philosophy of emphasizing the dignity and respect of each individual. Appropriate program plans need to be developed to reflect proper understanding of everyone preferences and life goals. This includes individuals, family, staff, and community partners collaboration with the person-centered coordinator to improve understanding of the true application of person-centered approach as it relates to concepts of dignity, respect, and freedom from coercion. We understand that each person has their own unique needs and characteristics and respect the privacy of each individual. As the world around us evolves, Lilly's Open Arms needs to employ a more person-centered approach through obtaining person-centered coordinator.</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</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

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

<p><i>activities, physical environment, and with whom to interact.</i></p>	<p>support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings?</p> <ul style="list-style-type: none"> • 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: Lilly's Open Arms goals is to provide significant attention to offering daily activities and supports at home, day program, school and in the community that are based on a person-centered approach. Currently, individuals' activities are structured on a needs/risk rather than interest. More work is needed for accessibility with the use of a small van for true community integration.</p>	
<p><u>Federal Requirement #5:</u></p> <p><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: Utilizing a more person-centered approach to improve implementation of documentation outlining individuals' preferences and concerns is necessary to better meet individual needs by including their input in a more systemic way. This ensures that all staff are aware of how individuals would like their support to be provided and whom they prefer to provide each service. Achieving this could mitigate barriers that limit personal choice such as staffing shortages, funding shortfalls, and misinterpreted regulations.</p>	
<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</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?

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

<p><i>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>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Residential agreements are completed as part of the current funding cycle; however, it is our goal to ensure everyone has a signed lease agreement on file. We would also like to begin the transition of accommodating everyone with having a lock on their doors to ensure this privacy.</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit:</i></p> <ol style="list-style-type: none"> 1. <i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i> 2. <i>Individuals sharing units have a choice of roommates in that setting.</i> 3. <i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i> 	<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> <p>Please explain: Each individual within our facility, has a private room. We stand by the understanding, that adults should be awarded privacy in their own home. Everyone is afforded the opportunity to decorate their rooms with family photos, artwork, and furniture of their choice. We have some individuals who chose to bring their own bed dresser or favorite chair from their previous home. Accommodations were made for them to do so.</p>	
<p><u>Federal Requirement #8:</u> <i>Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • 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

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

	comfortable seating in shared areas?
Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.	
<u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i>	<u>Guidance:</u> <ul style="list-style-type: none"> • 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Visits are encouraged and welcomed at Lilly's Open Arms. Given the current Covid-19 pandemic, on-sight visitation has been halted in order to maintain the safety and wellbeing of each individual and staff. We will continue to review this protocol based on CDC guidelines.	
<u>Federal Requirement #10:</u> <i>The setting is physically accessible to the individual.</i>	<u>Guidance:</u> <ul style="list-style-type: none"> • 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.	

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

CONTACT INFORMATION

Contact Name: Lilly Jones
Contact Phone Number: (310) 684-9541
Email Address: lillymjones42@gmail.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

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

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

Instructions:

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

Strengths of previously funded concepts:

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

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

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

Vendor name	Lilly's Open Arms
Vendor number(s)	HXO799
Primary regional center	South Central Regional Center
Service type(s)	Adult Residential Facility
Service code(s)	915
Number of consumers typically and currently served	4
Typical and current staff-to-consumer ratio	2:1
<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>Lilly's Open Arms provides supportive specialized services to residential adults with moderate developmental disabilities. Our goal is to develop and maximize each person's capability to increase independence. All individuals reside in a Level 4I licensed home. Monday through Friday, individuals attend workday programs, and school virtually. Their morning routine requires staff support in getting ready (meals, hygiene, meds, etc.) based upon needs. During virtual day program and school program, individuals need assistance staying on task, and encouragement for participation.</p> <p>Project Narrative Description: Lilly's Open Arms would like to fully align with the concept of person-centered thinking. Based on suggestion boxes, ongoing meeting with staff and individuals, it has been determined that our individuals, families, IPP meetings and staff we have limited ability to fully implement person centered planning across all our programs to enhance functional skills. Lilly's Open Arms request funding for a Person-Centered Coordinator, Job Developer, funding for on-site vocational training library, and funding to obtain a transportation minivan, to fully comply with the HCBS mandates.</p> <p>Person-Centered Coordinator: Provides leadership in the development and continuity of person-centered approach within the program.</p> <ul style="list-style-type: none"> • Collaborates with administrator, staff, individuals, and family and to ensure continuity of service and compliance with agency vision, CCL standards and DDS regulations. • Ensures that documentation clinical and programmatic services meet the needs, wants and desires of the individuals served. • Participate in new hire orientation to facilitate training sessions on Person Centered approach. • Collaborate with Job Developer to develop training curriculum and course offerings as it pertains to Person Centered approach. • Participate in team meetings at service site as to coach and train staff as it relates to person-centered planning (PCP), goal implementation and documentation. • Maintain cooperative relationships with individuals served, family members, and other stakeholders in support of service needs and life goals. <p>Job Developer: Focusing on developing functional life skills that prepare individuals at the</p>	

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

home to live and work independently. Provide training that equips individuals with practical experience and technical skills in a field of choice.

Services provided include but are not limited to:

- Conduct a needs assessment to help to identify individuals job-related strengths and weaknesses.
- Identify the types of assistance and accommodations the person will need to fully access meaningful employment.
- Teaching transactional skills such proper exchange of money for good and resources.
- Learning how to own and operate a virtual business through web hosting, and social media site such as Esty.
- Training related to shopping cart software, online business plan services, and inventory control systems.
- Working with individual to connect to Department of Rehabilitation and navigating available services to enhance chances of obtaining competitive employment.
- Building on individuals' strengths, match vocational abilities with interest, and teaching skills that assist with sustaining employment.
- Develop and maintain working relationships with local employers, creating paid internships and long-term employment opportunities of individuals preference.
- Develop a resource base of employers within the community committed to working with the individuals at Lilly's Open Arms.
- Assist the individual with achieving the vocational goals identified in their individualized service plan.

On-site vocational and technology library funding will provide:

- Job Developer training site to assist individuals with daily job training
- Space enhancement materials such as drywall, paint, and lighting
- Four desktop computers for each individual
- Tables and chairs
- Projector and screen for our visual learners
- Space for software for resume development, job searches, completion of job applications
- Space for learning how to utilize software to start, operate and maintain an online business
- Space for learning transactional skills for business such as customer service, processing orders of items sold, keeping track of inventory
- Space for practicing mock interviewing skills, practicing good verbal and nonverbal communication skills, and grooming

Mini Van: Will be utilized in the areas of transportation to ensure individuals are able to operate their existing business effectively in the following ways:

- Staff will transport to and from art fairs, craft fairs and festivals to sale items in a timely manner
- Transport big canvas painting and gift baskets which need to be packaged properly for protection
- Support the painting, insulation and cushioning foam
- Protect the contents from impact and puncture without serious distortion
- Maintain a sealed environment
- Protect against intrusion of moisture
- Provide handles for lifting and moving

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

<ul style="list-style-type: none"> • Survive a multi-venue tour without compromise of any of the above functions <p>Our hope is every individual at Lilly's Open Arms:</p> <ul style="list-style-type: none"> • Have a clear idea of the type of job they wish to pursue • Consider what type of work environment would be the best fit for them • Use their personal and professional networks as a key component of their job search • Obtain and maintain meaningful employment <p>Lilly's Open Arms will continue to utilize the Job developer on a contractual basis once successful employment of each individual is obtain within 2 years.</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>In our concepts we address our inability to meet HCBS in several situations and therefore we are requesting funding to comply. Funding for a Person-Centered Coordinator will assist Lilly's Open Arms with moving forward and ensuring all aspects of the program are HCBS compliant. Additionally, we request funding to purchase a transportation vehicle for full community integration where our individuals belong and enjoy. The transportation will also provide the individuals with the ability to transport big art canvases and other business supplies. Our individuals have expressed the desire to expand their existing business and take them to the next level as well as obtaining desirable and meaningful employment. This can be possible with the assistance of our requested funding for a Job Developer and on-sight Vocational training library. Lilly's Open Arms wants each person to have the freedom, support and assistance, and we look forward to promoting independence and helping them develop their gifts and talents to make a positive difference in the world.</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>1_X_ 2_X_ 3___ 4_X_ 5_X_ 6_X_ 7___ 8___ 9___ 10___</p>
<p>Lilly's Open Arms has determined that a key aspect of ensuring HCBS compliance and delivering support through a person-centered lens lies in the ability to distill what can be complex person-centered concepts into applicable tools and practices utilized by staff and individuals. This can be achieved by enhancing staff development and employing a Person-Centered Coordinator for the home. This person will ensure person-centered practices are embedded across all aspect of Lilly's Open Arms program design to promote a shift in organizational culture.</p>
<p>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.</p> <p>Barriers:</p> <ol style="list-style-type: none"> 1. Current funding does not cover the cost to hire a Person-Centered Coordinator to ensure all areas of Lilly's Open Arms reflect the HCBS final rules 2. Inability to provide sufficient community integration and transportation for those who wish to successfully operate a business by safely transporting inventory, attending craft fairs and art shows. 3. Inability to respond to individuals individualized choice and needs regarding their outings, employment desires, and basic hierarchy of needs. 4. Current funding does not cover the cost of the tasks of a Job developer who

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

will perform services such as discovery, job preparation for interviews, resume development, support for application completion and the actual job search/placement.

5. Current funding does not cover cost to adequately provide an on-sight training facility and materials needed to provide a safe space to learn and build skills

It is the goal of Lilly's Open Arms to provide individuals with convenient access to electronic information resources through proven technology. We have identified a lack of space and inadequate technology as a barrier to meeting the unique vocational needs of each person. Lilly's Open Arms has unused separate space attached to the existing garage which needs to be enhanced to provide an on-sight vocational and technology library. This site will offer job readiness training, a virtual technology library, and online access for operating a sustainable business. Our goal is to provide person-centered services which guide and direct individuals to excellent competitive employment and a thriving online business.

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 Requirements # 1, 2, 4, 5, 6, Lilly's Open Arms requests funding to hire a Job Developer, Person-Centered Coordinator, funding for transportation vehicle, and funding to expand unutilized space for a vocational and technology training site.

The job developer will assist everyone in the home with learning skills to obtain meaningful employment, and skills to operate a business.

The Person-Centered Coordinator will ensure that Lilly's Open Arms has incorporated a person-centered approach in all areas of the program design starting with training staff.

A transportation vehicle will be used to transport individuals to and from craft fairs, art shows and transport oversized canvases to ensure content is protected. Furthermore, a transportation vehicle will also assist the home with ensuring supports correspond with individuals IPP goals.

The ability to utilize unused space for vocational training is a vital piece in becoming compliant with the HCBS rules. Providing the space, the job developer can work one-on-one and, in a group, setting with the appropriate technology will provide individuals with the necessary skills to obtain meaningful employment, and operate a successful business.

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

Job Developer:

Method to implement: To complete this, Lilly's Open Arms will hire one (1) Full-time Job Developer whose key focus will be the transition individuals living at the home to Community-based meaning employment within the Los Angeles area. The toolkit used will include traditional placement methods such as discovery and customized employment. The job developer will then work with the home on a contractual basis once the 2-year contract has been fulfilled to ensure continuity and stability of job placements.

1. Career/Major Exploration Assessment & Learning Outcomes

Goal 1: To assist individuals in identifying a career path during the first 3 month of working with developer

Objective: Individuals will demonstrate a clearer understanding of the career exploration

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

process and how their own skills and interests match up to a chosen career or volunteer path.

Outcome # 1: Individual will be able to list at least one career path they are interested in exploring further

2. Job Opportunities Assessment and Learning Outcomes

Goal 1: To assist individual in learning about job and volunteer opportunities in their intended career path

Objective: Individuals will investigate work tasks, settings, salary, job outlook and resources corresponding to careers and volunteer opportunities they consider

Outcome # 1: Individuals will complete a comprehensive profile/reflection that includes information on works tasks, setting, salary, job outlook and resources corresponding to employment and volunteer opportunities they consider

3. Gaining Experience Assessment and Learning Outcomes

Goal 1: To assist Individuals in seeking out opportunities to gain experience within their chosen career fields (through part-time jobs, volunteer experience, job shadowing etc.) during the first year of working with job developer

Objective: Increase the rate at which individuals participate in experimental learning by 100% each year for the next 2 years.

Outcomes # 1: Individuals will have meaningful employment in a career-related experience while living at Lilly's Open Arms (part-time jobs, volunteer experience, job shadowing etc.).

4. Job Search Tools Assessment and Learning Outcomes

Goal 1: To develop life-long skills individuals can use to seek meaningful employment, volunteer opportunities, and operate a successful business

Goal: Collaborate with businesses in the community regarding partnering with Lilly's Open Arms

Objective: Individuals will learn how to write professional documents (resume, cover letter, thank you letter) to use for jobs, operating a business and volunteer experience

Outcome #1: Individuals who participate in career development workshops (resume building, The Ingredients of Perfect Cover Letter, and Mastering the Art of Interviewing) and meet one-on-one with the job developer will have targeted career related documents by end of year 1.

Outcome # 2: Individuals will increase brand awareness of their business through social media marketing

Outcome # 3: Individuals will increase monthly sales of business by 50% the first year of operation

Specific and measurable outcomes will be included in the Job developers' annual outcomes reporting tool. Measurements may include but are not limited to data such as length of time in Job Development; number of job placements; average hours worked; average wage; benefits; employment retention; others defined by Job developer leadership and industry standards.

Person-Centered Coordinator:

Method to Implement: To complete this, Lilly's Open Arms will hire 1 Person-Centered Coordinator whose key focus will be the transition all staff (Fulltime, part-time and contractual), individuals, and families associated with the facility to a person-centered approach to meet HCBS final rule guidelines.

Goal 1: The person-centered coordinator will be employed full time to incorporate person-centered thinking and planning into day-to-day functions of the home supporting our

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

individuals

Objective: Staff will utilize a person-centered approach as outlined by trainer

Outcome # 1: Respecting the rights of Individuals choice and privacy

Outcome # 2: Documentation within the Individualize Service Plan illustrates a person-centered approach

Outcome # 3: Individual participation in community outings of choice

Outcome # 4: Staff ability to distinguishing between what is important to an individual and what is important for the individual

Outcome # 5: Staff at Lilly's Open Arms work with outside resources (families, community agencies), building trust and confidence, and developing a culture of person-centered approach which enhances the lives of each individual living at the home

Outcome # 6: Receiving support that is consistent so that new staff and others know and respect the person's values and choices, as well as how others can help the individual

On-site Vocational and Technology library

Goal 1: To develop rich multimedia resources to engage and foster individuals' commitment to their vocational, academic and business pursuits

Objective: To provide materials and resources that inspire and services as space for everyone to come together, and programs that would satisfy their informative, education and business needs

Outcome # 1: Individuals will become independent users of credible information and understand how to have digital literacy

Outcome # 2: Individuals will attain a proficiency in computer and data literacy to perform employment and business operation tasks

Outcome # 3: Individuals will engage online with the community to exchange information and build resources

Outcome # 4: Individuals will understand that learning is an ongoing professional responsibility

Outcome # 5: Individual will learn ethical behavior and work place skills integral to successful employment

Transportation request

Goal 1: Increase awareness of the community for each person residing at Lilly's Open Arms

Objective: To provide safe and reliable transportation to navigate the community

Outcome # 1: Individuals will have the resources available for them to choose from their needs

Outcome # 2: Staff will be able to support individuals with increasing access to healthy activities, recreation, and reliable resources available in the own community

Outcome # 3: Staff will be able to support individuals in being present daily for place of employment and operate business ventures without barriers

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.

Not Applicable

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

Home and Community-Based Services (HCBS) Rules

DEPARTMENT FUNDING GUIDANCE

centered services to your clients.	
Not Applicable	
9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.	
<p>Additional transportation and exploration of community resources will inspire efforts to achieve greater independence and increase choices, resulting in long term success. Our HCBS proposal looks to inject energy into our ideas by providing the startup cost of Person-Centered Coordinator, Job Developer, transportation vehicle, On-site Vocational training and Technology Center. Lilly's Open Arms will develop on-going training to support staff to implement Person Centered Planning, compliance to HCBS Final Rule, and documentation of persons' progress in the IPP. Additionally, with funding, exploration will include what works/not work, what has been tried, individual choice of how services are supported, and timely identification of individuals needs and support so they can attain measurable success annually. Our approach will sustain the projects by guaranteeing ongoing staff development to a more person-centered approach, guarantee individuals access to the community, guarantee individuals increased vocational skills for obtaining meaningful employment, volunteer opportunities, and operating a successful business. With the startup funding for a Person-Centered Coordinator, Job Developer, transportation vehicle and On-site Vocational and Technology Center, Lilly's Open Arms will budget for ongoing contractual assistance from the Job Developer and Person-Centered Coordinator and maintenance for all computers, software, and furniture obtained for the on-site center.</p>	
<p>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.</p> <p>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.</p>	
<p>Person-Centered Trainer: \$52,000 per year Job developer: \$43,592 per year Transportation vehicle: \$43,000 Vocational Training development: \$15,000</p>	
11. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframe of the requested funding, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program timeframe; up to two years.	
Not Applicable	
12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	<p>HCBS Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ Disparity Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.</p>

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

	If Yes, FY(s) ____ N/A
	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.	
Not Applicable	
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.	
Not Applicable	

Home and Community-Based Services (HCBS) Rules
CONCEPT FORM

HCBS CONCEPT BUDGET	
Vendor Name	Lilly's Open Arms
Vendor Number(s)	HXO799

	Year 1 Budget		
	Wage and Benefits	FTE	Annual Cost
Personnel (wage + benefits)			
Person Centered Coordinator	52,000	1.00	\$ 52,000
Job Developer	42,592	1.00	\$ 42,592
Position Description			\$ -
Position Description			\$ -
Position Description			\$ -
Position Description			\$ -
Position Description			\$ -
Position Description			\$ -
Position Description			\$ -
Personnel Subtotal			\$ 94,592
Operating expenses			
Mini van			\$ 43,000
Auto insurance			\$ 2,000
maintenance/repair every (3 month)			\$ 1,200
			\$ 6,800
Operating Subtotal			\$ 53,000
Administrative Expenses			
Gas			\$ 1,500
internet			\$ 1,320
Administrative Subtotal			\$ 2,820
Capital expenses			
Painting/development training center			\$ 15,000

Attachment C

Year 2 Budget		Total
FTE	Annual Cost	Cost
1.00	\$ 52,000	\$ 104,000
1.00	\$ 42,592	\$ 85,184
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ 94,592	\$ 189,184
		\$ 43,000
	\$ 1,800	\$ 3,800
	\$ 1,800	\$ 3,000
		\$ 6,800
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	\$ 3,600	\$ 56,600
		\$ 1,500
		\$ 1,320
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	\$ -	\$ 2,820
		\$ 15,000

Computers (4x)		\$ 2,000
Long office tables (3x)		\$ 987
office chairs (6x)		\$ 900
office printer		\$ 600
projector & screen		\$ 400
Capital Subtotal		\$ 19,887
Total Concept Cost		\$ 170,299

See Attachment F for budget details and restrictions

		\$	2,000
		\$	987
		\$	900
		\$	600
		\$	400
		\$	-
		\$	-
		\$	-
	\$ -	\$	19,887
	\$ 98,192	\$	268,491