

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: Myles Horttor, Chief Program Officer and Renee Herrell Fitzgerald, Director of External Affairs
Vendor Name, Address, Contact: Options For All, 5050 Murphy Canyon Road, Suite 220, San Diego, CA 92123,	
Vendor Number: HQ0217	
Service Type and Code: Community Based Day Program / 510	

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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 Please explain: Over the past year, Options For All (OFA) has successfully conducted Person-Centered trainings for every staff member in two of our three regions: Inland Empire and Santa Clara. As a result, one-page Person-Centered Profiles (PCPs) have been created for all participants in those regions. Using the PCP, the coordination and delivery of services are being tailored to the unique needs, skills, and wants of our participants based on the Person-Centered Model. This year, we plan to implement these models and approaches to participants within our largest service area, San Diego, via hiring Person Driven Service Coordinators. This will enable OFA to incorporate the philosophy of Person-Centered service delivery into every aspect of our services and business operations.</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?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: All participants have current IPP's on file. Program staff participate in each participant's annual planning meeting.</p>	

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<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: To meet this standard, Options For All (OFA) will need to create a Person-Centered Profile (PCP) for each participant in the San Diego region, ensuring their rights of privacy, dignity, and respect, and freedom from coercion and restraint. These rights will be communicated thoroughly, regularly, and in a manner that is accessible and understood by the individual. OFA has created PCPs for two of our three regions, and it is anticipated that we will complete the third region in 2022. Through the creation of each PCP, we can ensure the needs and preferences of the participant are documented and will drive custom service delivery and support. The creation of each PCP will be a confidential and sensitive process that takes place at times and in locations where privacy can be assured. Good effort is made to match participants with staff based on culture, language, and method of communication. Ultimately, the PCP will capture the unique communication and privacy needs of each individual, satisfying their service preferences and reinforcing that individual's rights and freedoms.</p>	

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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: Due to the program structure, it is challenging to meet the unique needs and preferences of each individual on a daily basis. To mitigate this challenge, OFA will create Person-Centered Profiles (PCPs) that represent individual's needs and preferences while taking into account who they interact with in community settings. Person Driven Service Coordinators will train staff on the Person-Centered approach, teaching them the skills and giving them the tools to empower each individual's initiative, autonomy, and independence in making life choices. PCP objectives that are developed with the participant will be consistent with IPP goals. Participants are able to request changes to their program and these changes are acted upon if possible, or referrals to alternative service providers are offered.</p>	
<p><u>Federal Requirement #5:</u> <i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available? • Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: As a result of hiring four Person Driven Service Coordinators, our program staff in two of our three regions has been trained on the Person-Centered approach. The training resulted in the creation of Person Center Profiles (PCPs) for all 314 Option For All (OFA) participants in the Inland Empire and 100 OFA participants in Santa Cruz. PCPs also capture the preferences of each individual, allowing them to express what is important to them, what is important for them, how to support them in a way that works for them, and what others like and admire about them. The information in the PCP can then facilitate the participants choice regarding which services and supports</p>	

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they want to receive and which staff member with whom they want to work. Our aim is to take this model and apply it our San Diego programs, facilitating individual choice regarding the services and support individuals that are a part of these programs receive, and who provides for them.

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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> <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 type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed. Individuals sharing units have a choice of roommates in that setting. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

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<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 comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><u>Guidance:</u></p> <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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #10:</u> <i>The setting is physically accessible to the individual.</i></p>	<p><u>Guidance:</u></p> <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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

CONTACT INFORMATION

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ACKNOWLEDGEMENT

By checking the box below, I acknowledge that completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules.

I AGREE

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

Instructions:

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

Strengths of previously funded concepts:

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

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

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Vendor name	Options For All
Vendor number(s)	HQ0217
Primary regional center	San Diego
Service type(s)	Community-Based Day Program
Service code(s)	510
Number of consumers typically and currently served	405
Typical and current staff-to-consumer ratio	1:3 staff to participant ratio
<p>1. Please provide a brief description of the service/setting. Include what a typical day consists of during regular program as well as how services are currently being provided. This response must include the baseline/current levels for any aspects of the program for which the concept proposes funding.</p> <p>Services are provided in natural community environments, including paid and volunteer work opportunities, and other educational, recreational, and social activities designed to increase the independence and self-reliance of adults with intellectual / developmental disabilities, and enhance their inclusion in the community. Services are based on individual desires and needs. Within the program, Person-Centered Planning (PCP) is integrated into the process that each individual completes in preparation for developing his/her Individual Service Plan (ISP), but a more thorough understanding of PCP and its importance is needed.</p> <p>The HCBS rules, along with the recent changes to WIOA and the adoption of the Employment First Policy in California, increase the emphasis on person centered and person driven plans and employment outcomes.</p> <p>DDS's funding of OFA's Person-Centered Training has had a tremendous impact on our staff and participants in the Inland Empire and Santa Cruz. To reinforce our programs to deliver Person-Centered services, we will hire two Person Driven Service Coordinators in San Diego. These individuals will go through the necessary training and certification to become Person-Centered Planners (Train-the-Trainer model), then work with our internal training department to implement as a continual competency training for Options For All support staff. These two employees will roll out a series of Person-Centered Trainings for all support staff.</p> <p>Project Narrative Description: While filling out this section, reflect on how services are typically provided and how that might have changed in the past year. Think about what has been learned in the past year and how that might shape services going forward. Funding awarded through this concept can span the course of up to two years which would allow time to shape services to be more person-centered and align with the HCBS federal requirements.</p>	
<p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p>	

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Our aim is to hire and train two additional Person Driven Service Coordinators (PDSC) to become certified person-centered planners, and develop an internal training platform in collaboration with our Learning & Development team, to provide on-going training for support staff in the techniques and strategies of person-centered thinking. In addition, the PDSCs will work with program participants in the San Diego region to develop person-centered profiles, which will in turn drive service planning and delivery to reflect individual needs, wants, and preferences in service options.

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

1 2 ___ 3 4 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___

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

While Options For All is partially compliant in all 3 areas, improvement is needed to better identify needs and desires, individualize opportunities, and allow better opportunities to choose support services.

- The services that individuals receive are largely driven by OFA's available resources which do not always account for every participant's need or preference
- OFA is seeking funding via an additional HCBS grant, to underwrite a staff position (*i.e.* Business Job Developer) that will create employment options based on the participants needs, not solely on the opportunities available
- Currently, the Individualized Support Plan (ISP) is the primary document that captures all aspects of participant's services, rights and communication preferences which may not be sufficient or accessible for individuals who are nonverbal, nonreaders or prefer/require alternative methods of communication
- There are better methods of capturing individual's preferences which will enable and equip our staff with the information to seek out activities that are more attune to participant's interests and service needs in settings of their choosing

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.

By March 2023, the Person-Centered Training concept for San Diego will be fully implemented and integrated into daily services and programs.

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

Proposed Outcomes and Objectives for San Diego:

- Two Person-Centered Trained and Certified Person Driven Service Coordinators (PDSCs)
- Person-Centered Training (PCT) curriculum and tools
- 5 Person-Centered Trained program staff members who will implement Person-Centered Planning
- 200 Person-Centered Thinking Trained staff members

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- Participant one-page Person-Centered Profiles
- Organizational adoption of the Person-Centered philosophy that will be integrated into all trainings across the organization

The outcomes and objectives will be tracked through the following benchmarks: Hiring 3 staff members, training them to be certified PDSC Facilitators, developing a curriculum and tools, training of program and administrative staff members on Person-Centered Thinking, and creating Person-Centered Profiles (PCP) with participants.

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.

OFA's participants in the Inland Empire and Santa Cruz regions have been included in developing the concept for San Diego through providing feedback throughout the creation of their individual Person-Centered Plans and Profiles. This has resulted in OFA developing a more robust Person-Centered Training than the concepts originally pitched to DDS for these regions.

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

Person Driven Planning (PDP): Adding trained facilitators to augment staff with the purpose of A) training staff, and B) assisting each participant with completing an in-depth PDP that identifies desires, interests, and choices along with skills needed for success. Focus is on employment-related options and outcomes. Standardized curriculum and tool(s) will provide the framework, with an individualized process for each client. To ensure a robust plan, activities would include face-to-face meetings with participants, reviews of collateral information, and face-to-face meetings with staff, families, and service coordinators. Once the one-page Person-Centered Profile is completed, facilitators would work in conjunction with participants and planning team to include identified community integration related goals and objectives in the individual service plan.

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

The Person-Centered Training is a time-limited and outcome-based concept. Given our experience with our two other regions, we know that the funding from HCBS covers the full costs of implementing the Person-Centered model and integrating this philosophy throughout the entire organization.

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.

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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](#).

Options for All (OFA) plans to employ 3 Person Driven Planning (PDP) Facilitators. Each Facilitator will earn salaries and wages of \$57,143. The total cost for personnel will be \$171,429. Recruitment of Facilitators will begin in July 2021.

The three new hires as well as two key program staff members will attend multiple trainings on current best practices and methodologies in order to become certified Person Driven Planning (PDP) Facilitators. Each training costs \$6,000. The total cost for trainings, including travel, will be \$38,000. Trainings will begin once the PDP Facilitators are hired. We anticipate that to be September 2021.
Total project cost: \$209,429

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.

N/A

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding	___ No	<u>X</u> Yes.	If Yes, FY(s)	<u>2019</u>
	Disparity Funding	___ No	___ Yes.	If Yes, FY(s)	_____
	CPP Funding	___ No	___ Yes.	If Yes, FY(s)	_____
	CRDP Funding	___ No	___ Yes.	If Yes, FY(s)	_____
If yes to any question be sure to answer questions 13 and 14.					

For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS

13. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may copy and paste from progress update(s) previously provided to regional centers or DDS.

- Inland Empire Outcomes (2019 HCBS Funded)
- Two Person-Centered Trained and Certified Person Driven Service Coordinators (PDSCs) via the following trainings: Person-Centered Training Online Module; Self-Determination and Facilitation Training; Person-Centered Planning and Pandemic Training conducted by Michael Smull; HCBS Final Rule Training presented by DDS; and Person-Centered Approach to Risk presented by DDS
 - Person-Centered Training Curriculum and tools
 - 4 program staff trained and certified in the Person-Centered Planning Process (PCPP)
 - 50 staff members trained in a total of six Person-Centered Thinking Trainings (PCTTs) conducted via Zoom on April 29, July 27, August 5, August 12, August 19, and August 26
 - 152 Participant one-page Person-Centered Profiles

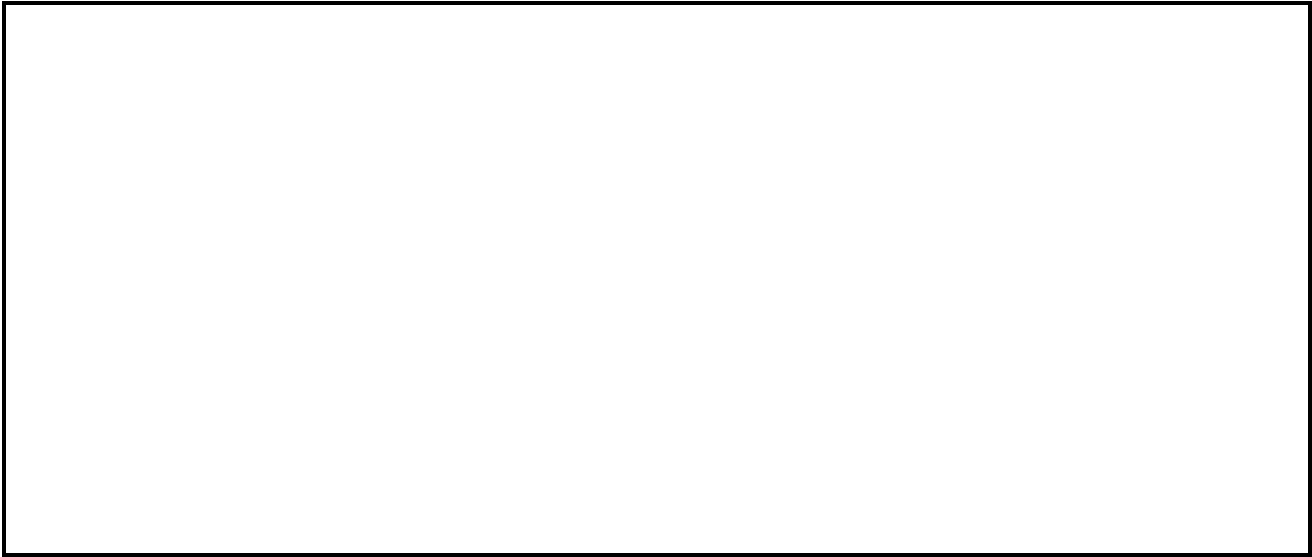
**Home and Community-Based Services (HCBS) Rules
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- Two Person-Centered Trained and Certified Person Driven Service Coordinators (PDSCs)
- Person-Centered Training curriculum and tools
- 33 staff members participated in a total of six Person-Centered Thinking Trainings (PCTTs) conducted on August 27, 2020, September 22, 2020, and November 12, 2020
- Participant one-page Person-Centered Profiles, in-progress

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.

DDS's funding of OFA's Person-Centered Training has had a tremendous impact on our staff and participants in two of OFA's three regions: Inland Empire and Santa Cruz. The outcomes listed in section 13 (above) demonstrate the successes of implementing the concept. This year, we plan to implement this proven concept within our largest service area, San Diego.

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HCBS CONCEPT BUDGET						
Vendor Name		Options for All				
Vendor Number(s)		HQ0217				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Person Driven Planning (PDP) Facilitator	\$57,143	1.00	\$ 57,143		\$ -	\$ 57,143
Person Driven Planning (PDP) Facilitator	\$57,143	1.00	\$ 57,143		\$ -	\$ 57,143
Person Driven Planning (PDP) Facilitator	\$57,143	1.00	\$ 57,143		\$ -	\$ 57,143
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 171,429		\$ -	\$ 171,429
Operating expenses						
Person Driven Planning Trainings			\$ 3,000		\$ -	\$ 3,000
Person-Centered Planning Process Trainings			\$ 35,000		\$ -	\$ 35,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ 38,000		\$ -	\$ 38,000
Administrative Expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 209,429		\$ -	\$ 209,429

See Attachment F for budget details and restrictions

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**Home and Community-Based Services (HCBS) Rules
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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 Please explain: The lack of meaningful employment opportunities is seen as the largest barrier to community integration. Although every effort is made to individualize and respect individual preferences, there is an opportunity for Options For All (OFA) to expand our efforts to customize each participant's preferences and create more pathways to competitive integrated employment. Developing paid employment opportunities <i>customized</i> to the skills, abilities and interests of the individual is challenging and requires additional resources to identify opportunities, develop partnerships, and create vocational training pathways within the workforce. Currently, OFA programs do not have the necessary personnel to engage in workforce development activities to create these opportunities for those seeking employment in integrated settings.</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?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: All participants have current IPP's on file. Program staff participate in each participant's annual planning meeting.</p>	

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<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: While we currently review and renew acknowledgements of individual rights, and freedom from coercion and restraint with all participants twice annually (ISP and 6-month review meetings), improvements can be made in meeting the unique needs of participant's preferred communication needs to ensure understanding. A separate project proposal aims to satisfy this standard through the development of Person Driven Service Coordinators to integrate the person-centered approach to service planning and delivery for all individuals.</p>	
<p><u>Federal Requirement #4:</u> <i>Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider offer daily activities that are based on the individual's needs and preferences? • Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings? • Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: Customized employment has not been developed to the fullest capacity to meet the needs and preferences of each individual on a daily basis. Although Options For All (OFA) has been in business for 36 years and has developed many employment</p>	

**Home and Community-Based Services (HCBS) Rules
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opportunities, the longevity and rote of “business as usual” creates a challenge in taking the next step to incorporate the necessary structural changes that would allow for innovation in creating more pathways to employment, tailored to the individual ‘s interests and goals.

Federal Requirement #5:

Facilitates individual choice regarding services and supports, and who provides them.

Guidance:

- 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? Yes No

Please explain: Where possible and considering the constraints of staffing, participants are supported to choose their preference for staff support. At minimum, Options For All strives to ensure culturally competent services. Modifications of services are possible when staffing permits. The program has a means for participants to voice concerns and have grievances heard and acted upon.

**Home and Community-Based Services (HCBS) Rules
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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> <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 type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #7:</u> <i>Each individual has privacy in his/her sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed. Individuals sharing units have a choice of roommates in that setting. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

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<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 comfortable seating in shared areas?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #9:</u> <i>Individuals are able to have visitors of their choosing at any time.</i></p>	<p><u>Guidance:</u></p> <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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	
<p><u>Federal Requirement #10:</u> <i>The setting is physically accessible to the individual.</i></p>	<p><u>Guidance:</u></p> <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?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: Click or tap here to enter text.</p>	

CONTACT INFORMATION

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

Contact Name: Myles Horttor – Chief Program Officer
Contact Phone Number: (619) 643-7208
Email Address: mhorttor@optionsforall.org

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
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Vendor name	Options For All
Vendor number(s)	HQ0217
Primary regional center	San Diego
Service type(s)	Community-Based Day Program
Service code(s)	510
Number of consumers typically and currently served	405
Typical and current staff-to-consumer ratio	1:3
<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>Services are provided in natural community environments, including volunteer activities some paid work opportunities, and other educational, recreational, and social activities designed to increase the independence and self-reliance of adults with intellectual / developmental disabilities, and enhance their inclusion in the community. Services are based on individual desires and needs. While every effort is made to satisfy individual preferences in community activity and setting, paid employment opportunities are minimal and do not meet the current service demand.</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>Adding a professional staff member who is solely dedicated to and focused on developing business partnerships with medium to large scale employers, will facilitate greater choices in, and opportunities for, employment for our participants. The goal is to significantly increase competitive integrated employment (CIE) opportunities for those that choose employment as a goal. The scope of this role goes beyond traditional job development activities that Options For All has engaged in the past; rather, the business developer will cultivate strategic partnerships with companies to create custom job opportunities for program participants, thereby increasing employment CIE outcomes. It will require the training, certification, and application of the Customized Employment model to facilitate the employment initiative we aim to develop. The proposed outcomes are specifically targeted at reinforcing our programs to embody the person-centered approach to service planning and delivery.</p>	

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

1 2 3 4 5 6 7 8 9 10

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

While Options For All is partially compliant in all 3 areas, improvement is needed to better identify needs and desires, tailor unique opportunities, and create more employment options for individuals to choose in their preferred environment.

- Currently, OFA programs do not have the necessary personnel to engage in workforce development activities to create employment options in integrated settings for those seeking this as a service activity.
- OFA has had the same organizational structure for much of its 36 years. While this has allowed the development of many employment opportunities, the longevity and rote of “business as usual” creates a challenge in taking the next step to incorporate the necessary structural changes that would allow for innovation in creating more pathways to employment, tailored to the individual ‘s interests and goals.

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.

By March 2023, the Business Developer will be fully implemented and integrated into daily services and programs, which will create more service options in employment environments for individuals to choose from.

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

Proposed Outcomes and Objectives for San Diego:

- One Business Job Developer (hired July 2021)
- Customized Employment certification/training (Dec. 2021)
- 50 Person-Centered jobs created (July 2022)

The outcomes and objectives will be tracked through successfully recruiting a Business Job Developer as well as accomplishing the numbers and timeline set in the proposed outcomes and objectives.

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.

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The core of this concept is a strong Person-Centered approach. Individuals who are currently engaged in OFA's programs have expressed the desire for employment that allows them to build specific skills or within a specific industry, and create more opportunity for self-reliance. Additionally, the information from the Participant Person-Centered Profiles, developed to this point, have identified specific employment needs.

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

The core of this concept is a strong person-centered approach. Our staff will spend more time with our individuals identifying their interests in employment specifically identifying the amount of time each individual would like to work, what type of work, what kind of environment they would like to work within.

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

Through initial funding and implementation of the Business Developer position, we anticipate that the right person will develop sufficient business opportunity to sustain revenue streams to support the viability of the position, via billable support hours delivered to individuals in their jobs in OFA programs.

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](#).

Options for All (OFA) will hire a Business Job Developer to create Person-Centered employment opportunities. The Business Developer will earn a wage of \$60,000/annually (\$74,000 including benefits). Recruitment for this position will begin in July 2021.

Customized Employment training, travel, and the development of marketing materials (digital, print and web) are essential for the success of the Business Developer position.

Total operational cost is \$20,000:

- Training: \$5,000
- Marketing materials: \$5,000
- Travel: \$10,000

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.

After the second year of employment, the Business Job Developer position's salary will shift to a commission and performance-based pay structure, and will be sustained

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

through generated revenues from billable support hours for newly employed participants, provided by program staff.

Additionally, Options For All will continue to utilize other Employer Incentives to incentivize employers to hire more individuals.

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding	___ No	<input checked="" type="checkbox"/> Yes.	If Yes, FY(s)	<u>2019</u>
	Disparity Funding	___ No	___ Yes.	If Yes, FY(s)	_____
	CPP Funding	___ No	___ Yes.	If Yes, FY(s)	_____
	CRDP Funding	___ No	___ Yes.	If Yes, FY(s)	_____
If yes to any question be sure to answer questions 13 and 14.					

For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS

13. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may copy and paste from progress update(s) previously provided to regional centers or DDS.

Inland Empire Outcomes (2019 HCBS Funded)

- Two Person-Centered Trained and Certified Person Driven Service Coordinators (PDSCs) via the following trainings: Person-Centered Training Online Module; Self-Determination and Facilitation Training; Person-Centered Planning and Pandemic Training conducted by Michael Smull; HCBS Final Rule Training presented by DDS; and Person-Centered Approach to Risk presented by DDS
- Person-Centered Training Curriculum and tools
- 4 program staff trained and certified in the Person-Centered Planning Process (PCPP)
- 50 staff members trained in a total of six Person-Centered Thinking Trainings (PCTTs) conducted via Zoom on April 29, July 27, August 5, August 12, August 19, and August 26
- 152 Participant one-page Person-Centered Profiles

Santa Cruz Outcomes (2019 HCBS Funded)

- Two Person-Centered Trained and Certified Person Driven Service Coordinators (PDSCs)
- Person-Centered Training curriculum and tools
- 33 staff members participated in a total of six Person-Centered Thinking Trainings (PCTTs) conducted on August 27, 2020, September 22, 2020, and November 12, 2020
- Participant one-page Person-Centered Profiles, in-progress

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 Business Job Developer concept is a new staff position created specifically to implement a Person-Centered approach to employment for our participants.

HCBS CONCEPT BUDGET						
Vendor Name		Options for All				
Vendor Number(s)		HQ0217				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Business Developer	\$74,000	1.00	\$ 74,000		\$ -	\$ 74,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 74,000		\$ -	\$ 74,000
Operating expenses						
Design and Printing of Marketing Materials for Pote			\$ 5,000		\$ -	\$ 5,000
Travel			\$ 10,000		\$ -	\$ 10,000
Training			\$ 5,000		\$ -	\$ 5,000
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ 20,000		\$ -	\$ 20,000
Administrative Expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 94,000		\$ -	\$ 94,000

See Attachment F for budget details and restrictions