

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: 01/26/2021	Completed by: Christina Buth-Okatch, VP/Director of Operation (PALS, Inc.)
Vendor Name, Address, Contact: PALS, Inc. Address: 1494 Madera Rd., St.#A-1, Simi Valley, CA 93065 Address: 5385 Hollister Ave, Bld#9, St#215, Goleta, CA 93111 Address: 1310 E. Main Street, Santa Paula, CA 93060 Contact Person: Christina Buth-Okatch, buthchristina@yahoo.com / 562.426.5444	
Vendor Number: HT0709, HT0617, PT1492, HT0720, PT1517, HT0700	
Service Type and Code: Therapeutic Service (117), Community Integration Training Program (055), Behavior Management Program (515), Program Aide Supplement (110), Transportation (880), Transportation Aide (882)	

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

<p><u>Federal Requirement #1:</u> <i>The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: While PALS, Inc. strives to provide services to the Individuals we support based on their needs/wants/desires, we are unable to adequately provide services required for them in community integration and employment opportunities. Our agency serves individual that are described by DDS as “difficult to serve.” They may have histories of intellectual and development disability with dual diagnosis and/or mental illness, adverse childhood experiences (Trauma), violence criminal behaviors and sex offenses. They require specialized supports beyond traditional day program services to adequately meet their needs and abilities. We are requesting funding through HCBS compliance process; 1) Additional vehicles (vans and small compact vehicles) to provide smaller group and/or individualized transportation to work and to community activities when participant is unable to safely use public transportation. 2) A full-time Person-Centered Practice Facilitator personnel to development Person Center Planning and teach to program participant self-advocacy. 3) Career Coordinator to assess what type of work desire, the skills needed for the job, and seek/secure paid work opportunities. 4) purchase of advance training for persons with mental illness that cannot be found in the typical DSP I and II training modules. 5) Demonstration Technology Training Kit for participant and/or families in learning how to use technology to enhance more choice and more opportunities for community integration.</p>	
<p><u>Federal Requirement #2:</u> <i>The setting is selected by the individual from among setting options,</i></p>	<p><u>Guidance:</u></p>

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

<p><i>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>	<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: The regional center's have provided IPP/s for all of the individuals we serve. The IPP is developed for these individuals through a PC process. These documents typically address the type of objective found for individuals with IDD/s but not always adequately address the mental health needs of the individuals to the lack of community capacity. The IPP/s do address the setting options considered for each individuals.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain: During on-boarding process, staff receive a 5-day orientation training that emphasized Person-Centered Practices and Planning, Client's Right's, Zero No Tolerance Policy, Abuse reporting, HIPPA regulation, age appropriate activities, Title 17, Title 22 and Client Specific Care and needs, prior to supporting an individual in the community. In addition, PALS staff will receive on-going monitoring and training as needed to ensure that services are meeting the needs of each individuals in the program. Secondly, PALS day program provide different opportunities "Teaching Moments," for individual to learn about Client's Rights through the year: intake process (prior receiving PALS services), monthly Town</p>	

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

Hall Self-Advocacy Meeting (topic/discussion is led by program participate), daily reactions with staff members, and during IPP meetings. PALS have diverse team and have access to staff who speaks multiple languages. Therefore, PALS have staff who can communicate in the preferred language spoken by the individual we support. Our agency will reach out and find alternative methods of communication resource if there is a need.

Federal Requirement #4:

Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.

Guidance:

- Does the provider offer daily activities that are based on the individual's needs and preferences?
- Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings?
- Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?

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

Please explain: Disturbed and disturbing behaviors can create barriers for an individuals with dual diagnosis (IDD and mental illness) sometimes exhibit unsafe behaviors in community settings that precluded their full participation until the individual has learned better emotional self-regulation. For example, an individual that we support have history of violent and property destructions under the certain circumstance of having to wait for the group and or being transport to community activities. The behaviors limits many types of community activities and job opportunities until he/she has better emotional self-regulation skills. Our staff is good with basic communication and positive behavior support skills. But they lack the advance skills found in some of the emerging practices such as Person Centered Training and Skills System, which is Dialectical Behavior Therapy adapted for persons with intellectual disability who also have a mental illness. PALS also provide support to individuals who wants to work ---but lack opportunities for work skills. Many of these individuals have little to no exposure to work skills development opportunities. They required a dedicated personnel to discover what job interest them, the skills need for the job and secure job internship and placement. Base on PALS current structure, our staff does not have the time or the skills to facilitate Person-Center Practice and Skill System and Career development at day program. Not having advance skills training, specialized personnel support and adequate means of transportation limits their choices preferred activities, job opportunities and their community involvement.

Federal Requirement #5:

Guidance:

- Do the provider support individuals in choosing which staff provide their

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

<p><i>Facilitates individual choice regarding services and supports, and who provides them.</i></p>	<p>care to the extent that alternative staff are available?</p> <ul style="list-style-type: none"> • Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: At PALS we embrace Person-Centered Practice and Planning. Participants and families (when possible) are involved in all decision-making processes. Individuals that we support direct and develop their IPP's goals/ objects set forth in the regional center IPP. PALS uses clients specific job adds (glass door, career builder and other job posting sites) to recruit staff with specific skills set to support an individual and or group. During hiring process, when possible (in 1;3 and 1;2 ratio) individuals will participant in interview questions. Individuals are given the opportunities to express the desire staff they would like to work with. PALS team will place an individual with preferred staff to the extent that staff is available. Programming Activities are led by and client-base driven.</p> <p>At PALS, we create opportunities and encourage program participants to have a voice about their services at day program. Individuals are encouraged to participate and lead topic discussion that are important to them in PALS monthly "Town Hall," self-advocacy focus group. Routinely, PALS sent out survey assessment using varies methods that is accessible for participant and families to get feedback on our services.</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 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?
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**Home and Community-Based Services (HCBS) Rules
DEPARTMENT FUNDING GUIDANCE**

<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: N/A: PALS, Inc. does not provide residential services, we support individual during day program.</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: N/A: PALS, Inc. does not provide residential services, we support individual during day program</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 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: N/A: PALS, Inc. does not provide residential services, we support individuals during day program.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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

Please explain: PALS provides day program services, we have an open door policy for “circle of support,” to free visit our program.

Federal Requirement #10:

The setting is physically accessible to the individual.

Guidance:

- Do individuals have the freedom to move about inside and outside the home or are they primarily restricted to one room or area?
- Are grab bars, seats in bathrooms, ramps for wheelchairs, etc., available so that individuals who need those supports can move about the setting as they choose?
- Are appliances and furniture accessible to every individual?

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

Please explain: Program participants can freely move about areas, where he/she can complete preferred day program activities.

CONTACT INFORMATION

Contact Name: Christina Buth-Okatch/ Director of Operations (PALS, Inc.)
 Contact Phone Number: 562.426.5444 (office)/ 562.489.3859 (mobile)
 Email Address: buthchristina@yahoo.com

ACKNOWLEDGEMENT

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

I AGREE

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.

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

Vendor name	PALS, Inc.
Vendor number(s)	HT0709, HT0617, PT1492, PT1517, HT0720, HT0700
Primary regional center	TCRC
Service type(s)	Community Integration Training Program (055) Behavior Management Day Program (515) Program Support Group-Day Services (110) Therapeutic Services (117)
Service code(s)	515, 110, 880, 882, 055, 117
No. of Consumers	53 Program Participants
Staff:consumer ratio	1:3, 1:1 and, 2:1, (staff-to-client ratios)
<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>TRADITIONAL DAY PROGRAM (pre-COVID): PALS, Inc. is a day program that support 53+ individuals in 1:3 and/or 1:1 (staff to client ratio) that frequently present with an intellectual/developmental disability, dual-diagnoses, mental illness and/or history of trauma with community integration from the hours of 8am to 2pm (Monday to Friday). Participants learn work and life skills in the community on a daily/weekly group schedule they develop. We emphasized the use of public transportation to access community activities when possible. Our Management team which consists of Program Director and two Program Manager allow them the extent to case manage day to day programing; transportation/grouping arrangements, resolving behavior issues in the community, IPP meeting with the regional center and administrative duties has been somewhat limited to transition to a person-centered service. Our staff does not have the skill nor time to implement Person-Centered Practices.</p> <p>ALTERNATIVE/ REMOTE SERVICES (during COVID): In response to the COVID-19 Pandemic, PALS, Inc. implemented a service design accordance with COVID-19 safely guidelines and the needs of each individual we support. PALS services ratio was changed temporarily from 1:3 to 1:1 ratio and we made modification to our facility to meet social distancing guidelines. Our services included: the purchase and delivery of essential supplies to the home, assistive technology training, daily zoom classes, creating learning vides, in-home services, 1:1 direct services in the community, assisting participants/families with doctor appointments and any other services that support the individual/families through the pandemic.</p> <p>BASELINE: PALS, Inc. is in the process of having members become PCP Trainer certified, but our current structure does not allow for the process of transitioning to a person-centered approach that has place individual's choices in the community without proper means of transportation and formal process of discoveries of each individuals wants/needs/interests. PALS, Inc. believed that by having more access to transportation and hiring a full time Person-Centered Planning Facilitator and a</p>	

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

<p>full time Career Coordinator that we maximize individualized vision of a “meaning life experience in the community and greater opportunities for paid employment.”</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>PALS, Inc. is requesting for the following items to fully comply to HCBS requirements: 1) Vehicles (mini-vans and small compact cars) to accommodate “behavior challenge,” participant in the community. Provide individual greater access to community despite of personal challenges. 2) A full-time Person-Centered Practice Facilitator to transition PALS to a person-centered program to meet the CMS final ruling requirement. The PCP Facilitator will help individual to discover his or her needs/wants/desire in life. In addition, the PCP will support and teach PALS members skills needed to make decision at all aspect of day program. Which leads to a pathway to a meaning full life. 3) Through the process of discovery and PCP planning, a full-time Job/Career Coordinator to assess what type of work desire, match the skills needed for the job, evaluate each individual job readiness, training job skills, and seek/secure internship to paid work opportunities. 4) Advance training to PALS Staff/Management team to in implementing adapted DBT “Skill System,” to teach individuals to better self-regulate their emotions and related behavior issues. 5) Demonstration Technology Training Kit for participant and/or families in learning how to use technology to enhance more choice and more opportunities for community integration.</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 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/></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 to Federal Requirement #1</p> <p>-Currently, PALS support 53+ individuals in the community and only have 10 company owned vehicle. We encourage groups to use public transportation (when possible) as first options to activities in the community. Often, the individuals with “severe behavioral,” challenges, who have a history of violent and property destruction certain circumstance to having to wait for the group of being transported with a group to participant in the community. Due to the limited transportation arrangement options, individuals are limited in their choices in community.</p> <p>- Our staff does not have the time or skill to facilitate Person-Center Practices at day program. In effort to enhance PALS day program services, we do not have primary personnel whose role is dedicate on facilitating Person-Center approaches at day program. Therefore, individuals do not have the skills and support to make choices on where they what to go and who they want to see has been limited. By</p>

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

so, we are address the person as a whole and individuals will have the autonomy to self-advocacy to having a voice in the life they want for themselves.

-Currently PALS does not have personnel who primary role is dedicate on researching available community options for employment opportunities for an individual. Due this, individual who seek employment have limited opportunities for internship to paid work. Not have opportunities to paid work limited an individual to becoming an independent person.

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.

(a) Increasing transportation options gives individuals more choices and access to activities and employment opportunities in the community. (b) Having a PCP Facilitator and Job/Career Coordinator personnel on site, allows transition from “old” day program thinking to Person-Centered planning and onsite training. PALS will emphasize the importance of individual choices/preference.

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

(a) Increase in activities in the community and individualized programming during day program services. (b) Currently, we have 8 PALS members in the process of PC Facilitator Certification. Once PCP Facilitators are hired/trained at the onset of the grant, we anticipate to begin development of PCP for each program participant and develop 8 PCP’s each quarter, therefore for a total of 32/year. In addition, the PCP Facilitator will train/observe staff to facilitate PCP (c) Once the Job/Career Coordinator is hired/trained, they will begin developing resource for individual with PCP and develop work opportunities that meets interest/skills of the participants. The Job/Career Coordinator develops and secures 10 internship/work opportunities for each quarter, therefore for a total 40/years

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.

During intake procedure, individual will complete a questioner that identify the interest and desires of programming activities and qualities that he/she is looking in a staff for support. Management will present staff options that meets participants interested and services needs prior to service date (when possible). Staff will use Person Centered Thinking to support participants to create their own schedule activities. The activities schedule will be signed and dated by the participant (when possible). Participant and family will be involved in the decision making progress in development program goals. In addition, PALS conducts annual interviews, quarterly “Survey Monkey,” monthly “Town Halls,” for participants, family and advocates to express concerns and suggestion to the program.

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

Our policies and procedure manual will be modified to ensure that the methods of procedures learned via Person-Centered Thinking is incorporated into the daily

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

activities throughout all of the program we currently operate. Our service design will reflect the use of PCT and training requirement for current and new staff. In addition, we will conduct monthly "Town Hall," quarterly "Survey Monkey," and annual interviews from (participants, family, advocates, the regional center) for continuous feedback to ensure PALS services is PCT.

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

Hold monthly "Town Halls," meeting with (participants, parents, regional center, staff, advocates, ownerships) to discuss what is working and not working in the program and how to address those needs. So our participants can have services that truly support them in the life they want. PALS will have meeting minutes on file to review and address the concerns.

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](#).

Year 1:

- | | |
|--|--------------------------------------|
| 1) Vehicle: Two (2) Mini Vans (Dodge Grand Caravan GT) x \$17,995 = \$35,990 | |
| Three (3) small compact cars (Chevrolet Bolt LT) x \$25,771= \$77,313 | |
| 2) JFB, "Skill System," Speaker Fee (12 mo. Teleconference) = \$9000 | |
| JFB Travel & Expense | = \$2150 |
| Supplies/ Printing | = \$350 |
| 3)Chrome Book \$320 X 10 Units | = \$3200 |
| 4)Hire Person-Center Practice Facilitator = \$65,000 (yearly wages + benefits) | |
| 5)Hire Career Coordinator | = \$65,000 (yearly wages + benefits) |

Total Requested Funding (Year 1) = \$258,003

Year 2:

- | | |
|---|--|
| 1) Person-Center Practice Facilitator= \$65,000 (yearly wages + Benefits) | |
| 2) <u>Career Coordinator= \$65,00 (yearly wages +benefits)</u> | |

Total Requested Funding (Year 2) = \$130,000

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.

We intend to keep PCP Facilitator and Career Coordinator after funding stops. We anticipate the need for the position as job duties change due to HCBS requirements for day program services.

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

<p>12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?</p>	<p>HCBS Funding ___ No <input checked="" type="checkbox"/> Yes. If Yes, FY(s) HCBS 2019/2020 _____ Disparity Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____ CPP Funding ___ No <input checked="" type="checkbox"/> Yes. If Yes, FY(s) __ TCRC 2016/2017 _____ CRDP Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</p>	
<p>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.</p>	
<p>Transportation Services- 2 Mini Vans was purchased for the program. Person Center Thinking Trainers- Trainers have begun training</p>	
<p>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.</p>	
<p>In our previous years, PALS requested for vehicle purchase and PCP Train the Trainer, which is different from this year. This year, PALS is requesting for additional vehicles and specialized personnel to individual supports for our participant. Therefore, the new request is not redundant and is building on the prior funding that was not part of the original funding.</p>	

HCBS CONCEPT BUDGET
Vendor Name
Vendor Number(s)

FY 20/21
PALS, Inc.
HT0709, HT0617, PT1492, HT0720, PT1517, HT0700

	Year 1 Budget			Year 2 Budget		Total
	Wage and Benefits	FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
PCP Facilitator	65,000	1.00	\$ 65,000	1.00	\$ 65,000	\$ 130,000
Career Coordinator	65,000	1.00	\$ 65,000	1.00	\$ 65,000	\$ 130,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
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Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 130,000		\$ 130,000	\$ 260,000
Operating expenses						
2019 Dodge Grand Caravan GT \$17,995 (each) x 2 units			\$ 35,990			\$ 35,990
2020 Chevrolet Bolt LT \$25,771 (each) X 3 units			\$ 77,313			\$ 77,313
JFB "Skill System," Speaker Fee (12 mo. Teleconference)			\$ 9,000			\$ 9,000
JFB Travel & Expense			\$ 2,150			\$ 2,150
Supplies/Printing			\$ 350			\$ 350
Chromebooks \$350 (each) X 10 Units			\$ 3,200			\$ 3,200
Operating Subtotal			\$ 128,003		\$ -	\$ 128,003
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 258,003		\$ 130,000	\$ 388,003

See Attachment F for budget details and restrictions

HCBS CONCEPT BUDGET
Vendor Name
Vendor Number(s)

FY 20/21
PALS, Inc.
HT0709, HT0617,PT1492,HT0720,PT1517, HT0700

	Year 1 Budget			Year 2 Budget		Total
	Wage and Benefits	FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
PCP Facilitator	65,000	1.00	\$ 65,000	1.00	\$ 65,000	\$ 130,000
Career Coordinator	65,000	1.00	\$ 65,000	1.00	\$ 65,000	\$ 130,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 130,000		\$ 130,000	\$ 260,000
Operating expenses						
2019 Dodge Grand Caravan GT \$17,995 (each) x 2 units			\$ 35,990			\$ 35,990
2020 Chevrolet Bolt LT \$25,771 (each) X 3 units			\$ 77,313			\$ 77,313
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Supplies/Printing			\$ 350			\$ 350
Chromebooks \$350 (each) X 10 Units			\$ 3,200			\$ 3,200
Operating Subtotal			\$ 128,003		\$ -	\$ 128,003
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 258,003		\$ 130,000	\$ 388,003

See Attachment F for budget details and restrictions