

Home and Community-Based Services (HCBS) Rules Reference Information

Vendor name	Central Valley Training Center, Inc.
Vendor number(s)	HA1100 & HA1098
Contact Name	Jennifer Jones, Regional Director of Operations
Contact Email Address	jjones@cvtcinc.com
Primary regional center	Alta California Regional Center
Service type(s)	Employment Training Program & Behavior Management Program
Service code(s)	055
Number of consumers typically and currently served	Employment Training Program-10 consumers currently served. Can serve up to 45 consumers. Behavior Management Program-45 consumers currently served (Max Capacity reached).
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. If you have previously identified your program as compliant with the HCBS Final Rule through the Self-Assessment, what changes have occurred that has changed your level of compliance?</p>	
<p>CVTC provides services to Intellectually and/or Developmentally disabled individuals with challenging and/or socially inappropriate behavior. Upon intake, an assessment is conducted using The Assessment of Functional Living Skills (AFLS) and a variety of Individual Service Plans (ISPs) are developed based on goals and needs identified through the AFLS. A typical day of program would then include activities and lessons that support these Service Plans in a group classroom environment with Instructors leading the activities. CVTC originally identified our programming as compliant with the HCBS Final Rule in the area of "Choice". As we have led our company through initial Person-centered training and Person-centered certification; we have come to the conclusion that we are not truly compliant in this area and require change in order to be compliant. While the process by which CVTC chooses activities and skill building lessons does stem from valid needs assessments, it lacks the steps necessary to ensure the participant is truly at the center of decision making and that we are designing services around their true needs and wants. CVTC is moving forward with Person-centered thinking but now needs to move towards specific protocols and practices that include Person-centered planning when working directly with the participant. This practice would then supersede the AFLS process for all.</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>	

Home and Community-Based Services (HCBS) Rules Reference Information

Person-Centered Services: HCBS grant funding would help to support CVTC's next step in Person-centered training which is Person-centered planning training. We are currently completing Person-centered certification, general company wide Person-centered training and Person-centered core group training that focuses on embedding the practice through a new vision and values statement. Person-centered planning is a natural next step in our journey towards Person-centered practices and upon completion and execution, would move us further forward in HCBS Final Rule compliance. Training would include an initial 3-day Person-centered planning training where we will review Person-centered planning values and the foundational elements needed for an effective plan utilizing planning tools such as the Liberty Plan, PATH and Maps. Following the initial 3-day training would be an Outcomes training focusing on how to move away from system centered outcomes and write true person-centered goals. Following the outcome training will be specialized trainings or "coaching calls" that will assist CVTC in implementation of the plans, working through barriers and coaching on how to imbed Person-centered planning into current practices. Participants in the training would be a mix of Choices & Voices Navigators as well as Instructors who currently complete goal planning and Individual Service Plans with participants at CVTC.

Choices & Voices Navigator: The Choices & Voices Navigator would be a newly created position designed to bring Person-centered choice and participant voice to the forefront of CVTC operations. Responsibilities of the position would include leading the initial Person-centered planning process with a select number of participants as CVTC pilots the strategies learned in the Person-centered planning training as well as assessing customer service, conducting Person-centered audits and making service recommendations based on audit findings. A key component of this position will also be the oversight of CVTC Client Advocacy Committees, committees that consist of Day Program participants who will become the voice that represents their collective needs. Members of the Client Advocacy Committee would have the opportunity to gain leadership skills including communication and how to present themselves as an advocate when addressing the community at large. Their observations and ideas will help us navigate forward in an even more inclusive way and they will be CVTC's "Think Tank"; included in decision making at CVTC and within their community. Discussions would include current events, advocacy opportunities, shared ideas, proposals for service change as well as opportunities for participants to take a lead role in teaching the activities within the classroom and in the community.

Technology: The addition of Choices & Voices Navigators as well as the formation of formalized Client Advocacy Councils will require acquisition of technological devices such as laptops, cell phones and tablets.

3. Identify which category/ categories this concept addresses.

- Community Integration
- Individual Rights
- Choice
- Collaboration

4. Please list the proposed objectives and outcomes of the concept, as well as the methods of achieving and tracking them. How will this concept assist you in reaching goals within the category that you are requesting funds?

Home and Community-Based Services (HCBS) Rules Reference Information

The proposed outcome of this concept is that CVTC will more effectively support individuals in the greater community based on their needs and preferences and will have developed resources needed to provide Person-centered services and Person-centered planning. Tracking will be maintained through Therap Services Electronic Documentation in a variety of modules and monitored daily.

5. Please describe how and/or what was done to ensure that individuals served by the program led the development of this concept? Discuss not only the development of the concept, but also what steps were taken to identify the interests and desires of the individuals and who was involved in that process.

The proposed concept was developed to assist CVTC with gaining the tools and resources needed to form a more formal and organized method to bring choice and voice to those we serve. The resources we are seeking with this proposal will ensure we have practices and programming in place that elevates participant choice through person-centered planning and voice through the Client Advocacy Committee. Over the years, CVTC has had some limited success with self-advocacy groups by which individuals served expressed their interests and desires. Additionally, CVTC provides satisfaction surveys requesting feedback from individuals, care homes/families, stakeholders, etc.

6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.

Person-centered planning is a core component that must be present in an organization that strives to provide person-centered services. Person-centered planning, and all it entails, ensures the participant is at the center of all decision making and that their input is prioritized when setting their goals; getting them closer to achieving their visions and dreams.

7. What percentage of individuals served by your program will directly benefit from implementation of this concept?

Ideally, all (100%) of individuals served will directly benefit from implementation of this concept. Specifically, the pilot phase of this concept will directly impact 25% of individuals served through a concentrated Person-centered formal planning process that will guide implementation of formal planning with all participants moving forward.

8. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2021-22 HCBS Funding.

CVTC has made a commitment to provide Person-centered services to the extent that the company has invested in Person-centered core group training; involving key leadership within the company to include the Chief Executive Officer, Human Resources Director, Chief Operating Officer, two Regional Director of Operations and all Program Directors managing CVTC program sites located from Sacramento to Visalia.

9. 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.

Home and Community-Based Services (HCBS) Rules Reference Information

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](#).

Personnel: Choices & Voices Navigator (2022): A full-time Navigator will be filled at the start of the grant for Person-centered planning and Client Advocacy Council development.

Operating Expenses: Person-Centered Services (2022-23): CVTC will receive ongoing coaching and consultation to embed person-centered services throughout the organization.

Food & Beverage (2022-23): Snacks and beverages will be provided to participants who are engaged in leadership activities including the Client Advocacy Council.

Office Supplies (2022-23): Office supplies to conduct business including pens, paper, clips, etc.

Administrative Expenses (2022-23): CVTC will allocate 12% of the operational salaries.

Capital Expenses: Laptops/Tablets (2022-23): Tablets/Laptops for staff and/or participants to assist with Person-centered planning and Client Advocacy Council. **Cell Phones (2022):** 1 smart phone for Navigator to use while working with individuals in the community.

10. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframe of the requested funding, especially those that involve staff or other long-term costs. Please mark "not applicable" if costs will all be incurred during the program timeframe; up to two years.

Not applicable

11. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?

HCBS Funding ___ No X Yes. If Yes, FY(s) 16/17,19/20,20/21
 Service Access and Equity Funding X No ___ Yes. If Yes, FY(s) ___
 CPP Funding ___ No X Yes. If Yes, FY(s) 16/17
 CRDP Funding X 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

12. 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.

FY 16/17: (ACRC Region) CVTC received startup funds to open a Behavior Management Program and Employment Training Program. The BMP was designed specifically to successfully transition individuals out of the Developmental Centers and is currently in operation. In July 2019, the ETP opened and began supporting individuals in completing ServSafe Food Handler certifications for the opportunity to work on the purchased CVTC Food Truck, "Subs & Grubs" prior to the impact of the pandemic.

FY 16/17: (CVRC Region) CVTC hired and developed job procurement specialists & job coaches to develop and sustain employment opportunities. As a result, 36 paid internships/competitive integrated employment opportunities were developed.

FY 19/20: (VMRC Region) CVTC has hired 2 job procurement specialists and 2 Employment Coordinators to expand individualized employment opportunities and purchased 2 vehicles to support non-ambulatory individuals in accessing the greater

**Home and Community-Based Services (HCBS) Rules
Reference Information**

community. Training is underway for 3 Person-Centered Trainers and a Person-Centered Core Team made up of influential leaders throughout the organization that will facilitate the cultural shift to person-centered services.

FY 20/21: (ACRC Region) Funding has been acquired to purchase Person-centered Supervision Training and 1 additional vehicle to support non-ambulatory individuals in accessing the greater community.

FY 20/21: (CVRC Region) Funding has been acquired to purchase marketing and outreach materials that highlight person-centered programming and vocational opportunities.

13. 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.

This phase of funding will advance the progress made toward HCBS compliance by offering individualized support to further enhance competitive integrated employment, Person-centered services, and community inclusion throughout the organization.



Estimate for:
 C.V.T.C
 Attn: Jennifer Jones
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				PERSON CENTERED PLANNING ESTIMATE		
Tentative Dates	Services	Rate per unit	Units	Number of Units	Days	Cost
TBD	Person Centered Planning: Mains'l will facilitate a Person Centered Planning training for CVTC employees that encompasses several methods of PCP. The training will include Person Centered Planning values, foundational components and a variety of Person Centered Planning methods. This will ensure employees have the resources and knowledge to choose the best planning method for the individual served.	\$ 1,500.00	Trainer	2	3	\$ 9,000.00
		\$ 300.00	Hotel per trainer	1	3	\$ 900.00
		\$ 55.00	Per Diem	2	3	\$ 330.00
TBD	Person Centered Outcomes: Planners will attend a one day training that is designed to enhance the planner's ability to create meaningful outcomes that are person centered and achievable. We will use the knowledge and experience gained from the PCP 3 day training to pull outcomes and create action steps.	\$ 1,500.00	Trainer	2	1	\$ 3,000.00
Ongoing	Coaching Calls/Specialized Trainings: CVTC will engage in ongoing Person Centered Planning trainings (CtLC, Picture of a Life) through individual and group coaching calls. Monthly calls will specifically focus on individual experiences, group findings and learnings. We will also spend time evaluating and modifying how to modify ISP's so they are person centered and aligned with the PCP.	\$ 200.00	Hour	16		\$ 3,200.00
N.A.	Material Cost: cost is an estimate of what each person will need to participate in the training if delivered remotely. Each participant will need Easel Pad, Pastels (box of 12), Mr. Sketch Markets (set of 12), Liberty Plan and Path book	\$ 150.00	Participant	16		\$ 2,400.00
				Total		\$ 18,830.00

Submitted by:
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This is an estimation of cost. Cost are subject to change due to actual cost upon booking

HCBS CONCEPT BUDGET	FY 21-22					
Vendor Name	Central Valley Training Center, Inc.					
Vendor Number(s)	HA1100 & HA1098					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Choices & Voices Navigator	38,016	1.00	\$ 38,016	1.00	\$ 38,016	\$ 76,032
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 38,016		\$ 38,016	\$ 76,032
Operating expenses						
Person-centered Services			\$ 18,830			\$ 18,830
Food & Beverage			\$ 600		\$ 600	\$ 1,200
Office Supplies			\$ 600		\$ 600	\$ 1,200
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 20,030		\$ 1,200	\$ 21,230
Administrative Expenses						
Administrative Expenses @ 12% of Salaries			\$ 4,561		\$ 4,561	\$ 9,122
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 4,561		\$ 4,561	\$ 9,122
Capital expenses						
Laptop			\$ 1,000			\$ 1,000
Cell Phone for Navigator			\$ 400			\$ 400
Tablet			\$ 400			\$ 400
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 1,800		\$ -	\$ 1,800
Total Concept Cost			\$ 64,407		\$ 43,777	\$ 108,184

See Attachment F for budget details and restrictions