

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

Vendor name	Visions In Motion Adult Day Program, Inc.(VIM)
Vendor number(s)	HA0986
Contact Name	Shirley Lewis
Contact Email Address	<a href="mailto:Shirley@visionsinmotion.org">Shirley@visionsinmotion.org</a>
Primary regional center	ALTA
Service type(s)	Adult Day Program
Service code(s)	510
Number of consumers typically and currently served	48
Typical and current staff-to-consumer ratio	1 to 4

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?

We are an Adult Day Program that services 48 clients Monday through Friday. Our mission at Visions in Motion (VIM) is to provide a safe, nurturing, and supportive environment that focuses on improving the overall health and well-being of the individuals we serve. Our environment encourages personal growth with a focus on education, communication, fitness, health and wellness, which are tailored for each individual client. We offer Zoom meetings every weekday and have in-person days for each client 2 days per week. In-person lessons are comprehensive and are geared towards helping clients improve their interpersonal skills, communication skills, critical thinking and comprehension skills, creative thinking and overall physical and mental health. Some of the classes include a Reading Club, Aktion Club, spatial awareness, physical fitness, nutrition, cooking and Community Integration. We interact with local first responders such as the Elk Grove Police Department and Cosumnes Fire Department to encourage education between them and the special needs community. Our daily zoom lessons are similar to in-person lessons and also include additional services such as specialized art classes, Zumba, and Yoga.

**Project Narrative Description:** While filling out this section, reflect on how services are typically provided and how that might have changed in the past year. Think about what has been learned in the past year and how that might shape services going forward. Funding awarded through this concept can span the course of up to two years which would allow time to shape services to be more person-centered and align with the HCBS federal requirements.

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

**Choice:** we are seeking funding of \$250k for capital improvements to bring our new facility up to the standards and requirements for occupancy determined by Alta, DSS and the local Fire Authority. Our lease will be up soon and our goal is to move/transition to a property with a lot size of at least an acre or greater where we can build an outdoor area where our clients can safely participate in specialized health and wellness and spatial coordination activities. Our program is geared toward both communication and physical fitness which are

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

areas that many of our clients are unable to participate in safely. Some of the outdoor activities include gardening which educate about the farm and fork concept, physical fitness that specifically work on spatial awareness, balance, mobility and overall strength. Some sports related activities will focus on social communication, leadership skills, and team-building (which is very important for clients to understand that many of their services include a planning team that is there to help them navigate their lifestyle of choice.)

- Our Funding Request of \$250k for capital improvements including the cost of installing fire sprinklers, providing emergency vehicle access, retrofitting restrooms to current ADA standards, adding perimeter fencing that is not restrictive and/or stigmatizing, and architectural fees for permitted drawings.

**Community Integration:** We are also requesting funding to purchase three 8 passenger vehicles to transport our clients to various community activities, volunteer sites and events. The transit passenger vehicles will also be used as needed to transport clients to and from our adult day program facility. We understand the importance of having our clients participate in community activities and events and be valued for their unique abilities. We also know that transportation is a major obstacle for many clients to reach their goals. This is especially true for clients who live in rural communities where public transit may be limited. Clients should have a safe mode of transport that is tailored to their needs and allow them to interact in the community like everyone else. One additional staff to assist in administering the community integration and transportation services is also requested.

- Funding Request is \$96k to purchase three 8 passenger vehicles at \$32k per vehicle.
- \$20k for one additional staff assigned to community integration and transportation services.

**Choice and Individual Rights:** We are requesting funding of \$1,200 for Person Centered Thinking (PCT) training for our staff. The training is essential to ensure that staff understand the concept of PCT as it relates to decision making, the importance of daily routines, providing choice, providing assistance for health and safety issues, listening, and many other activities that involve critical thinking for our clients.

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?

The objective is to increase opportunities to attain Individual Service Plan (ISP) goals through participation in additional outdoor activities that are safe and increased services on site. With the current restrictions from the pandemic (and probable changes in the future),

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

outdoor activities and services that are readily available to us will be essential in providing a safe environment for our clients to continue to receive essential services from us whether we are impacted from Covid-19 or some other airborne viruses and illnesses. Access to areas that will allow everyone to maintain distance requirements (i.e. the current 6 ft requirement) is a way to be proactive in maintaining services for our clients. This objective requires space both indoors (facility square footage) and outdoors (acreage).

Another objective is to increase community integration for our clients by providing the means (transportation, collaboration, safety) for them to attend community events and activities. These events help build important relationships within the community which include services that they need such as shopping for essentials, communicating with first responders and attending community meetings for their specific interests. The ability for our clients to be able to volunteer in the community provides them the important ability to show that they contribute to their community just like everyone else. Often our clients have to rely on others to deliver items they have volunteered and worked hard on (i.e. clothing they have washed and folded, delivering food to the food bank, delivering hygiene products they collected for others). Having a company commercial vehicle to allow clients the flexibility and independence to determine how their contributions will be distributed provides them dignity and the pride they deserve. There are many local community areas that clients are unable to access due to lack of transportation (parks, events, meetings, etc.) These areas are not only important for our clients but also for the community at large to interact with us as well. Providing everyone access to integration improves social awareness to the unique abilities and talents of our clients. This objective requires a safe mode and effective mode of transport.

It is vital that our clients receive services from individuals who are trained in the concept of PCT. This will ensure that important activities related to their health and wellness, daily routines, personal choices and other needs are met based on the unique needs of each individual client. The outcome of this funding will be to have well-trained staff who are able to assess the desires of each client and ensure that both the choice and rights of every client are being respected and met.

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.

Our program includes many opportunities for our clients and their family and caregivers to discuss the topics and issues that are important to them. Many of our curriculum activities were born out of meetings with our clients. For example, a couple of years ago, our clients voted to host a military service luncheon where they invited someone from each branch of service to come and speak about their experiences. The guests were also invited to learn about the unique and special activities that our clients were involved in. Another example is that our clients belong to an Aktion Club which is a Kiwanis sponsored club that allows them to come up with their own volunteer activities. This has led to many volunteer service projects that awarded them recognition from the City of Elk Grove. During our Aktion club meetings, one of the most sought-after desires were the ability to integrate with the community in their own way, have control over their health, fitness and wellness and a

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

means of transportation that fits their unique situation. This requires the ability to have choices which our concept provides. Annual ISP meetings includes the collaboration of the client and their planning team to discuss the unique needs and goals of each client. The PCT training will ensure that direct service staff can help analyze and implement the tasks involved appropriately.

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

Our concept of a facility with both indoor and outdoor space geared toward meeting ISP goals simply improves the quality of life for our clients. Every client should have choices that allow them to reach their specific goals. Our concept provides an unlimited number of activities and services that can be tailored to each client. They will have significant more ability to interact in the community, they will be able to attend events and meetings previously out of reach, and most importantly, the increased exposure will allow them to have more information to utilize when creating their person-centered plan to help their dreams and desires come to fruition.

The PCT training will ensure that clients are in direct contact with staff that has been properly trained and in compliance with its objectives.

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

100 percent of our clients will benefit from having additional choices for outdoor activities onsite and our ability to transport more clients to community events and activities to increase community integration. They will also have more access to staff that have been appropriately trained in PCT training.

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

We intent to purchase our facility (we are currently leasing) which will allow us the independence and flexibility to remain at a permanent site and to change the site as needed to accommodate our clients. We intend to utilize the vehicles for transporting our clients to a wide variety of community activities and events and to and from home to program. Our plan will offer these services both on-going and indefinitely.

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.

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](#).

- \$250k for capital improvements to bring our new facility up to the standards and requirements for occupancy determined by state and local ordinances including Alta and DSS. Includes cost of installing fire sprinklers, providing emergency vehicle access, retrofitting restrooms to current ADA standards, adding perimeter fencing

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

<p>that is not restrictive and/or stigmatizing, and architectural fees for permitted drawings. Projected costs for these capital improvements are approximately \$250k.</p> <ul style="list-style-type: none"> <li>• \$96k to purchase three 8 passenger vehicles at \$32k per vehicle.</li> <li>• \$20k for one additional staff assigned to community integration activities</li> </ul>	
<p>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. <b>Not applicable</b></p>	
<p>11. 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>Service Access and Equity Funding <input type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p>	<p>If yes to any question be sure to answer questions 13 and 14.</p>
<p><b>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</b></p>	
<p>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.</p>	
<p>NA</p>	
<p>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.</p>	
<p>NA</p>	

HCBS CONCEPT BUDGET						
Vendor Name		Visions In Motion Adult Day Program, Inc.				
Vendor Number(s)		HA0986				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (wage + benefits)</b>						
Program Instructor - Community Integration		1.00	\$ 20,000	1.00	\$ 25,000	\$ 45,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 20,000		\$ 25,000	\$ 45,000
<b>Operating expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ -		\$ -	\$ -
<b>Administrative Expenses</b>						
PCT Training			\$ 1,200		\$ 1,200	\$ 2,400
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 1,200		\$ 1,200	\$ 2,400
<b>Capital expenses</b>						
Three 8 Passenger vehicles			\$ 96,000			\$ 96,000
						\$ -
Capital Improvements			\$ 250,000			\$ 250,000
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 346,000		\$ -	\$ 346,000
Total Concept Cost			\$ 367,200		\$ 26,200	\$ 393,400

See Attachment F for budget details and restrictions