

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

Vendor name	Community Vocational Services, INC
Vendor number(s)	HC0859
Contact Name	Pam Scarano
Contact Email Address	ed@communityvocationalservices.com
Primary regional center	Central Valley Regional Center
Service type(s)	Adult Day Program
Service code(s)	510
Number of consumers typically and currently served	75
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>CVS implements a person-centered curriculum that ensures daily activities are based on consumer needs and preferences as set out in their IPP. Staff will be trained by a certified person-centered trainer who informs the design and ongoing education required for staff to maintain integrity of the services being offered. Staff are trained monthly and quarterly on HIPPA requirements, person centered supports, and client advocacy. Consumers have the option to select from a menu of locations, activities, events, and social experiences that reflect their choices.</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>The management staff makes every effort to promote multicultural activities and experiences in a variety of settings. We will also contract a person-centered specialty trainer to develop the improved customized experience model and certify current and bilingual staff in a train the trainer format. We would also like the ability to improve our communication between parents and/or residential caregivers. To ensure all consumers have the greatest opportunity for learning, we seek to hire bilingual staff to improve in areas where consumer activities reflect each culture The idea is to engage caregivers in the daily implementation of the individual's social and career goals, track progress, and reinforce milestones. To bridge our efforts, we seek to purchase a milestone tracking application and hire bilingual staff to oversee how data is managed, create videos and milestone visuals, document feedback on how to improve, and increase transparency with caregivers.</p>	
<p>3. Identify which category/ categories this concept addresses.</p>	
<p><input checked="" type="checkbox"/> Community Integration</p>	

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<input checked="" type="checkbox"/> Individual Rights <input checked="" type="checkbox"/> Choice <input checked="" type="checkbox"/> Collaboration
<p>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?</p>
<p>The proposed objectives are as follows:</p> <ol style="list-style-type: none"> 1. To improve multilingual communications between staff, clients and caregivers. <ul style="list-style-type: none"> • Hire a bilingual Administrator 2. To increase # of staff trained to deliver person-centered services <ul style="list-style-type: none"> • Contract a certified person-centered trainer to cross train and certify staff 3. To implement a milestone tracking app <ul style="list-style-type: none"> • Purchase milestone tracking phone app technology • Hire Bilingual Staff to oversee data tracking and ease use of phone app 4. To optimize individual initiative <ul style="list-style-type: none"> • Purchase a library of inspirational videos • Promote peer consumers as lead mentors • Develop motivational videos led by consumer mentors. 5. To improve our customized experience model <ul style="list-style-type: none"> • Create activities that are culturally inclusive • Allow individuals to track milestones based on their person-centered plan through a phone app. <p>Funding will improve our capacity to offer consumers more choices, support consumers on an individualized basis to overcome barriers, engage and communicate with bilingual caregivers, and ensure individual milestone success.</p>
<p>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.</p>
<p>CVS met with consumers and staff individually and surveyed in a group to gather input on the efficacy and experience in the program. The feedback received highlighted ways to improve on our culturally inclusive options. Through discovery, we learned that consumers require assistance with attitudinal barriers. Oftentimes fears shifted their pursuit of experiences. We learned parents wanted to be engaged and informed about their individuals progress, but we lacked the bilingual staff to communicate. CVS also learned that some staff have challenges with technology and wanted to broaden their capacity to create activities that are culturally inclusive of all.</p>
<p>6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.</p>
<p>The proposed milestone tracking app will allow individuals a simple and intuitive way to set daily, weekly, and monthly milestones based on their person-centered plan through a phone app. Hiring a person-centered trainer will allow us to cross train our staff through a streamlined curriculum. Hiring bilingual staff will improve our ability to be culturally inclusive and create new experiences based upon the clients needs. Bilingual staff will also engage consumers</p>

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

Each consumer enrolled in the program will have full access to the proposed opportunities.

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

The benefits of the training of all staff and clients in person centered planning will help create new opportunities for our clients as well as create a better understanding of each person's choices and personal goals for oneself. Culture inclusion and transparency in communication will improve our ability to show outcomes and assist in barriers that might have prohibited an opportunity to participate in CVS. Through the use of the new hired staff and technology we hope to encourage continued growth and reduce any barriers for inclusion.

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](#).

- Bilingual Technology Manager will oversee the full implementation of the milestone app technology. Staff will coordinate with job coaches, clients and caregivers on ease of use of phone app. Deliverables include managing and tracking data, creating milestone visuals, and developing videos with peer consumer mentors. Staff is FTE at \$20.00 per hour
- Person Centered Trainer-is an independent contractor. The PCT will cross train all staff through the implementation of person-centered curriculum. PCT will assess for deficiencies and redesign culturally specific activities and services. The PCT will be integrated in the onboard process when hiring new staff and coordinate ongoing trainings with staff and clients. The flat rate per year is \$20,000 per year x 2 years
- Bilingual Administrator is an FTE hired to improve our communication between parents and/or residential caregivers, increase culturally inclusive options to integrate in community, and coordinate activities with job coaches and peer consumer mentors. Staff is FTE at \$20.00 per hour
- Milestone Tracking App a one-time fee will be paid to a computer tech company to set up app and security features on staff and client devices.
- Video Technology and playback equipment will be a one-time fee to purchase a video camera, projector and screen, tripod, cables and camera accessories.
- Library of Videos will be a one-time fee to purchase a set of videos
- Bilingual on-demand call center will add capacity for interpreter services to communicate with clients and caregivers. Monthly subscription fee is \$167 per month

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➤ Culturally specific visual program aides- Consumers will have increased options to select from a menu of locations, activities, events, and social experiences that reflect their choices.

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.

To sustain FTE upon the expiration of funding we will coordinate annual fundraisers, expand our outreach to contract with private community-based agencies.

<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 ___ No <input checked="" type="checkbox"/> Yes. If Yes, FY(s) __2018__</p> <p>Service Access and Equity Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) ___</p> <p>CPP Funding <input checked="" type="checkbox"/> ___ No ___ Yes. If Yes, FY(s) ___</p> <p>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>
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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.

Prior funding expanded our efforts to protect consumers rights to privacy. We purchased laptops to secure documentation of case notes. The purchase of laptop technology allowed us to input case notes into an encrypted software program. CVS also purchased a modified van to address mobility issues and secure activities that require the consumer to travel.

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 new funding request will fund our request to purchase a new milestone tracking app and hire bilingual staff. These new and improved program modifications will improve our efforts to manage data, provide dedicated support for the new phone app technology, will allow us train staff and consumers on the ease of use, and improve communications with parents and caregivers.

HCBS CONCEPT BUDGET		Community Vocational Services, Inc.					
Vendor Name		Community Vocational Services, Inc.					
Vendor Number(s)		HC0859					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (wage + benefits)							
Bilingual Technology Manager	12%	38,400.00	\$ 43,008	38,400.00	\$ 43,008	\$ 86,016	
Bilingual Administrator	12%	38,400.00	\$ 43,008	38,400.00	\$ 43,008	\$ 86,016	
			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Position Description			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 86,016		\$ 86,016	\$ 172,032	
Operating expenses							
						\$ -	
Milestone App Technology						\$ -	
Computer Technician			\$ 15,000		\$ 15,000	\$ 30,000	
Video Technology			\$ 8,000		\$ 2,000	\$ 10,000	
Visual Program Aides			\$ 5,000		\$ 5,000	\$ 10,000	
Library of Videos			\$ 1,250		\$ 1,250	\$ 2,500	
Certified Person Centered Trainer			\$ 20,000		\$ 20,000	\$ 40,000	
Bilingual Translator Call Center			\$ 2,004		\$ 2,004	\$ 4,008	
						\$ -	
						\$ -	
Operating Subtotal			\$ 51,254		\$ 45,254	\$ 96,508	
Administrative Expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ -		\$ -	\$ -	
Capital expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ -		\$ -	\$ -	
Total Concept Cost			\$ 137,270		\$ 131,270	\$ 268,540	

See Attachment F for budget details and restrictions