

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

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| Vendor name | Holland House |
| Vendor number(s) | HC0500 |
| Contact Name | John Allen |
| Contact Email Address | jaresidential@att.net |
| Primary regional center | Fresno |
| Service type(s) | Men |
| Service code(s) | 915, 109 |
| Number of consumers typically and currently served | 4 |
| Typical and current staff-to-consumer ratio | 1:2 |
| <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>Allen Residential Holland House provides 24 hour 7 days per week care and supervision for adult men between the ages of 18-59 all with behavioral challenges and most needing self-care assistance. A typical day usually consists of assisting and managing our client's daily routine in the home. Weekdays: Clients are usually up by 7am and those who need it are assisted with personal hygiene and dressing, those who are capable and willing will assist with meal prep and preparing lunches for program. Clients will sit and eat breakfast on their own timeline, take their medications, then off to day programs. Clients usually return home between 2pm-4pm and will have the option to work on IPP goals such as social skills, effective emotional responses, training in developing cognitive skills and training in communication skills or just decide to just watch tv, listen to music, play games on the computer. Dinner is usually served around 6pm and clients capable and willing will help in the preparation and service of dinner. By 7pm clients will begin to shower, take medications and enjoy leisure time until they are ready for bed. Weekends: A typical weekend will consist of group outings like bowling, Walmart, 99 cent store, walking to the neighborhood park. Having better transportation would allow us more access to the community and travel to more remote locations like the lake, skiing, the beach, and amusement parks.</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>Allen Residential is requesting funding to provide a more person-centered program for our clients. With the funding that we seek we can provide our clients more options for community outings, greater ease with Dr visits and more comfortable and reliable transportation. Our clients will greatly benefit from the training of a Person-Centered consultant that can enhance the way we provide services and with the renovations to the facility our clients will enjoy a more comfortable an functional living space to further their independence.</p> | |
| <p>3. Identify which category/ categories this concept addresses.</p> | |

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| <input checked="" type="checkbox"/> Community Integration <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>Allen Residential is asking for funding to help comply with Home and Community-Based Services (HCBS) Final Rule. Items needed: van, computer room, computers & furniture, remodeled bathrooms, remodeled kitchen, kitchen appliances, washer & dryer, new flooring, and a person centered consultant. Having safe and reliable transportation will help with the integration of our clients into the community and allow our program to achieve a more person-centered outcome. Having a computer room & new computers will allow our clients to access the internet for educational programs, games, videos, and movies. Remodeling bathrooms will allow our clients to independently access the showers without having step over into a tub that may cause them to trip and fall. By remodeling the kitchen our clients can further build on their culinary skills and be better able to assist with meal prep. Updates to our laundry facilities will help with independence of our clients by washing their own clothes and new flooring will prevent clients from tripping and greatly reduce the amount of allergens in the air. With the help of a Person-Centered Consultant and providing training to administration and staff, we can enhance the way we provide support for our clients. Maintaining continuous documentation in our client's IPP will help our staff track their progress and quarterly training with staff to keep them knowledgeable about our clients needs. Regular maintenance on appliances and vehicles will enhance their longevity.</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>All but one of the clients in the facility are verbal and able to convey their wants and needs so they were asked what would make them happy and what did they want and need at the facility. For the client that verbal but not able to carry on a conversation due to his Autism, he has been with us long enough to know what his likes and dislikes are.</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>With the purchase of vehicles clients are better able to access the community and when clients want to participate in different community activities at the same time we are able to accommodate those request. With new computers in the facility and a room to house them clients will have the opportunity access online educational activities, online games, movies, and connect with peers and family members via skype, FaceTime or Zoom. With the remodel of the bathrooms and kitchen the clients are better able to help with meal prep and care for their hygiene with modified showers, touchless faucets and hand dryers.</p> |
| <p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p> |
| <p>100%</p> |
| <p>8. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2021-22 HCBS Funding.</p> |

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All vans, appliances, electronics and equipment will be purchased with factory and extended warranties and will be maintained on an ongoing basis with routine care and maintenance.

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](#).

Purchase of vehicles – immediate upon funding
 Purchase of computers and office furniture – immediate upon funding
 Construction of computer/multipurpose room – immediate upon funding
 Purchase of appliances – immediate upon funding
 Remodeling of bathrooms – immediate upon funding
 Remodeling of kitchen – immediate upon funding
 New flooring installation – immediate upon funding

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

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.

| HCBS CONCEPT BUDGET | | Allen Residential1 Inc | | | | |
|------------------------------------|-------------------|------------------------|-------------------|---------------|-------------------|-------------------|
| Vendor Name | | Holland House | | | | |
| Vendor Number(s) | | HC0682 | | | | |
| | Wage and Benefits | Year 1 Budget | | Year 2 Budget | | Total |
| | | FTE | Annual Cost | FTE | Annual Cost | Cost |
| Personnel (wage + benefits) | | | | | | |
| Peson Centered Consultant | | | \$ 5,980 | 1.00 | \$ 7,355 | \$ 13,335 |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Position Description | | | \$ - | | \$ - | \$ - |
| Personnel Subtotal | | | \$ 5,980 | | \$ 7,355 | \$ 13,335 |
| Operating expenses | | | | | | |
| New Vehicle | | | \$ 70,000 | | \$ 86,100 | \$ 156,100 |
| Bathroom Renovation | | | \$ 20,000 | | \$ 24,600 | \$ 44,600 |
| Computer and Internet | | | \$ 7,400 | | \$ 9,102 | \$ 16,502 |
| Computer Room Renovation | | | \$ 15,000 | | \$ 18,450 | \$ 33,450 |
| Funiture for computer room | | | \$ 1,500 | | \$ 1,845 | \$ 3,345 |
| Kitchen Remodel & Appliances | | | \$ 20,000 | | \$ 24,600 | \$ 44,600 |
| Laundry Machines | | | \$ 2,000 | | \$ 2,460 | \$ 4,460 |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Operating Subtotal | | | \$ 135,900 | | \$ 167,157 | \$ 303,057 |
| Administrative Expenses | | | | | | |
| (15% of admission Grant) | | | \$ 47,459 | | | \$ 47,459 |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Administrative Subtotal | | | \$ 47,459 | | \$ - | \$ 47,459 |
| Capital expenses | | | | | | |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| | | | | | \$ - | \$ - |
| Capital Subtotal | | | \$ - | | \$ - | \$ - |
| Total Concept Cost | | | \$ 189,339 | | \$ 174,512 | \$ 363,851 |

See Attachment F for budget details and restrictions