

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

Vendor name	Lincoln Training Center – Fresno, CA		
Vendor number(s)	HC1045 , HC1046 & HC1288		
Contact Name	Rosemary Garza		
Contact Email Address	RosemaryG@lincolntc.org		
Primary regional center	Central Valley Regional Center		
Service type(s)	SE Groups	Individual Placement	Custom Employment
Service code(s)	950	055	
Number of consumers typically and currently served	SE Grp-15	4-CE	
Typical and current staff-to-consumer ratio	SE Grp. 1:3	IP –1:1	CE-1:1

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?

SE LTC participants currently work at job site that is not located in a community integrated setting, nor driven by person centered thinking practices. One ongoing barrier among participants and their circle of support is a lack of understanding Person Centered Thinking as it relates to Community Integrated Employment along with misconceptions and fears concerning losing SSI/SSDI and medical benefits. With the advent of LTC's Custom Employment program, staff work towards educating all stakeholders concerning the benefits of Custom Employment and Individual Placement through person centered practices, and empowering participants to make their own choices concerning their future.

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.

LTC submits this concept with the intention of securing funds to acquire additional staff, Employment Specialists and Workskills Trainers. Employment Specialists will develop employment opportunities for participants closer to their homes and provide the support necessary to implement a person centered approach to serving our participants. Staff Training funds are also being requested in this Concept. Training will be required by Employment Specialist to execute our Custom Employment Program. Supplementary training to ensure compliance to the Discovery/Job Development Stages, will also be needed, through their *Discovery/Job Development Fidelity Scale Training*. Workskills Trainers will provide jobsite assistance to participants and serve as a liaison to the partnering employer. With a major emphasis placed on Person-Centered Thinking, training from a certified trainer, will be required for all staff to impart PCT concepts and principles to our participants. These requests align with our service delivery model as it

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relates to our mission to promote participant choice and provide the opportunity to engage in a community integrated job setting.
3. Identify which category/ categories this concept addresses.
<input checked="" type="checkbox"/> Community Integration <input checked="" type="checkbox"/> Individual Rights <input checked="" type="checkbox"/> Choice <input type="checkbox"/> 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?
LTC will create a spreadsheet with indicators and collect data to identify monthly outcomes. Data will identify the progress of each individual. On a quarterly basis, LTC will provide this data to the respective Regional Center. The proposed outcomes per Employment Specialists are to transition 5 participants from Supported Employment to Competitive Integrated Employment, and an additional 10 new referrals placed through Custom Employment. Use of the Paid Internship Program will also result in CIE placements.
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.
LTC Case Manager's consistently receive input from participants concerning their desire to work in a competitive integrated environment. Some participants were receiving sub-minimum wage in addition to not working in an integrated setting. With additional Employment Specialists trained in the Discovery Process of Custom Employment, and Person-Center-Thinking, participants will have the opportunity to identify their interest and desires as it pertains to their employment and eventual self-independence.
6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.
With PCT training provided to Employment Specialist and Workskills Trainers, participants will receive enhanced support that will create a more comprehensive system based upon participant input. This will also assist participants with exploring additional choices and addressing unmet needs. Which in turn will produce better participant and program sustainability, thus increasing CIE placements.
7. What percentage of individuals served by your program will directly benefit from implementation of this concept?
100 percent of all participants in the Custom Employment or Paid Internship Program will benefit from implementation of our proposed concept though employment opportunities and PCT concepts. And, with PCT Trained staff, all other participants will benefit from implementation.
8. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2021-22 HCBS Funding.

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LTC is requesting funding for staff who will serve a dual role. Employment Specialist will develop employment opportunities and model PCT principles, thus adding value to our services. This will generate revenue through job placements and job coaching. Funds requested for specific training will allow for compliance by developing person-centered services.

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](#).

Employment Specialist and Workskills Trainers would be hired 2022-2023. Custom Employment Training would be upon hire of new staff. Staff Training for Person-Center-Thinking would be done throughout 2022-2023.

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.

Those items requiring sustainable funding, such as future salaries, will be sustained through growth that shall be developed from job placements and job coaching. Those items that do not require ongoing funding, such as training, will be acquired prior to the spending deadline dates.

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 Yes.

If Yes, FY(s) 2017-2018, 2018-2019, 2019-2020, 2020-2021

Service Access and Equity Funding No Yes. If Yes, FY(s) _____

CPP Funding No Yes. If Yes, FY(s) _____

CRDP Funding 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.

Prior HCBS funding has allowed LTC to acquire vehicles, additional technological equipment, technical assistance to staff, startup salaries for employees, and staff training. Training has included Custom Employment Implementation, Person-Center-Thinking, and Work Incentive Planning.

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.

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The concept submitted for 2021-2022 has focused on acquiring staff positions, and training necessary to provide support and on-going implementation of services from the scope of Person Centered Thinking practices. Past funding has provided for some training, but with the acquisition of new staff, training of Custom Employment and Person Centered Thinking Concepts will need to be done once again. With HCBS funds allocated, LTC will be in position to provide additional options to our current and future participants.

HCBS CONCEPT BUDGET							
Vendor Name		Lincoln Training Center					
Vendor Number(s)		HC-1045/950 HC1288/055 HC1046/952					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (wage + benefits)							
Employment Specialist	\$28.90	2,080.00	\$ 60,112	2,080.00	\$ 60,112	\$ 120,224	
Employment Specialist	\$28.90	2,080.00	\$ 60,112	2,080.00	\$ 60,112	\$ 120,224	
Workskills Trainer / Job Developer	\$26.07	2,080.00	\$ 54,226	2,080.00	\$ 54,226	\$ 108,451	
Workskills Trainer / Job Developer	\$26.07	2,080.00	\$ 54,226	2,080.00	\$ 54,226	\$ 108,451	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 282,901		\$ 282,901	\$ 565,802	
Operating expenses							
Staff Training - Griffin & Hammis			\$ 15,000			\$ 15,000	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Operating Subtotal			\$ 15,000		\$ -	\$ 15,000	
Administrative Expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ -		\$ -	\$ -	
Capital expenses							
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ -		\$ -	\$ -	
Total Concept Cost			\$ 297,901		\$ 282,901	\$ 580,802	

See Attachment F for budget details and restrictions