

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

Vendor name	Ashleigh House
Vendor number(s)	HC1031
Contact Name	Brenda McBee
Contact Email Address	<a href="mailto:Frsgarrett2@aol.com">Frsgarrett2@aol.com</a>
Primary regional center	Fresno
Service type(s)	Women
Service code(s)	113
Number of consumers typically and currently served	3
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>Ashleigh House provides care and services for adult women from ages 18 to 59 with developmental, mental, and social disabilities, some with behavioral challenges and self-care deficits, 7 days a week, 24 hours daily.</p> <p>A typical day will usually consist of assisting and managing our client's daily routine in the homes. Staff will ensure that each one of our clients are able to perform self-care skills as independently as possible. Staff will assist with meals, medications, supervise in outings and activities, and will assist our clients with any preparations needed to attend day/work programs. Our clients will normally arrive back to the homes between 2pm-4pm. They will come in and do their chores, and can then interact in group activities and/or outings. As an example, in group settings, they will work on their IPP goals (practice counting money, learning their age, etc.), play board games, and participate in community walks. Often they may choose to have leisure time and may want to watch television, play games on their tablet, listen to music, or other activities they may choose in the activity room. Our clients will have dinner at 6pm every evening, at 7pm they will have turns showering, be given their medications, and by 8pm our clients are in bed. With the limitations on transportation and staff, the weekend will usually consist of group outings like community walks, going to the 99cents store, 7-11, neighborhood parks, and any other community events that are offered.</p> <p>No changes in level of compliance to the HCBS Final Rule.</p>	
<p><b>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.</b></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>Our staff is capable, committed and open to the social culture of how our clients are perceived. However, being person centered requires a lot of flexibility, creativity, and the willingness to try what may seem impossible to enhance the humanity and dignity of our individuals. Believing that we are being person centered does not make our staff person centered. Having that in mind, the training, the guidance and implementation of these concepts are essential to</p>	

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uncovering the essence of a “person-centered” concept in our program. Attaining a Person-Centered Planning Consultant who specializes in identifying, mapping, and implementing our concept will help with the enhancement of our individual’s lifestyles and ongoing with quarterly and annual visits along with consultation to ensure the proposed outcomes. Also, additional Person Centered and Vocational trainings given to our staff with help the enhancement of our individual’s needs with each of our individuals have their own preferred community activity. With the vocational training provided to our staff, our staff will be able to help with the continued coaching and teaching necessary life skills to our individuals, with that, a Vocational Consultant will be key to coming in and training our staff with these life skills. The access to new vehicles through HCBS that are easy for our individuals to get in and out of will help resolve the transportation needs of our clients, as they should want to go out on the outings of choice at the time they should want. Serenity Group Homes, Inc. will be able to promote non-regimented individualized community activities of choice for all our individuals. Although we encourage our clients to choose their own preferred activities, it is a challenge to accommodate every individual’s wish due to lack of transportation.

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?

We are asking for training, remodels, upgrades to appliances, and transportation to meet Fed Req #2, 5, 6, 7, 8, 9, and 10. By providing funding for a PCP Consultant, Vocational Consultant, and providing additional training to administration and staff, we can help to qualitatively change the way they provide support for our clients’ needs. Having additional transportation that is easy for our individuals to get in and out of easily can help with the integration of the ones who enjoy the community and to make it more comfortable for those who are newer to community integration do it with ease. Bathrooms to be renovated will help our clients maintain a healthy hygiene and prepare more options in their day and or work programs. Upgrades to our laundry facilities will help with the independence of our clients regarding washing their own clothes. Maintaining continuous documentation in our client’s IPP will help our staff track their progress. Quarterly training with staff to keep them knowledgeable about our clients’ needs. Regular maintenance on appliances and vehicles for longevity.

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 clients have communication barriers but can understand what is being said and asked of them. The staff at Serenity Group Homes, Inc. has developed a method of communication by asking a series of yes/no questions in which the clients can reply with either a yes/no answer or with head motions. Current staff is still not yet up to par with the PCP approach, but with additional training, these barriers would be alleviated.

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

We are asking for funding for the purchases of a vehicle and to purchase internet and computers in the facility. By the purchase of a vehicle this will enable our Staff to take the individuals out into

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the community to enjoy some of the activities that they individually be interested in. The use of computers in the facility will assist the individuals in interacting with educational activities, games, videos, movies, cartoons, and connecting with peers and family members through face-to-face ability if they can't physically visit one another.

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

100%

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

The items that we are requesting will be one-time purchases. Serenity Group Homes, Inc. expects to maintain them independently and will select vehicles and materials that are long lasting and have warranties.

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 vehicle – immediate upon funding

Purchase of computers and office supplies – 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 \_\_\_ No X Yes. If Yes, FY(s) 2020  
Service Access and Equity Funding \_\_\_ No \_\_\_ Yes. If Yes, FY(s)  
CPP Funding X No \_\_\_ Yes. If Yes, FY(s)  
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.

Completed, now using updated appliances for training for independency. Vehicle still well maintained and used for community-based activities. Sign Language training was successful in alleviating some of the communication barriers between certain clients.

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.

The funding was limited, only could purchase a small amount of training items for independency.

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CONCEPT FORM

HCBS CONCEPT BUDGET		Serenity Group Homes Inc					
Vendor Name		Ashleigh House					
Vendor Number(s)		HC1031					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
<b>Personnel (wage + benefits)</b>							
Person Centered Consultant		1.00	\$ 5,980	1.00	\$ 7,355	\$ 13,335	
<b>Personnel Subtotal</b>			<b>\$ 5,980</b>		<b>\$ 7,355</b>	<b>\$ 13,335</b>	
<b>Operating expenses</b>							
New Vehicle			\$ 70,000		\$ 86,100	\$ 156,100	
Bathroom Renovation			\$ 22,000		\$ 27,060	\$ 49,060	
Computers and Internet			\$ 5,760		\$ 7,085	\$ 12,845	
Laundry Machines			\$ 2,000		\$ 2,460	\$ 4,460	
<b>Operating Subtotal</b>			<b>\$ 99,760</b>		<b>\$ 122,705</b>	<b>\$ 222,465</b>	
<b>Administrative Expenses</b>							
Utilities			\$ 9,130		\$ 11,230	\$ 20,360	
Training			\$ 495		\$ 609	\$ 1,104	
Professional Fees			\$ 7,370		\$ 9,065	\$ 16,435	
Administration of Grant (x15%)			\$ 41,054			\$ 41,054	
<b>Administrative Subtotal</b>			<b>\$ 58,049</b>		<b>\$ 20,904</b>	<b>\$ 78,953</b>	
<b>Capital expenses</b>							
<b>Capital Subtotal</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Total Concept Cost</b>			<b>\$ 163,789</b>		<b>\$ 150,964</b>	<b>\$ 314,753</b>	

See Attachment F for budget details and restrictions