

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

Vendor name	The Arc Fresno Madera Counties
Vendor number(s)	HC1014, HC1342 and HC0664
Contact Name	Cameron K. Grisham
Contact Email Address	Cameron.grisham@arcfresno.org
Primary regional center	Central Valley Regional Center
Service type(s)	Community Integrated Employment and Life Exploration
Service code(s)	510 and 055
Number of consumers typically and currently served	175
Typical and current staff-to-consumer ratio	1 to 1 and 1 to 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>The Arc F/M closed our WAP programs after the onset of COVID-19 (June 30, 2020) and our clients were receiving services remotely, which has continued under Alternative Service Delivery. We have informed the individuals previously receiving services under the WAP of the change of services to being delivered in a 1:1 (Assessment and intense supports) or 1:3 for Community Employment or Engagement Services. Arc F/M has restarted in-person services as of April 2021, with approximately 30% of our individuals choosing to participate, while our previous grants have provided significant training to our current staff, the change in ratio from a WAP to a 1:3 staffing ratio has meant we are in a continual hiring process and having to continue to train and modify our on-boarding procedures to build a truly person-centered effort. The shift from the "traditional" old school Curriculum based supports to one that is Person-Centered is requiring consistent and continued review of the activities, training and supports our DSPs require to be successful. As full re-opening gets closer it will require that continued effort to ensure we don't fall away from Person-Centered Action and Supports. Successfully, long-term Person-Centered Supports requires regular and consistent support to be grown and expanded.</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 Arc F/M plans to build on the concepts of the last three grant cycles we have been awarded. We learned through closing two of our large Work Activity Programs, reducing the ratio from 1 to 22 congregate setting to a 1 to 3 or a 1 to 1 with most of the experiences in the community of their choice in competitive employment or otherwise that people we served became tremendously empowered and had new experiences. We intend to enhance our person-centered training, hiring and training by adding self-</p>	

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advocates to the staff at The Arc F/M. Staff advocates will be able to support and demonstrate how their Person-Centered actions have increased their independence and show others how they can control their lives. Sustainability will be met by continual support to grow the Person-Centered Action Culture and the implementation of the DDS Rate Study to ensure that Arc F/M will be able to attract, train and retain qualified staff.

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 proposed objectives are:

- to increase choice and independence of our clients by providing supports in all aspects of their life (live, work, play) by using virtual staff support thru avail.
- to hire 2 additional Full-Time Equivalent advocates to advise agency leadership on the needs and preferences of clients we support, help select applicants, sit in on the interview process, and create customized interview tools based off of individual client needs.

To meet this objective, we must:

- increase the intensity and continuity of our staff training on person centered approaches and action. We have learned that a one time or a series of 10 weeks of training does not embed the philosophy into the culture.
- expand our staff footprint, bridge the digital divide, which was highlighted during the pandemic.
- provide increased choice and independence that is consistently across their home, social and work environments. Our collaboration with our clients care providers, families and natural supports will create a person-centered support plan of action.

Our method of tracking this data is through our Case Management software, previous assessment software purchased in the last grant award and the avail software.

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.

In our regular monthly advocacy meetings, our clients expressed a desire to have more choices such as being supported to travel, vote, become competitively employed, become entrepreneurs, learn to work, take their medicine on time, and learn how to test the blood sugar. Many advocates expressed a desire to learn how to drive and live on their own. There was also a expression of wanting to be part of a paint night, go out dancing, participate in regular community events such as wrestling matches, concerts and college basketball games at large local venues. The most significant expression was a desire to volunteer and give back to their community. They are currently organizing a coat drive for children who receive regional center services.

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During our regular check-ins with our clients, we note areas that they are hoping to gain supports in. There is an open-door policy and frequent forums at lunch time, break time, during The Aktion Club leadership meetings where clients have more opportunities to express their desires and needs. At any time, a client can call a member of management before and after hours to share resources they have learned about they would like to participate in, such as open interviews and job fairs or farmers markets.

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

The shift in the Arc- F/M's culture (a 68-year-old community-based non-profit) is going to increase as we lead by example, by hiring self-advocates to work one on one or in groups with clients to support their choices, rights, and opportunities for inclusion from the perspective a person who also has received services. We will be able to expand our vendored services for person centered plans (funded in the last grant award) with ongoing, staff and client training to fulfill our clients' expressed dreams and desires. The continued reduction of client to staff ratios and access to virtual support at home and at work will provide a complete life approach to person centeredness versus our current siloed approach to services and commitment to Person-Centered Action.

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

There will be 75% that will benefit.

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

We have created sustainability through program designs and amendments to program designs to align with all HCBS compliance and with the implementation of the rate study will provide additional support to maintain a solid staff base. These program designs offer 100% community access in a ratio of 1 to 1, 1 to 2 or 1 to 3. These service designs allow for flexible supports, offered 7 days a week, evenings, weekends and overnight shifts to support client work schedules. Our services all include supports to access transportation and destination training is part of the services as well to offer greater access. The ultimate value will be in the satisfaction of the client and enhanced training and expectations for person centered approaches in the staff who support the clients. The focus is to support each individual to live their best life.

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](#).

2 Full-Time Equivalent Advocates (based on personal choices, most likely will be between 3 and 6 people with CIE level employment), Person-Centered Advocate and IT-Case Manager to help support the use of avail for our collaborative team, avail software licenses for 25 share individuals, include avail training costs, Person-Centered training consultants to ensure consistent on-board and support of DSP's, release time for collaborative staff to become trained, technology and access support for 50% of the participants if they do not have access to

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technology to use avail. A 10% administrative fee to cover the tracking and reporting of this project.

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.

This proposal will mesh well with the recent passage of AB136, which will provide increased support for community services as we come to the end of this funding cycle.

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 XX Yes. If Yes, FY(s) 16/17, 18/19, 19/20, 20/21

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

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

CRDP Funding XX 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.

The initial HCBS funding (16/17) we received provided for a vehicle to take clients accessing the work activity program into the community.

The second HCBS funding (18/19) supported the close and move of 200 clients from our work activity programs, ratio of 1 to 22, into community integrated settings with a increase supports in a ratio of 1 to 3, 1 to 2 or 1 to 1. The transition process was enhanced by using assessment software to assess the gifts, capacities, short- and long-term goals for clients who had only known work activity type services.

The third HCBS funding (19/20), began the drive of shifting the mind set of staff, clients and their support network to move to more person-centered actions and outcomes, leading to more paid-internship and CIE outcomes. It started to build a core group of staff to support the move to person-centeredness.

The fourth HCBS funding (20/21), continued the growth of our employment/community engagement commitment and expanded our Person-centeredness trainings and practices to the primarily non-vocational services our agency offers. It has helped us create a Person-Centered Advocate and hire self-advocates as Arc-F/M staff to help to start solidifying our progress.

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.

We learned that the prior funding initiated the philosophic switch to becoming a person-centered organization by initiating and then closing our WAPs and offering full access with qualified staff, assessment tools and the beginning of a new infrastructure. We have learned that a culture created over 68 years, takes time to bring all stakeholders along on the journey, to make mistakes, to pivot to provide "health and safety" supports during COVID, to increase exposure to the community, to identify and support the expression of desires and interests and a move away from production work at subminimum wage and to

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support becoming competitively employed at minimum wage or better, living on their own successfully and creating a community of their choice. It is necessary that we build now on the core Hallmarks of person-centered approaches by great philosophers and offer the staff enhanced ongoing training by experts in the world of person centeredness. We aspire to have staff equipped to provide progressive technological modalities to support each individual client guiding their day, week, month and life on their own terms. With continued funding we can offer access to 75% more of the clients we served in the WAP. The journey is one client and staff at a time.

HCBS CONCEPT BUDGET		Independence thru Colloboration				
Vendor Name		Arc-Fresno/Madera				
Vendor Number(s)		HC1014, HC1342, HC0664				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Advocates (2 FTE positions - positions maybe job shared based on participant needs)	38688	2.00	\$ 77,376	2.00	\$ 77,376	\$ 154,752
Person-Centered Advocate	46502	0.20	\$ 9,300	0.20	\$ 9,300	\$ 18,601
IT-Case Manager Support for avail	49988	0.15	\$ 7,498	0.15	\$ 7,498	\$ 14,996
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 94,175		\$ 94,175	\$ 188,349
Operating expenses						
avail annual software licenses (25 plans)			\$ 22,500		\$ 22,500	\$ 45,000
Collaborators admin training			\$ 6,000		\$ -	\$ 6,000
Person-Centered Training and Support			\$ 40,000		\$ 25,000	\$ 65,000
Collaborators - release time funding for training and support			\$ 9,000		\$ 4,500	\$ 13,500
Technology support (ipad and access connection)			\$ 5,985		\$ 4,500	\$ 10,485
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ 83,485		\$ 56,500	\$ 139,985
Administrative Expenses						
Arc-Fresno/Madera Admin Overhead (10%)			\$ 17,766		\$ 15,067	\$ 32,833
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ 17,766		\$ 15,067	\$ 32,833
Capital expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 195,426		\$ 165,742	\$ 361,168

See Attachment F for budget details and restrictions