

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

The Home and Community-Based Services (HCBS) rules supports people with disabilities to have full access to, and enjoy the benefits of, community living through long-term services and supports in the most integrated settings of their choosing. **Completion of this concept form is for the sole purpose of applying for compliance funding and does not take the place of provider assessments or remediation that the Department has required to determine provider compliance with the HCBS settings rules.**

Prior HCBS funding focused primarily on barriers to compliance with the 10 federal requirements of the HCBS Final Rule. HCBS funding for fiscal year 2021-2022 will still take the 10 federal requirements into account and will also place increased emphasis on the outcome of a provider's concept. To simplify the process, the federal requirements were placed in three categories that target similar outcomes. Those categories are Community Integration, Individual Rights, and Choice. A fourth category, Collaboration, may be used for a concept between multiple providers to develop a community resource or collaborate on a project benefiting multiple settings. The bulleted questions listed under each category are for providers to consider when thinking about their current operations and plans for the future. These questions should be used when considering ways to build a concept that will achieve increased person-centered practices ongoing.

Service providers may request a copy of their completed self-assessment, by contacting their regional center HCBS Program Evaluator. A blank copy of the assessment can be found at <https://www.dds.ca.gov/wp-content/uploads/2020/09/CADDSHCBSProviderSelfAssessment.pdf>.

More information on the HCBS rules and this form can be found at <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>.

Questions may be directed to HCBSregs@dds.ca.gov.

Community Integration

How will providers support the following through their services?

- Individuals receiving services in the community based on their needs, preferences and abilities.
- Individuals participating in activities in the community, which are routinely accessed by the general public, and are not solely for the purpose of supporting people with disabilities, as part of their plan for services.
- Individuals exercising control over their schedules and activities.
- Opportunities for activities in the community that include meaningful interaction with individuals not receiving regional center services, not including paid staff or volunteers (e.g. development of hobbies or interests, volunteering, job training, etc.).
- Access to competitive integrated employment opportunities. Note: information on California's Competitive Integrated Employment Initiative can be found at <http://www.chhs.ca.gov/home/cie/>

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Individual Rights

How will providers support the following through their services?

- Informing individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint.
- Communication with individuals based on their needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.).
- Individuals have informed consent and regular review regarding residential agreements, admission agreements, or other forms of written residency agreements.
- Individuals taking active roles in program policies and shared house rules.
- Individuals understanding of the balance between the rights they have and respecting the rights of others, building skills of negotiation.
- Individuals' understanding of the different service options available to them, and working towards individualized goals with support.
- Choice regarding roommates or private accommodations.
- Visitors are welcome to visit the home at any time.
- Individuals going with visitors outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends.
- Individuals having the freedom to move about inside and outside the home.
- For those requiring accessible supports, grab bars, seats in bathrooms, ramps for wheelchairs, etc., are available so that individuals can move about the setting as they choose.
- Appliances and furniture are accessible to every individual.

Choice

How will providers support the following through their services?

- Offering daily activities based on individual's needs and preferences.
- Structuring support so that individuals are able to interact with people they choose to interact with, both at home and in community settings.
- Structuring support so that individuals are able to participate in activities that interest them and correspond with their IPP goals.
- Supporting individuals in choosing which staff provide their care to the extent that alternative staff are available.
- Opportunities to modify services and/or voice concerns outside of the scheduled review of services (IPP review).
- Individuals having access to food at any time.
- Supporting individuals to set their own daily schedules.

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Collaboration

- Does your program excel in a particular facet of your service type that can be beneficial to other programs in coming into compliance and strengthening person-centered practices?
- Does your concept involve at least one additional agency who will share in the development and implementation of the concept?
- Are there increased benefits to people you serve by collaborating on this concept with other providers?
- Are you developing a community of practice? (i.e. a group of people who share a common interest and come together to learn from each other and achieve a common goal.)

Some previously funded concepts have successfully collaborated to assist other providers in enhancing their services through projects such as:

- Development of toolkits and resources regarding the Final Rule, or areas within the Final Rule (employment options, housing, person-centered planning, etc.), that can be broadly accessed.
- Training and knowledge-sharing with others in their catchment area.
- Creation of person-centered planning applications/software.

HCBS Final Rule: List of Federal Requirements

Federal Requirement #1: Access to the Community

The setting is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.

Federal Requirement #2: Choice of Setting

The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.

Federal Requirement #3: Right to be Treated Well

Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.

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Federal Requirement #4: Independence

Optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including, but not limited to, daily activities, physical environment, and with whom to interact.

Federal Requirement #5: Choice of Services and Supports

Facilitates individual choice regarding services and supports, and who provides them.

For providers who operate a residential setting:

Federal Requirement #6: Residential Agreement

The unit or dwelling is a specific physical place that can be owned, rented or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city or other designated entity. For settings in which landlord/tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord/tenant law.

Federal Requirement #7: Privacy

- 1. Each individual has privacy in his/her sleeping or living unit:*
- 2. Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.*
- 3. Individuals sharing units have a choice of roommates in that setting.*
- 4. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.*

Federal Requirement #8: Schedule and Access to Food

Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.

Federal Requirement #9: Right to Visitors

Individuals are able to have visitors of their choosing at any time.

Federal Requirement #10: Accessibility

The setting is physically accessible to the individual.

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Regional center vendors may receive funding to make changes to service settings and/or programs to enhance current services through individualized service delivery. To be considered for funding, vendors must complete and submit this form to the regional center with which it has primary vendorization.

Instructions:

- The concept form on the next page must be used, may not exceed four pages plus the budget worksheet and any cost backup, and must be kept in Arial 12-point font. Submit the form in Microsoft Word or PDF format. An extra half page is permitted to answer questions about prior funding.
- Using a form from previous years will negatively impact a concept score. Please use the current FY 21-22 form.
- For providers that operate programs with several vendor numbers involved in one concept, one blueprint and concept form should be submitted and should list all vendor numbers for related/included programs. If multiple programs owned by the same parent company have different blueprints or concepts, additional applications can be submitted but should be attached in the same document as the other owned programs so they can be reviewed together.
- The concept includes detailed information that describes the funding requests and supports how the requests will assist the provider in **enhancing person-centered service delivery**.
- Concepts should demonstrate how the requested change in service delivery will impact individuals in **offering more choices and opportunities**.

While concept development should be individualized for each provider, some common themes persist among those that have been previously selected for funding.

Strengths of previously funded concepts:

- Identified the need as well as proposed a plan to provide outreach and information regarding the HCBS rules to individuals served and members of their support teams.
- Discussed the need for additional funds to effectively support individuals served on a more individualized basis in overcoming barriers to community integration and employment, as appropriate.
- Prioritized the preferences of individuals served and utilized their feedback in the development of the concept.

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Vendor name	Able ARTS Work (formerly known as Arts & Services for Disabled, Inc.)
Vendor number(s)	# PH0921
Contact Name	Honor Dunn, COO
Contact Email Address	Hdunn@ableartswork.org
Primary regional center	HRC
Service type(s)	Day Program
Service code(s)	55
Number of consumers typically and currently served	35
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>Clients are able to take three classes a day (we are currently providing virtual services that mimic the structure of in-person services). Restroom breaks, lunch, and hydration breaks are offered in-between classes. There are three to four classes happening at one time so that clients have options on which classes they are taking. The class is chosen by the client from a list of classes shown to them at the beginning of the 6-month semester. During classes, clients are provided training in the arts (music, art, creative writing, dance, etc.) and are frequently assisted in making artistic choices to complete their project. Clients also have the option to participate in creative arts therapies (including but not limited to 1:1 sessions) to support social-emotional health and well-being. Clients provide input in program planning, course selection, and outing activities/community integration. However, input from clients with communicative disorders (50% of our clientele) is limited and could be more person-centered (barriers to compliance Fed. Req. #4 and #5). Our goal to prioritize employment opportunities could be greater supported though the ArtBeat Radio Mentorship Program (Employment training) and the hiring of a Communication Specialist. The ArtBeat Radio Mentors will be required to have a bachelor's degree, experience in radio and podcasts, and experience working with individuals with disabilities. The Communication Specialist will be a Speech and Language Pathologist (SLP) that has training in Augmentative and Alternative Communication (AAC) and is certified by the American Speech-Language-Hearing Association (ASHA).</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>We are requesting funding to support the ArtBeat Radio Mentorship Program (Employment training) which would match mentors with-clients who are interested in radio/podcast broadcast, radio/podcast production, script writing, marketing, creative direction, song</p>	

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development and business. This program leverages clients' personal interests and passion, as well as objectives, goals, and skills that clients are addressing within their day-to day creative arts classes and promotes clients as professionals and leaders within the podcast and creative industry. **ArtBeat Radio (ABR)** is social media and broadcasting program that fosters creativity, connection, and our clients' unique voices. Working together, the ABR client-comprised staff brainstorm different multimedia experiences, including video, original songs or poetry, podcasts each of which explore a different topic as well as supportive materials such as Marketing/PR and creative direction. The goal of ArtBeat Radio is to explore the myriad ways in which the clients of Able ARTS Work can make their unique voices heard by engaging the ever-expanding virtual world. It is a perfect platform and tool for clients to share their talent and passion while having access to the greater community as well as learn income earning skills. Our clients have had limited person-centered employment opportunities due to lack of designated staff that can fully support an application of the client's learned skills as well as shape individual employment preferences and integrate these priorities into client's IPP. To be in compliance, we will need to hire mentors as well as industry experts who will be matched with and support clients as they develop their skills thoroughly and navigate through the mentorship program ultimately sharing them through ArtBeat Radio. By hiring a Communication Specialist, we can address the communication barrier many of our clients experience and can help drive person-centered employment opportunities and IPPs for those who has limited or no verbal language skills. Working with the program staff, we can define preferred communications methods and establish alternative employment opportunities.

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?

Proposed outcomes and objectives:

#1 - Increase Employment

- Add person-centered employment plans to all appropriate client's IPP.
- Producing weekly podcast for ArtBeat Radio Mentorship Program with clients actively supporting the growth of the podcast and its audience reach through social media, Marketing, PR, and presentations.
- Clients learning income earning skills through ArtBeat Radio.
- Identify alternative person-centered employment opportunities for individuals who are not interested ArtBeat Radio mentorship program.

#2 - Increase Community Integration

- By client's participating in ArtBeat Radio, clients will have increased access to greater community.
- By addressing communication barriers, through the hire of a Communication Specialist, the company can better facilitate clients' quality of life and community base choices and preferences.
- Inviting industry experts to be part of their skill training, better supporting Fed Req. #1.

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#3 - Address Communication Barriers

- By addressing communication barriers, through the hire of a Communication Specialist, the company can better facilitate clients' life and community base choices and preferences.
- By addressing communication barriers, through the hire of a Communication Specialist, the clients' self-advocacy and preference will not be overlooked.

Achieving and Tracking

- IPPs will be a viable tool to track employment goals, plans and achievement.
- Employment goals and achievements will be part of clients' daily documentation through TheraNest, our online documentation platform.
- Podcast contribution and progress will be tracked by the Manager of ArtBeat Radio Program and mentors will be completed and filed through TheraNest, our online documentation platform.
- During weekly meetings, staff meeting employment and communication items will be discussed and addressed.
- Participants in ArtBeat Radio Mentorship Program will be interviewed to improve participation experience.

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.

Able ARTS Work developed this concept in response to clients growing interest in ArtBeat Radio and desire for more employment opportunities/training and more opportunities for engagement with the greater community. Clients are very motivated to share their interests and passion as well as be in a leadership role. By creating a formal employment training program, clients get to fulfill their desire to learn income earning skills, connect, and lead. Further development of concepts around communication was based on client feedback and staff's struggle to get feedback from all clients. The focus of the plan is to meet and sustain compliance.

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

By addressing the communication barriers and creating an employment training program, ArtBeat Radio Mentorship Program, **ALL** clients at Art Center will be supported to express their preferences and fulfill their choices while at program, as well as thorough action plans will be put in place to support person-centered unique and individual employment opportunities and community integration.

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

All clients who would like to participate will be able participate, their choice on how they will be part of the ArtBeat Radio team. There will be many ways they can be actively involved, from marketing, blogging, social media posts, songwriting, visual arts, creative think tank, singers, producer, hosts, interviewers, interviewees, unlimited opportunities. The Communication Specialist will work with eight students in each six-month semester, so over two years they will be able to work with 100% of the students in the program. The target areas the Communication Specialist will focus to help students access and prepare for opportunities through ArtBeat Radio are articulation, fluency, vocabulary, voice, language- receptive, expressive, and social pragmatic skills. The ArtBeat Radio Mentor will help define and coach

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clients in the target area of the client's interests, may it be technology, podcast production, voice actor, marketer, or social media influencer. The Mentor will also work with eight clients per semester and reach 100% of clients within two years. Methods of benefits of this defined mentorship are to encourage clients to tell you what they want rather than projecting or anticipating their wants and needs, to break instructions into smaller parts to assure comprehension, to use art making and visuals to assist storytelling, and to embrace client's message and contribution.

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

A Train-the-Trainer Concept will be put in place at the start of the grant. Monthly meetings with staff and participants of ArtBeat Radio Mentorship Program will be held to discuss successes and struggles within program. Communication Specialist(s) will hold monthly meetings to review strategies and train the staff to maintain a focus and continue to overcome communication barriers beyond the grant period to facilitate client choice, preference, rights, and dignity. Staff will be trained to continue to incorporate clients' employment goals into their ISPs beyond the grant period. Clients will have a more defined idea of how to participate in the Artbeat Radio Program and develop skills and empowerment from their experience working with a mentor and speech therapist. The benefits gained from these experiences will also positively affect other components of clients' life beyond the grant period, including relationships, self-advocacy, personal development, and self-esteem.

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](#).

Estimated Budget and hire/purchase dates.

- 2 ArtBeat Radio Mentors: \$80,000 per year x2: **completed for Compliance: July 2022**
- Communication Specialist: \$40,000 per year x2 **completed for Compliance: July 2022**
- Visiting Industry Leader Stipend: \$10,400 **1 visit (at \$100) per week for 2 years**
- Technology /Equipment: \$27,423 **completed for Compliance by July 2022**
- Admin. Cost: \$41,673 (15% - total for two years)

Total: \$319,496

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.

The growth of the program will enable us to seek sponsorship and advertisement to continue its trajectory. A goal for the program is that the ArtBeat Radio student team will learn the skills needed to produce other people podcasts ultimately becoming a podcast production studio which can support the costs as well as pay income to students.

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) FY 16/17 & 17/18
 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.

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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.

Our organization has one program in Long Beach under Harbor Regional and two programs - one in Hawthorne and one in Gardena - through Westside Regional. Our Harbor Regional program received funding five years ago and successfully enhanced their transportation department and integration of adults into the community. Prior to COVID, AAW clients were averaging 36 community outings per month due in large part to the capacity building funds from HCBS. Last fiscal year, we received funds for our Westside Regional programs to first train staff to be client mentors to those clients that want to teach in our Learn for Life virtual learning platform. HCBS funds are successfully being implemented to hire an Augmentative Speech Therapist to help non-verbal clients overcome communication barriers and move toward person-centered employment opportunities. This grant provides funds only to our Adult Day Programs in Hawthorne and Gardena.

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 funding is not redundant of the funding that our Adult Day Program, Art Center in Long Beach, received five years ago. That funding supported our transportation department and support staff to increase community outings from 20 per month to 36 per month, which we successfully did up until the pandemic. Our current funding request is for ArtBeat Radio Mentors and a Communication Specialist to train and support clients to address communication barriers, receive training in the various employment skills of radio production and podcasts and therefore make educated, person-centered employment choices, and increase their engagement with the broader community. This latter piece is so key during the pandemic, as many adults with disabilities have been isolated from community engagement due to their medical fragility and high-risk status if they were to contract COVID. The ArtBeat Radio Mentorship Program provides clients the perfect platform to interact with the community safely and with person-centered employment opportunities.

HCBS CONCEPT BUDGET						
Vendor Name		Arts and Services for Disabled, Inc.				
Vendor Number(s)		PH0921				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Artbeat Radio Mentor	\$34/hr & 22%	0.50	\$ 40,000		\$ 40,000	\$ 80,000
ArtBeat Radio Mentor	\$34/hr & 22%	0.50	\$ 40,000		\$ 40,000	\$ 80,000
Personnel Subtotal			\$ 80,000		\$ 80,000	\$ 160,000
Operating expenses						
Communication Specialist			\$ 40,000		\$ 40,000	\$ 80,000
Visiting Industry Leader Stipend			\$ 5,200		\$ 5,200	\$ 10,400
Recording Studio Equipment			\$ 15,905			\$ 15,905
Podcasting Equipment			\$ 1,957			\$ 1,957
Furniture needed for studio			\$ 4,066			\$ 4,066
Analog Compressor			\$ 3,850			\$ 3,850
Mic Preamp			\$ 1,645			\$ 1,645
Operating Subtotal			\$ 72,623		\$ 45,200	\$ 117,823
Administrative Expenses						
	15%		\$ 22,893		\$ 18,780	\$ 41,673
Administrative Subtotal			\$ 22,893		\$ 18,780	\$ 41,673
Capital expenses						
			\$ -			\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 175,516		\$ 143,980	\$ 319,496

See Attachment F for budget details and restrictions