

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/>

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

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.

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

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.

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

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.

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

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.

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

Vendor name	Canyon Verde
Vendor number(s)	H17341 PH1062 PH1683
Contact Name	Nancy Langdon Pam Ryan
Contact Email Address	Nancy Langdon: anmltwo@gmail.com Pam Ryan: rbdirector@canyonverde.com
Primary regional center	Harbor Regional Center
Service type(s)	H17341 Day Activity Center PH1062 Canyon Verde Careers PH1683 1:1 Support
Service code(s)	505 111 110
Number of consumers typically and currently served	H17341 serves 42 clients. Pre-Covid - PH1062 had 9 clients in the Paid Internship Program and 6 clients developing their own microenterprises.
Typical and current staff-to-consumer ratio	H17341 has 1:6 ratio

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?

Pre-Covid, Canyon Verde Day Program offered a variety of opportunities for participants to choose from either at the program site or in the greater community. A few of the many choices include functional skills, creative arts/crafts/theater/music, computer skills, gardening, independent living, physical fitness, employment, volunteer and internship experiences, and community immersion activities. Canyon Verde Careers is a program designed to support appropriate participants interested in micro-enterprising, or employment opportunities to promote independence, acquire a job and successfully retain the job. Participants currently attending the Canyon Verde day program may choose to be a part of Canyon Verde Careers. Other participants outside of the Canyon Verde day program, may also participate in Canyon Verde careers. Participants who choose to be part of the Micro-Enterprise Program develop their own business with the support of a coach. These participants then sell their crafts either at community stores or by attending community vendor fairs. The Paid Internship Program offers participants the opportunity to learn on the job skills with support of a coach. The goal of this program is for participants to be hired by the employer after the internship ends. The following are some of the PIP's that Canyon Verde participants had pre-covid: Garden Center assembling plants for sale; Restaurants-preparing for customer service and/or serving customers; and Chocolate store-restocking candy supplies.

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

Once Covid hit, we moved to serving our participants online over Zoom as well as sending activities to do through email and delivering of physical packages filled with activities and supplies to the participant's residence on a regular basis. Our participants are older, and some have more health challenges, so we are taking a more cautious approach to meeting in person, but have a goal to start in November 2021.

Pre-Covid, we leased one van to help in meeting the requirement of HCBS final rule Federal Requirement #1: Access to the Community and Federal Requirement #2: Choice of Setting. Once Covid started and all programs stopped meeting in person and there was great uncertainty of what was going to happen, we returned our leased van to help mitigate expenditures like all programs in the state were doing to cut expenses in uncertain times. Now that we are going to start meeting in person again, we want to make sure that we are on the right track for meeting requirement #1 by purchasing vehicles that can help us get all our participants out into the community who are ambulatory and non-ambulatory as well as meeting requirement #2 of them choosing where they want to go in the community. But as a small agency, we need the help of the HCBS grant in order to do that.

We also have participants who are deaf or hard of hearing whose main form of communication is American Sign Language (ASL). Since Covid hit, staff changes have occurred, and we have also found a need to provide ASL training to our staff in order to serve all of our participants person centered needs. By training and educating our staff, we are helping these participants fully access their communities (federal requirement #1) as well as foster independence (federal requirement #4).

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.

1. Canyon Verde is a small non-profit that has been serving adults with developmental disabilities for over 30 years. We strive to help our participants be a part of their community through different employment, volunteering, social, and learning opportunities. Our participants are getting older, and some have more health issues which makes getting out into the community harder because they can't walk as far or standing and waiting for public transportation is too much on them. We would like to purchase 3 new vans which would help our participants access their community more easily and safely for their stage of life. We would like to purchase 2 Ford Transit Connect Mobility Van's which each have a ramp for wheelchair access for non-ambulatory clients as well as 5 seats for a driver and other passengers. We would also like to purchase 1 Ford Transit Connect Van that is equipped with 7 seats which would allow more ambulatory clients to get out and access their community. We believe using this funding to help purchase these vans will help us fully meet federal requirement #1 – community integration and federal requirement #2 – choice of settings in the community of the HCBS final ruling.
2. We would also like to provide American Sign Language (ASL) training for all of our staff to better work with participants whose only form of communication is ASL. We currently have 1 participant whose only form of communication is ASL. We are in

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

<p>the process of hiring an ASL fluent employee to help this participant have meaningful interactions, especially when on community immersion activities. We want to be able to help our participants better engage with their community (HCBS federal requirement #1) as well as foster independence (HCBS federal requirement #4). The more staff that we have trained the better we will be able to provide person centered services for this participant. We have researched ASL training classes at several reputable sites for different learning styles and would like to use the HCBS grant to facilitate those trainings.</p>
<p>3. Identify which category/ categories this concept addresses.</p>
<p><input checked="" type="checkbox"/> Community Integration <input type="checkbox"/> Individual Rights <input checked="" type="checkbox"/> Choice <input type="checkbox"/> Collaboration</p>
<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>Objective #1: By having access to program vehicles our participants will be able to have better access to their community especially with concerns for their age and health. The first objective is to meet the federal requirement #1: access to the community. We plan to continue to use walking and public transportation as much as possible, but with the help of our own vehicles we will be able to produce the outcomes of: 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.); and Access to competitive integrated employment opportunities.</p> <p>Objective #2: By having program vehicles our participants will have access to more choices to go out into their community. The second objective is to meet the federal requirement #2: choice of setting. The participants help plan their activities and where they want to spend their time and by having vehicles (as well as walking and public transportation) they will be able to more fully utilize opportunities in their community as anyone else would which would produce the outcomes of: 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 in community settings; and Structuring support so that individuals are able to participate in activities that interest them and correspond with their IPP goals.</p> <p>Objective #3: By offering proper ASL training to all of our staff, we will be able to better equip our participants who are deaf or hard of hearing to access their community (federal requirement #1) and foster their own independence (federal requirement #4). Not only will this training help us achieve the outcomes listed in our first objective for</p>

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

<p>federal requirement #1, but it will help us to also achieve the following outcomes for federal requirement #4: 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.</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>
<ol style="list-style-type: none"> 1. Canyon Verde has always believed in collaborating as a team for each participant. We work together with the participants in order to decide programming of activities, locations in the community to go to, employment interests, who they want to go with and the outside community members which with they would like to spend time. Many participants have expressed that having our own transportation vehicles especially for non-ambulatory participants would help them access community services easier and more safely than walking or public transportation can give. By having access to these vehicles, we are also enhancing person-centered service delivery because we are helping those participants who need a more personalized way of accessing their community to be able to do that. 2. Providing proper ASL training for our staff will help our deaf and hard of hearing participants to fully engage in all opportunities within our program and in the community. This will also help them be better engaged with their hearing peers, which allows them more independence instead of feeling isolated.
<p>6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.</p>
<ol style="list-style-type: none"> 1. By having access to vans all participants will now be able to fully access their community and choices of community settings according to each of their person-centered service plan. For many aging participants and/or non-ambulatory participants, it's harder for them to walk or stand waiting for public transportation. Having access to facility vehicles gives participants the opportunity to be more connected to their community the way they want to be connected. 2. By training and educating our staff, we are supporting our participants to fully access their communities (federal requirement #1) as well as foster independence (federal requirement #4). The more staff that we have trained the better we will be able to provide person centered services for this(ese) participant(s).
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<ol style="list-style-type: none"> 1. 100% of our participants will be able to have access to use of the vans at some time during their week at the program. 2. 10% of our current clients will benefit from our staff being trained in ASL but this will allow our program to support future clients who use ASL as well.
<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>
<ol style="list-style-type: none"> 1. Canyon Verde will keep proper maintenance records for each vehicle; train our staff on how to keep the vehicles clean, safe and free from hazards/accidents; and make sure that the vehicles, ramps, doors, seatbelts, etc. stay in proper working order.

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

2. We will provide refresher courses in ASL for those who receive the initial training. We will also continue to provide ASL training to new staff who are hired.

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](#).

1. Canyon Verde would like to purchase a total of 3 vans:

Van 1: Ford Transit Connect Mobility Van. It is an ADA-compliant mobility conversion vehicle which includes a manual rear ramp so that a client in a wheelchair can access the vehicle and be safely transported while in their chair. The van also includes a drivers seat, front passenger seat, and 3-person second row. Approximate cost: \$26,000 for the van + \$14,000 for the ramp installation = \$40,000. Please see the attached flyer for the mobility van we would like to purchase.

Van 2: Ford Transit Connect Mobility Van. It is an ADA-compliant mobility conversion vehicle which includes a manual rear ramp so that a client in a wheelchair can access the vehicle and be safely transported while in their chair. The van also includes a drivers seat, front passenger seat, and 3-person second row. Approximate cost: \$26,000 for the van + \$14,000 for the ramp installation = \$40,000. Please see the attached flyer for the mobility van we would like to purchase.

Van 3: Ford Transit Connect Van. This van will fit 7 people comfortably and will help those clients who may not need a wheelchair for transportation but do have a harder time walking distances or standing waiting for public transportation. Approximate cost: \$26,000 for the van. The attached flyer shows the mobility version of this van, but instead of there being a ramp and space for a wheelchair there would instead be a 3rd row of seats.

Canyon Verde will also incur costs for training staff on safe driving techniques, and learning to properly and safely operate the ramps.

2. Training through either: www.gladinc.org, approx. cost \$65/person for 12 live lessons over zoom; www.asl.cudoo.com approx.. cost \$89.99/person for ASL masterclass bundle with recorded sessions that can be accessed at any time; local community colleges approx. cost varies per person for in person ASL classes. The total cost for our current staff would be approximately \$2,500 for first year training and refresher training.

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.

1. Ongoing maintenance costs of the vans and training of staff will be manageable and able to be covered by the program.

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

2. Refresher courses for existing staff and initial training for any new staff will be tracked and maintained.	
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 <u>X</u> Yes. If Yes, FY(s) <u>2018</u> 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.	
<p>The DDS funding we received was for an Immersion Coordinator. This was to meet the requirements for the HCBS ruling to help our participants access the community through employment opportunities. The funding allowed us to hire a full-time coordinator for over a year to help 9 participants start the paid internship program and 6 participants start their microenterprises. They also helped other participants develop volunteer opportunities in the community. This funding was for one year and was successfully completed.</p>	
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.	
<p>The previous funding was not for the purchase of vehicles; it was used to develop a paid position that did not exist in our program. If we receive this grant, then it will allow us to build on what was started by the previous funding of accessing employment opportunities for our participants. We will be able to get the participants to those locations where they can work and/or volunteer with peers in their community.</p>	

HCBS CONCEPT BUDGET	3 New Ford Transit Connect Vans					
Vendor Name	Canyon Verde					
Vendor Number(s)	H17341, PH1062, and PH1683					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
www.gladinc.org (Initial training)			\$ 1,000		\$ 1,000	\$ 1,000
www.asl.cudoo.com (ongoing training)			\$ 1,500		\$ 1,500	\$ 1,500
					\$ -	\$ -
Operating Subtotal			\$ 2,500		\$ -	\$ 2,500
Administrative Expenses						
					\$ -	\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Van 1 - Ford Transit Connect Mobility Van			\$ 40,000		\$ 40,000	\$ 40,000
Van 2 - Ford Transit Connect Mobility Van			\$ 40,000		\$ 40,000	\$ 40,000
Van 3 - Ford Transit Connect Van			\$ 26,000		\$ 26,000	\$ 26,000
					\$ -	\$ -
Capital Subtotal			\$ 106,000		\$ -	\$ 106,000
Total Concept Cost			\$ 108,500		\$ -	\$ 108,500

See Attachment F for budget details and restrictions