

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

Vendor name	Lee Adult Home I and Lee Adult Home II
Vendor number(s)	HH1713, HH1716
Contact Name	Andrew Lee
Contact Email Address	Drew.leegrouphomes@gmail.com
Primary regional center	Harbor Regional Center
Service type(s)	Adult Residential Facility
Service code(s)	915
Number of consumers typically and currently served	8
Typical and current staff-to-consumer ratio	Current: 3 staff to 4 consumers; 12-20 months ago typical ratio 1 staff to 2 consumers
<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>We currently provide direct care services to residents in a single-family home. A typical day currently consists of group activities such as outdoor sports, online day programming, agreed television programming, personal grooming and grocery store visits. We have residents who require 1:1 ratio requiring the service provider costs to exceed the current rate received for services in order to provide. Outdoor activities require greater staffing. Our current program allows some room for choice and integration, but only accounts for 50% or less of a resident's daytime schedule (after which choices get repetitive), particularly in light of the effects of Covid-19. After conducting interviews with residents and their conservators, and conducting sample activities that allow for choice and independence with both verbal and non-verbal residents, we determined that we could add to the programming in ways that met the federal requirements a greater percentage of a resident's day.</p> <p>The contents of the proposed concept are the result of resident surveys with verbal residents over the 8 months prior to submission of this plan regarding their favorite activities and desire for future productivity and opportunities for expression. Non-verbal residents were exposed to varied activities during the interview period and staff observed less behaviors, and positive responses from the residents and their families.</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>	

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The concept outlined here are person-centered integrated activities in the resident's chosen environment. These activities center around education, exposure to internships/employment, and hobbies.

Concept title: It's About You

Therapies: Our residents have chosen (and conservators have approved) musical, aroma, hydrotherapy, and animal therapy sessions as either individual or group activities facilitated by a professional, much like a personal trainer. We have found through experiment and input from residents/family members that resident's respond very well to the use of therapies in that it facilitates their ability to participate generally in the community and in the residence. The idea for use of aromatherapies, for example, came from conservators' empirical evidence. These sessions can help increase the overall success of the concept and provide opportunities for staff training to facilitate sustainability of the concept into the future.

Internships/Employment: In response to our residents' interest, we intend to work through relationships with nonprofits such as Food Finders, and for-profit landscape and construction companies to develop a training program for residents. Training includes learning to sort and deliver produce and other foods to other residential facilities, senior centers, and food pantries working side by side with a variety of people. Several of our residents have indicated their enjoyment in developing horticulture and landscaping skills. Our goal under the concept is to educate the residents, staff and conservators regarding potential employment with the support of a job coach who can assist in establishing an ongoing program for that purpose.

Choice of Activities/Social Planning: Residents want the ability to choose their social activities, diet and staff facilitators. To date, they prefer beach and park visits, as well as planned camping and backpacking trips to our current schedule, which primarily includes grocery shopping and restaurants. The pandemic has greatly affected our ability to facilitate choice and community integration, but we expect to have more options now. Funding is requested to support the staffing, equipment, and therapy costs discussed in the concept above. The concept will be reviewed annually alongside the resident's, direct support providers and conservator's to ensure continued use and improvement of the program.

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?

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The objective of the concept is to provide a greater ability for residents to:

- 1) obtain greater integration into the local community of people without disabilities,
- 2) actively plan their social life, those with whom they socialize and related activities, and
- 3) choose educational opportunities and internship or employment.

The method to achieve the above goals involves continued communication with residents and conservators regarding schedule preferences to coordinate staffing, engaging music and animal therapists, purchasing equipment for camping and beach activities, coordinate relationships with nonprofits and others who might employ residents, or accept them for internships. In addition to the opportunity to work with a self-advocacy consultant, each resident will have a chosen staff member to help with coordination and track progress (in writing) toward the concept goals. Staff members will also meet personally or virtually monthly with resident and family members regarding perceived progress. Pursuing the proposed concept will allow residents to make individual choice, facilitate their rights as a person, and safely participate in activities and employment in the community that are not reserved to or done only by the disabled.

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.

We ensured that individuals served by the program led the development of the concept by conducting interviews with residents and their conservators, and conducting sample activities that allow for choice and independence with both verbal and non-verbal residents over the 8 months prior to submission of this plan regarding their favorite activities, whether they desire employment or other opportunities for expression. Non-verbal residents were exposed to varied activities during the observation period and staff observed less behaviors, and positive responses from the residents and their families.

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

The program will be more person centered under the proposed concept, because, residents will make choices about how they spend their time as individuals on a much broader scale than they are currently.

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

One hundred percent.

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

Some costs of the concept, such as camping equipment, are directly related to implementation and are a one-time expense. Other expenses will be addressed through proposed rate adjustments and negotiated rates which we intend to accomplish between now and the end of the funding period. We have also identified grant awards that we will pursue to support operating expenses for continued programming. You

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should note that the majority of the budget is comprised of one-time capital expenses for construction and durable goods that will be sustainable beyond the funding period.

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](#).

Personnel Wages and Benefits include one staff member to administrate the concept.
Operating expenses include outside therapy professionals to offer requested therapies for residents and staff training to sustain future programming 2-3 times per week, or per resident choice over the course of 2 years.
Operating Expenses: include all costs for consultants facilitating therapies, and diet education through Green Chef as requested by the resident/conservators.
Administrative, Transportation and Auto Expense includes the cost for:

- maintenance and mileage expense associated with transportation 3 or more times per week depending on individual resident schedules participating in the community
- the payroll expenses related to the administrator position

Capital expenses include:

- purchase of new van for each residential facility which is ADA compliant or wheelchair accesible to enhance and safely transport residents as they age or exhibit disabilities;
- computer equipment for staff training in the areas of water safety, occupational, music and other therapies to support the future sustainability of the new concepts and programming
- Apple computer(s) to support software programming for non-verbal clients and education for all residents
- construction of in-ground jacuzzi to support hydrotherapy
- bathroom remodel to expand and create better accessibility
- musical instruments to further sustainability of the music therapy concept
- Fruit trees and equipment for horticulture program
- Outdoor camping and hiking equipment

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.

N/A

11. Have you or the organization you work with been a past recipient of DDS	HCBS Funding	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes.	If Yes, FY(s) _____
	Service Access and Equity Funding	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes.	If Yes, FY(s) _____
	CPP Funding	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes.	If Yes, FY(s) _____
	CRDP Funding	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes.	If Yes, FY(s) _____

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funding? If yes, what fiscal year(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.	
N/A	
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. N/A	

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 CONCEPT FORM

HCBS CONCEPT BUDGET						
Vendor Name		Lee Adult Homes				
Vendor Number(s)						
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Administrative Support for Additional Programs	\$ 23.60	500.00	\$ 11,800	500.00	\$ 11,800	\$ 23,600
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 11,800		\$ 11,800	\$ 23,600
Operating expenses						
Animal (Pet) Therapist			\$ 5,200		\$ 5,200	\$ 10,400
Music Therapist			\$ 10,400		\$ 10,400	\$ 20,800
Aroma Therapist			\$ 5,200		\$ 5,200	\$ 10,400
Physical Therapist			\$ 14,000		\$ 14,000	\$ 28,000
Job Coach (Developer)			\$ 10,400		\$ 10,400	\$ 20,800
Nutritionist/Chef			\$ 21,632		\$ 21,632	\$ 43,264
Hydro Therapist			\$ 14,000		\$ 14,000	\$ 28,000
						\$ -
Operating Subtotal			\$ 80,832		\$ 80,832	\$ 161,664
Administrative Expenses						
Payroll, Invoice and Other Administration			\$ 1,200		\$ 1,200	\$ 2,400
Transportation & Auto Expense			\$ 22,132		\$ 22,132	\$ 44,264
						\$ -
						\$ -
Administrative Subtotal			\$ 23,332		\$ 23,332	\$ 46,664
Capital expenses						
Gardening Equipment			\$ 3,000		\$ 3,000	\$ 3,000
Camping Equipment			\$ 7,000		\$ -	\$ 7,000
Music Equipment			\$ 5,000		\$ -	\$ 5,000
Computer Equipment (Staff)			\$ 2,100			\$ 2,100
Computer Equipment (Clients)			\$ 8,500			\$ 8,500
Transportation Van with Wheelchair access			\$ 16,800		\$ 16,800	\$ 33,600
Bathroom remodel (increase accessibility)			\$ 12,500			\$ 12,500
Hydrotherapy Installation			\$ 50,000			\$ 50,000
						\$ -
Capital Subtotal			\$ 104,900		\$ 19,800	\$ 121,700
Total Concept Cost			\$ 220,864		\$ 135,764	\$ 353,628