

# Home and Community-Based Services (HCBS) Rules

## Reference Information

**Vendor name:** Teaching Individuals Meaningful Employment (TIME)

**Vendor number(s):** PJ 4927

**Contact Name:** Joe Prior

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**Primary Regional Center:** Inland Regional Center

**Service Type:** Community Integration Training Program

**Service Code (s):** 055

**Number of Consumers**

**Typically, and currently** 40

**Served**

**Typical and current staff-** 1 to 3

**To-consumer 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 proposed 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?**

### Typical Program Service Offering

Before the pandemic, consumers would either ride their transportation to the job site and meet up with their working co-workers and Training Instructor. If consumer's transportation could not meet at site at an appropriate time Instructor could pick up consumer at agreed location. Consumer work group consists of 2 sometimes 1 co-worker on a typical day. Works sites where restaurants, Warehouse, and manufacturing community

businesses. Consumers would learn new skills and polish accomplished skills and consumers would gain remuneration on the skill they have masters at or above the State Minimum wage.

### **Current Program Operations and Offerings**

The Pandemic indeed changed the way services are provided today. For those consumers and staff who elected to get their vaccinated and when their respective community training/work sites reopened, they were allowed to resume to a fairly normal training / work program day under the following procedures:

- Be vaccinated
- Wear a mask throughout the training / Work Day
- Arrange transportation to the community Training / Work site
- Train / Work activities respecting social distancing when possible ( work tasks modified to place consumers in separate work and training stations maintaining social distancing)
- Hand Washing encouraged throughout day
- Personal hand sanitizers made available to all
- Work starting and ending times modified to accommodate public transportation

### **Program for Consumers electing not to be vaccinated or elect to work from home or their job site has not opened**

The TIME Program has found a work at home package job that allows consumers to work, be productive and compensated based on their work output with the compensation based on \$15 per hour and paid on completed packaged parts. The work is dropped off by instructor who wears mask at the consumer's residence and picks up completed packages. In addition, Light exercise is encouraged, a walk around residence with masks and social distance allows communication on the quality and production quota can be discussed. In this walking time if consumer has a particular need no toilet paper, toothpaste, mouth wash etc. staff can buy and drop items off at schedules times.

### **HCBS Compliance**

TIME Program has review the HCBS Self- Assessment, OSHA Guidelines, State of California State guidelines and feels with confidence all concern for Staff and consumer safety has been met to the best on one's ability.

**2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.**

**Concept Narrative**

Self-determination appears to be the best way to respect a consumer's choice, however few understand how it works especially independent living consumers who have no personal advocate. With regards to Work. Work Activity Program, Group Community placement, Supported Work, and Independent Work Placements and Work are all excellent choices and options available yet the diversity to meet individual's needs can be lacking to some aspects of the consumers life

The concept of consumer (s) owning a business that they connect with is in my opinion the highest level of consumer choice and advancement in one's career. RISK is the greatest challenge but with Risk goes the opportunity of personal fulfillment. The concept is to allow a consumer to start their own business from a business loan fund and an a operational support fund to allow a consumer of consumers to start, operate, and expand their own business.

Business can be a sole Proprietorship, Partnership, Corporation and LLC depending on the consumers or consumers choice. The following is an attempt to provide a means to encourage consumer business success.

**Role of Consumer loan**

Consumer loan is a set fund that consumers can request a business loan from with will have a scheduled pay back schedule in most loans the schedule is between 5 to 10 years which would be establish within the loan document. The loan can be used to buy hard equipment required by the established business to operate. Examples would be machinery, tools, vehicle that related to the business operation and have a working life of over 3 years.

Consumers will prepare business plan and request the necessary loan to purchase needed equipment. IRC and Consumer will establish pay back scheduled, interest and approval of funds.

**Role of the Professional Consultant and Training Fund**

**Consulting**

This fund is to purchase consulting services that will train the consumer or consumers in their business pursuit. Consulting services would assist consumers or consumers in establishing

business model, licenses, Insurance, business plan, budget, equipment selection, supplies selection and prepare loan requests and training requests.

### **Expert Training**

This fund is to allow consumer or Consumers to purchase a Trainer who has experience within their business industry not a hand holder an Expert who know the business. This allows the consumer to develop which the necessary trade expertise to compete alongside a competitor's business performing the same like service or product. Once the consumer business can provide the same if not better quality of service or product as competitors the consumer business may cancel the need for expert trade training to a Marketing Expert to advance their market presents within the industry or community.

### **Vendor Monitoring and support Fund**

This fund is to compensate the Vendor to provide the necessary Case Management and other support needs for the consumer as they work in their business, as well as keeping IRC informed on the success and advancements the consumer is accomplishing within their business venture.

The Funding is more of categorical funding this amount can be used for only these activities or services and this other category is for another hence the funding is restricted to some degree.

### **Example**

Two consumers want to start a carpet cleaning business They hire a consultant to develop their business plan and loan application. They purchase through the pay back loan the necessary equipment to clean and travel to customers. They hired marketer to find them carpet cleaning jobs as well as carpet cleaning technician to provide the trade training. However, for a little more they could buy a establish carpet cleaning business which provides equipment, transportation, accounts and training with their loan request.

Once the training has been completed by the business seller, the consumers may need additional trade training. They would request funds purchase additional trade training time until the business owner feel they are the necessary expertise.

If consumer wants business to expand, they can make request for addition funds for marketing business

The vendor fund would monitor the consumers success

### **3. Identify which category/categories this concept address**

Yes Community

Yes Individual Rights

Yes Choice

Yes Collaboration

**4. Please list the proposed objective and outcomes of the concept, as well s the methods of achieving and tracking them. How will this concept assist you in reaching goal with the category that you are requestion funds?**

- Consumer Loan fund establishes the business Needs
- Consulting and Expertise Fund establishing the competency of Business
- Vendor Fund monitors achievements and tracks the accomplishments

**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 desire of the individuals and who was involved in that process.**

First the goal is for the consumer to have more choice a and nothing more. Community group placement allows consumer to learn and work in community business at the community business hours and location. Private ownership is the backbone of our economy and has suffered the most during the pandemic. Business ownership is the example to Thrive reach for that star.

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

It does not enable TIME it enables IRC to think outside the box and funding structure.

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

Do not know, however some Special Olympians have express interests from other programs

I understood this is a concept request.

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

First, we are in November 2021, and this concept will not be considered for funding until 2022. If funded we will discover together and the results can be disseminated at local vendor meetings and hopefully shared with other Regional centers.

**9. Write a brief narrative below enplaning each major cost category and timeline.  
Complete the budget template at the end of the concept sheet.**

Again, this is a concept for consumer business ownership and the funding concept could be modified for existing program designs. In most business there are equipment and other hard costs; operational and labor costs, and monitoring and administration cost. In most of our present working vendor models the individuals who invest the most time one on one generally are the lowest paid, hence will probably reflect in the quality of service. Categorical funding may allow for an advancement in higher quality instructors and job coaches.

**For the ownership concept the funding model is seen as below:**

Start up a business there is generally a need for equipment and other hard items that will be required to operate successfully. The concept proposes a Revolving Loan Program. Revolving for the money is intended to be paid back to the loan fund.

**BUSINESS START UP AND EQUIPMENT LOAN FUND**

Consumers wishing to start their own business will apply and agree to payback schedule which can be customized to individual needs. The amount of the loan will also vary for each business concept may require different amounts to start up. In general, loan may vary from

High of \$50,000    Low at \$10,000    Average at \$25,000

Pay back payment would be approximately \$620 monthly for High; \$310 monthly for Average and \$125 month for Low Based on a 7-year schedule @ 1% interest

The loan is a request by the consumer business owners and can only be used for equipment, Tools and other hard products that are required for business operations.

**OPERATIONAL FUNDING FUNDS**

These funds are again requested by the consumer business owner and completed monthly. In order to maintain positive cash flow, the 1<sup>st</sup> request can be for twice the amount of need. The second request and thereafter, reimbursement for the line-item expense only whi8ch are made month. The Line Items categories include:

Expert Instructional Skill Training

Consulting Services

Operational Supplies expenses

Administration Expenses

Operational Funding Funds, Reimbursement rates will be at 100% for first 8 months and at 80% through months 9 and 12.

During the 2<sup>nd</sup> year of operation, the reimbursement rate will be at 50% of operational expense requests.

During the 3<sup>rd</sup> year of operation, the reimbursement rate will be at 25% of operational expense requests

By year the 4<sup>th</sup> year the business should stand on its own merit.

#### **VENDOR MONITORING AND CASE MANAGEMENT SERVICES FUND**

Vendor being the TIME Program would receive \$20 per day per consumer to monitor and case manager the consumer(s) business accomplishments.

**10. Please address sustainability of funding sources for all programs or concepts requiring any funding past the timeframes of the requested funding, especially these that involve staff or other long-term costs. Please mark 'not applicable' if cost will all be incurred during the program timeframe: up to two years.**

The sustainability of the funding if the consumer ownership is successful will be on an as needed basis and establish by IRC at close of the funding period. If the consumer ownership business is not successful the business could be assumed by a traditional work program.

**11. Have you or the organization you work with been a past recipient of DSS Fund?**

NO

**HCBS Funding: NO Service Access and Equity Funding: NO CCP Funding: NO**

**CRDP Funding: NO**



## Budget

### BUSINESS START UP AND EQUIPMENT LOAN FUND

#### Year 2022

Loan amount: \$25,000

Pay Back Amount: \$3900.

\$325 @ 12 months

Balance: 21,000

#### Year 2023

Loan Amount: 21,100

Pay Back Amount 3900

Balance: 17,200

### OPERATIONAL FUNDING FUNDS

Expert Trade Training \$180 Per Day

Loan Payment \$ 17.00

Business Supplies 50.00

Bookkeeping Service 10

Business Administration 20

Insurances 20

Misc Expenses 10

Total \$307. Per day

Trade Training \$90 Per Day

Loan Payment 10

Business Supplies 25

Bookkeeping 5

Business Admin 10

Insurances 10

Misc Expenses 5

Total \$155. Per Day

### VENDOR MONITORING AND CASE MANAGEMENT SERVICES FUND

Vendor Monitoring \$20. Per DayVendor Monitoring \$20 Per Day

#### Cost Comparison

#### 2<sup>nd</sup> Year

Concept: \$327. Per Day Plus Loan \$25,000 \$175. Per day Loan \$21,000

Consumer Earning Potential: Unlimited

Individual Placement: \$256.00 Per Day

Consumer Earning Potential: Hourly Wage



# Teaching Individuals Meaningful Employment (TIME)

1780 Town and Country. Norco, California 92860 . Phone (909) 518-6744

## Thrive Concept Project

### Background

Government, Service Agencies and Educators are always trying to impress their respective supporters and colleagues how progressive and impressive they are and if their apparent wisdom is so convincing program changes and funding also changes many times at the disappointment to those who were to benefit. Example: Work Activity Program once was a value program Choice for individuals with developmental disabilities, however due to the support of community integration concepts no longer is view as a beneficial option. Wisdom or the lack of ... throws out the old for the new for they believe they truly know what is best for the individual .. do they?

The intelligent thinker understands that every individual has unique needs that are solely understood by the individual and it should be the individual to select the program that best fits them at present time and need.

When exploring new concepts is a process that should be addressed as an additional program option not to replace older concept models If we are truly a society that values the individuality of those with developmental disabilities all program options should be funded and encouraged, thereby offering a GROWING List of options.

- Activity Centers
- Community integrated Activity Programs
- Work Activity Programs / Centers
- Community integrated Work Activity Programs
- Community Integrated Training Programs
- Supported Work Group Placement programs
- Supported work Individual Placement programs

Just to name a few and each require the same respect and funding options as the other for they all support the free choice of the consumer. It is the consumer who lives and feels life's experiences not the funding agency. Who you work with, How many you work with, Where you work, What type of work you do are all decisions of the consumer. The philosophy of the TIME Program is ... *All Work Is Good Work* as long as the work complies to Wage Requirements, OSHA Requirement along with other City, State and Federal Regulations.

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