

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

Vendor name	VALLEY ACHIEVEMENT CENTER (VAC)
Vendor number(s)	PK2605, P81574, PK3229, HK5995, HK4773
Contact Name	LAURA M. WILLIAMS
Contact Email Address	lwilliams@autism-vac.org
Primary regional center	Kern Regional Center
Service type(s)	Socialization Training Program, Adult Behavior Management Day Program, Supported Employment Program – Group Services
Service code(s)	028, 515, 950
Number of consumers typically and currently served	Typical (Not Pandemic): 313 Currently (Pandemic): 278
Typical and current staff-to-consumer ratio	1:1 (PK2605, P81574); 1:3 (PK3229, HK5995, HK4773)

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?

VAC after school children's programs operating under service code **028** are the following: Preschool (ages 3 through 5) (**PK2605**), Intermediate After School (ages 6 through 9) (**P81574**), After School (ages 10 to 22) (**P81574**), and Social Skills (ages 6 to 18) (**HK3229**). VAC's 028 programs provide children diagnosed with autism and/or other developmental disabilities with individualized Applied Behavior Analysis (ABA) services utilizing a 1:1 staff to client ratio in all 028 programs except Social Skills, which has a 1:3 staff to client ratio. Prior to the pandemic, services in VAC's 028 programs were provided at the site, with opportunities for community outings based on client interest and achievement of individualized goals. Since the pandemic, VAC has provided remote tele-health services and other forms of alternate services, in addition to reduced but expanding site-based services.

VAC's Adult Behavioral Management Day Program (**HK5995; service code 515**) is a site and community based adult day program utilizing a 1:3 staff to client ratio and ABA methods to support adults diagnosed with autism and/or other developmental disabilities with behavior challenges. Prior to the pandemic, VAC offered services in its adult day program at a large site, with regular community outings. Since the pandemic, VAC's Adult Day Program relocated to a small facility, from which VAC provides site based service with community outings for adult clients. VAC also added a Tailored Day Model as a service sub-code under its 515 adult day program model.

VAC's Group Supported Employment Program (**HK4773; service code 950**) is a group janitorial employment program for clients diagnosed with autism and/or other developmental disabilities who require additional training and support before moving into the Individual Supported Employment Program. VAC employs the clients in its Group SEP as janitors to clean VAC's five facilities in Bakersfield, CA. The clients/janitors are supervised by a job coach employed by VAC in a 1:3 staff to client

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ratio. VAC was informed during its onsite HCBS audit that clients in VAC's Group SEP cannot work exclusively at VAC sites but instead must also have at least a portion of their work in the community in order to comply with HCBS requirements. VAC therefore has to develop employment opportunities in the community for the clients/janitors in Group SEP, in addition to work done at VAC's sites.

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.

(a) **HCBS Compliance Coordinator and Community Education Collaborator (the "HCBS Coordinator") Concept:** VAC is requesting funding to create the HCBS Coordinator position that will be responsible for (i) overseeing, coordinating, and scheduling all HCBS related community access and outings for clients in VAC's 028, 515, and 950 Programs; (ii) Developing varied employment opportunities with local businesses in the community for the clients in VAC's 950 program; (iii) creating educational and informational materials regarding HCBS requirements, clients' rights, and HCBS compliance and sharing such information with VAC clients and families, members of the community, and other vendors in the community; (iv) hosting quarterly or more frequent trainings regarding HCBS compliance for interested clients, families, members of the community, and other vendors. The above job responsibilities of the HCBS Coordinator role specifically support the areas of community integration, individual rights, clients' choice, and community collaboration and will enable VAC to achieve measurable outcomes to meet HCBS Federal Requirements #1 through #5 (which are the Federal Requirements to which VAC's programs are subject).

(b) **Three Small Vans Concept.** VAC is requesting funding to purchase three small vans in order to better facilitate individualized person-centered access to the community by clients in VAC's 028, 515, and 950 programs. VAC's three Class B drivers are the only ones who can drive VAC's larger 12 passenger vans that are utilized for inbound and outbound transportation and larger group community outings. The three small vans for which VAC is requesting grant funding will allow VAC to utilize staff with Class C drivers licenses to provide each client with more individually tailored services and supports and more robust community integration based on the particular client's needs and interests. Specifically, having three small vans will allow (1) clients in VAC's 950 program to pursue varied employment opportunities in the community, rather than solely working as janitors at VAC's sites, (2) clients in VAC's 028 programs to more fully access the community based on the individual client's choice, interests, and need, (3) clients in VAC's 515 program to experience more robust individualized access to the community, while also having the opportunity to participate in larger group community outings.

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

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category that you are requesting funds?
<p>(a) <u>HCBS Coordinator Funding Concept</u>: VAC's objectives in creating the HCBS Coordinator staff position are (i) to ensure that clients in VAC's 028, 515 and 950 programs enjoy more robust individually tailored community access and integration based on individual interests and client choice by having a designated staff position exclusively focused on HCBS requirements and compliance. By scheduling, coordinating and facilitating individualized community outings for clients in VAC's 028 and 515 Programs and by developing and facilitating individually tailored employment opportunities in the community for clients in VAC's 950 program, the HCBS Coordinator role will help clients overcome barriers to community integration and employment. The HCBS Coordinator concept will also enhance individual rights of clients and collaboration by regularly creating and sharing with clients, families, community members, and other vendors, educational materials, ideas, and trainings regarding HCBS requirements and compliance. VAC will track outcomes for the HCBS Coordinator Concept by keeping accurate written data and conducting periodic written surveys regarding (i) client outings in the community, (ii) employment opportunities created for clients in VAC's Group SEP, (iii) HCBS-related educational materials and information created and shared with clients, families, community members, and other vendors, and (iv) trainings regarding HCBS requirements and compliance.</p> <p>(b) <u>Three Small Vans Funding Concept</u>: Funding for three small vans will enable VAC to provide clients in VAC's 028, 515, and 950 programs with fuller access to the community based on individual client choice and, in the case of VAC's 950 program, more varied employment opportunities in the community by removing a significant barrier to individualized client access to the community, which is the lack of adequate transportation. The three small vans funding concept will also foster collaboration by providing VAC's clients in its 028, 515, and 950 programs with increased opportunities to engage with their community in different settings.</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>
<p>VAC communicated directly with clients and parents/conservators/caretakers of clients through in person, email, and telephone communications, as well as written surveys. Through these communications, clients in VAC's 950 program said they want opportunities to work in the community in areas other than janitorial services, while still providing janitorial services at VAC's sites. Clients/conservators of clients in VAC's 515 program said they want additional and more varied community outings based on individual interests. Clients/parents of clients in VAC's 028 programs said they want a return to site based services and increased community outings based on individual client interest, as well as increased transportation provided by VAC.</p>
<p>6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.</p>
<p>The HCBS Coordinator concept will allow VAC to provide more person-centered services to the clients in VAC's 028, 515, and 950 Programs by having a designated staff member focused on coordinating, scheduling and facilitating robust community access and integration based on the individual client's choices, and, in the case of VAC's 950 Program, focused on developing community job opportunities based on client interest.</p>

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<p>The three vans concept will enable VAC to provide more person-centered services to clients in its 028, 515, and 950 programs by providing vehicles that VAC staff with Class C licenses can use to drive clients to individually directed community outings and employment.</p>	
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>	
<p>Both Concepts will benefit 100% of the clients in VAC's 028, 515, and 950 Programs.</p>	
<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>	
<p>VAC plans to maintain the benefits, value, and success of the two concepts at the conclusion of 2021-22 HCBS funding as follows: (1) VAC will continue to fund the HCBS Coordinator position after 2021-22 through fundraising and revenue from increased enrollments, and (2) will continue to pay for maintenance and operations costs related to the three vans out of its regular operating budget.</p>	
<p>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.</p>	
<p>The major cost categories for the two funding concepts listed on the attached budget template are self-explanatory.</p>	
<p>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.</p>	
<p>See answer to 8. above</p>	
<p>11. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?</p>	<p>HCBS Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>Service Access and Equity Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</p>	
<p>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>	
<p>N/A</p>	
<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>	
<p>N/A</p>	

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CONCEPT FORM

HCBS CONCEPT BUDGET							
Vendor Name		VALLEY ACHIEVEMENT CENTER					
Vendor Number(s)		P81574,PK2605,PK3229,HK5995,HK4773					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (wage + benefits)							
HCBS Compliance Coordinator	68524	1.00	\$ 68,524	1.00	\$ 71,628	\$ 140,152	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 68,524		\$ 71,628	\$ 140,152	
Operating expenses							
Business use of personal cell phone reimbursement			\$ 600		\$ 600	\$ 1,200	
Radio Advertising and outreach			\$ 5,000		\$ 5,000	\$ 10,000	
Zoom license			\$ 174		\$ 186	\$ 360	
Internet Access/data plan			\$ 600		\$ 600	\$ 1,200	
Hosting Trainings			\$ 750		\$ 7,500	\$ 8,250	
Office supplies			\$ 300		\$ 300	\$ 600	
In-state travel mileage			\$ 336		\$ 336	\$ 672	
						\$ -	
Gas for vehicles			\$ 4,850		\$ 5,145	\$ 9,995	
Vehicle maintenance			\$ 1,000		\$ 1,000	\$ 2,000	
Operating Subtotal			\$ 13,610		\$ 20,667	\$ 34,277	
Administrative Expenses							
Not material			\$ -		\$ -	\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ -		\$ -	\$ -	
Capital expenses							
10 passanger van			\$ 50,000			\$ 50,000	
10 passanger van			\$ 50,000			\$ 50,000	
10 passanger van			\$ 50,000			\$ 50,000	
laptop for HCBS Compliance Coordinator			\$ 1,200			\$ 1,200	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ 151,200		\$ -	\$ 151,200	
Total Concept Cost			\$ 233,334		\$ 92,295	\$ 325,629	