

## 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](mailto: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	Diamond Care Home
Vendor number(s)	H83744
Contact Name	Thelma Adona
Contact Email Address	<a href="mailto:tadona@aol.com">tadona@aol.com</a>
Primary regional center	North Bay Regional Center
Service type(s)	ARF Level 4D
Service code(s)	915
Number of consumers typically and currently served	6
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>Diamond Care Home is a Level 4D-Adult Residential Facility with 6 beds. Residents are served at a 1:3 ratio. Residents receive 24 hour care, which include but are not limited to, assistance with all ADLs, meals, support with finances, scheduling, transportation, and support of medical appointments, as well as support with community inclusion activities. While in a previous assessment, DCH identified as in compliance with HCBS, after further understanding and a re-assessment, DCH has found itself out of compliance in regards to <b>FedReg #1 – Access to the Community/FedReg #10 – Accessibility</b>. At this time, baseline levels of access to services and activities in the community is limited to availability of staff’s personal cars and availability of transportation services like Wheelcare Express. Of the 6 total residents, DCH currently serves 3 individuals who are considered non-ambulatory and utilize wheelchairs while in the home and in the community. When going into the community, these individuals have to be separated from their wheelchairs and carried by staff to the backseats of their vehicles. DCH recognizes that while the intention is support, the measures taken during the community access process may be an unintentional violation of a person’s dignity and may impeded their desire to access the community in the future. Furthermore, many of the residents within the home have lived together for almost 20 years and thus have become close friends. Due to the small personal vehicles, residents are not able to go on community outings with their housemates who they have built close relationships with over the decades. An additional area of concern in regards to <b>FedReg #10</b> are the residents inability to equally access all areas within the home. Due to natural causes and the effects of time, the ground in the backyard and front have developed large cracks, to the point where it is not accessible to residents who utilize wheelchairs. This inequality is even more highlighted during the warm spring and summer months when some individuals are able to access the benefits of being in the open air found in the backyard. However there is still concern even for the residents</p>	

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<p>who can access the area as the cracks and uneven ground pose a risk of falling and injury.</p>
<p><b>Project Narrative Description:</b> 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>DCH is requesting HCBS Grant Funding to purchase a larger vehicle (e.g. 2018 Ford Transit or a similar vehicle) that has the ability to transport residents to services and activities in the community in a dignified manner and supports their choice of sharing experiences with their housemates who they have built close relationships with. The van purchased will be equipped with a lift and the space necessary to transport multiple residents who utilize wheelchairs.</p> <p>DCH is requesting funding to repair the back and front yard areas to make all areas of the home equally accessible to all residents. At this time, the yard is only accessible to half of the home's residents (those who do not use wheelchairs). However there is still a concern for those who are able to access the backyard as the cracks and unevenness of the ground pose a fall and safety risk.</p>
<p>3. Identify which category/ categories this concept addresses.</p>
<p><input checked="" type="checkbox"/> Community Integration  <input checked="" 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>
<ol style="list-style-type: none"> <li>1. Diamond Care Home will transport 100% of their residence, including those who utilize wheelchairs in a manner that protects their dignity. (Individual Rights)</li> <li>2. Diamond Care Home's residence will all have equal access to services and activities in the community. (Community Integration)</li> <li>3. Diamond Care Home residents will have the choice to access the community with housemates they have built deep relationships with. (Choice)</li> <li>4. All Diamond Care Home residents will have equal and safe access to all areas in the home.</li> </ol> <p>These objectives and outcomes will be tracked and recorded on Quarterly Reports</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>Diamond Care Home held conversations with residents, support circles, and ID Team to determine needs, supports, supports needed in the community, likes, dislikes, preferences, and desired experiences. Based on these communications and further</p>

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<p>understanding of HCBS it was concluded that Access to the Community and Accessibility were areas of needed improvement.</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>Funding used to purchase a vehicle will help provide residents with opportunities and access to services and experiences in the community based on their needs and preferences discovered through Person Centered Planning. A vehicle will allow for residents to access activities and locations that are meaningful to them and based on their choice. A larger vehicle would allow for residents to enjoy community activities together with housemates they have formed strong relationships with over years of living together.</p> <p>Funding used to repair concrete flooring will ensure all residents have safe and equal access to all areas in their home. This would allow residents to have further choice and options as to where they would like to spend time in their home.</p>
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<p>100% of Diamond Care Home residents will directly benefit from implementation of both components of this concept.</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>At the conclusion of 2021-22 HCBS Funding, DCH residents will continue to benefit from the van purchased by being able to access the community for services, supports, and activities that they choose and are meaningful to them. They will also be able to have choice and access to all areas of their home.</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.</p> <p>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 <a href="#">link</a>.</p>
<p>Vehicle will be identified and purchased within 3 months of receipt of HCBS 2021-22 grant funding. Current Quote provide in the amount of \$79,959.25 for a 2018 Ford Transit w/lift.</p> <p>Contractors for the concrete repair will be identified and hired within 3 months of funding. Current Quote provided in the amount of \$24,475. Quotes and supplemental documents for both purchases have been provided along with this attachment.</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>Not Applicable.</p>

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<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) _____                  Service Access and Equity Funding <input checked="" type="checkbox"/> No <input 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) _____                  If yes to any question be sure to answer questions 13 and 14.</p>
<p><b>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</b></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>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>	

HCBS CONCEPT BUDGET	HCBS Grant 2021-22FY					
Vendor Name	Diamond Care Home					
Vendor Number(s)	H83744					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (wage + benefits)</b>						
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
<b>Operating expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ -		\$ -	\$ -
<b>Administrative Expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
<b>Capital expenses</b>						
2018 Ford Transit 150 XLT w/lift (Lifestyle Mobility)			\$ 79,959			\$ 79,959
Concrete/Yard Repair			\$ 24,475			\$ 24,475
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 104,434		\$ -	\$ 104,434
Total Concept Cost			\$ 104,434		\$ -	\$ 104,434

See Attachment F for budget details and restrictions

\*\*\*\*\* Itemized Conversion Charges \*\*\*\*\*



Presented By Economy Medical Inc.  
 2355 Whitman Road Ste. F Concord, CA 94518  
 925-671-4800 Fax 925-686-3580

Date 07/07/2021

**Prepared for:**

## 2018 Ford Transit 150 Wagon XLT Ricon Reliant Lift

### Vehicle Information:

Vin: 1FDXK1CG2JKB43162 Miles: 459  
 Conversion Type: Fold Out Ramp Equipped  
 Ext: Blue Jeans Metallic Int: Charcoal Cloth

### Conversion

	<b>Charges</b>
<b>Mobility Package</b> , Floor Reinforced for Lift and Lock Down. Remount OEM Bench Seat. Install Lift Interlock. Commercial Flooring. L Track W/Chair Station. Reinforced Shoulder Belt Anchor	10895.00
Push/Rock HC W/ Spinner, and Pedal Blks	2235.00
Drivers Side 6 Way Transit Seat	8475.00
Wheelchair Lift 800 LBS cap	5920.00
Power Sliding Side Door W/ Interior and Exterior Switches w/ Remotes	6125.00
Q Lock W/Chair Docking Station at Transfer Point	1950.00
NMEDA Fee	40.00

### Total Conversion

**\$35,640.00**

### Vehicle Price Information

	<b>Charges</b>	<b>Combined</b>
2018 Ford Transit 150 Wagon (MSRP \$47,135 Discounted \$7000) Plus Tax, Lisc. Doc. Fees	40135.00	<b>\$75,775.00</b>
Sub Total	<b>\$40,135.00</b>	
	<b>\$0.00</b>	
<b>Vehicle remaining amount due Sub Total</b>	<b>\$40,135.00</b>	
Doc. Fee	55.00	
Smog Fee Paid to seller	50.00	
Sales TAX 94518	3521.00	
Service Contract (none purchased)	0.00	
Total Cash Price		\$ 43,761.00
Total Cash Price (a-g)		
<b>Amount Paid to Public Officials - Estimate</b>		
Total Registration Fee	550.00	
Total Fees paid to Public Off.	\$ 550.00	
Smog Certification Paid to State	8.25	558.25
Total (1-4)		44319.25
<b>Vehicle Total Includes Tax, Lisc. &amp; Reg., Smog, Doc Fees</b>		<b>\$ 44,319.25</b>

**\$ 44,319.25**

**\$ -**

### Total without conversion

**\$ 79,959.25**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_



Contractors State License #703740  
December 3, 2021

## Eagle Construction Estimate/Contract

Thelma Adora  
Diamond Care Home  
286 Begonia Blvd  
Fairfield, CA 94533

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826

The undersigned proposes to furnish all labor, services, equipment, materials and haul away debris to complete the following

1. Remove existing Wooden deck in rear of house includes planter box
2. Remove existing concrete patio, sidewalk in rear of house
3. Remove Existing driveway & sidewalk including front bushes
4. Form, install, base rock, re-bar install a 6 sack concrete mix with a broom finish
5. Where the deck was there will only be an approximately 12' slab
6. We will meet all handicap accessible requirements
7. Pour a slab under shed
8. Haul away all debris
9. No charge for drainage slab under shed & metal flashing

Price:	\$ 27,500.00
Senior & Masonic Discount 10%:	-2,750.00
<b>Total Price:</b>	<b>\$ 24,475.00</b>

**PAYMENT TERMS:** 10% deposit not to exceed \$1,000.00, half to start and balance upon completion. Credit card payments are subject to a 4% surcharge. This Estimate/Contract expires November 21, 2021.

Phone: 707-330-1094 Email: adonasr@aol.com

Please review sign, Fax or Email for approval. Thank you for your time and we look forward in working with you.

**Eagle Construction-established 1974-**  
623 Tuolumne Street  
Vallejo, CA 94590  
Phone: 707-558-8246 Fax: 707-558-0682  
[eagleconstructionroofing@yahoo.com](mailto:eagleconstructionroofing@yahoo.com)

Signed: \_\_\_\_\_

Signature: \_\_\_\_\_