

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

Vendor name	UCP of the North Bay, Inc.
Vendor number(s)	Napa: HN0284 Solano: HN0344 Sonoma: HN0388
Contact Name	Mike Lisenko, Director of Business Operations
Contact Email Address	mlisenko@ucpnb.org
Primary regional center	North Bay Regional Center
Service type(s)	Adult Development Center
Service code(s)	510
Number of consumers typically and currently served	171
Typical and current staff-to-consumer ratio	1:4

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?

Participants working in the community arrive at our program at 9:00 a.m. and leave by 9:30 a.m. for their work sites. They return at 2:30 p.m. if they have worked both morning and afternoon. Participants working onsite are provided work in packaging, recycling, and sorting materials for our Thrift Centers. Non-work hours include both on-site and community based employment training and recreation activities.

Our current HCBS Projects: (1) Person-Centered Employment Specialists (2020-22) and (2) Job Development Consultant (2021-23) both address partial compliance with Federal Requirements 1&2 by developing enough community-based paid work options to meet the needs of our participants and by maximizing participant choice.

The baseline that we are approaching this project with includes a combination of factors from our previous HCBS projects. We determined that there is a gap for participants that choose to work at a local business, but need an internship opportunity that would uniquely come from a mentor at a business partner with wages paid through the NBRC PIP Program.

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.

Our proposed Internship GAP Project would enhance our current community-based paid work HCBS projects by developing paid internships at local businesses. Our current HCBS projects support Adult Development Center (510) participants by offering work crew placements and individual supported employment at local businesses. Our proposed project would provide an opportunity for individual participants that are

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developing their employment skills to work at local businesses without the expectations and requirements of supported employment.

We currently serve 171 participants in our three Adult Development Centers located in Sonoma, Napa, and Solano Counties. The milestones that we achieved in our current and previous HCBS projects reveal that 94 of those participants have worked in the community and that 77 participants are waiting for an opportunity that matches their personal employment choices and current level of ability. Our Internship GAP Project would provide that opportunity with onsite support from our Employment Specialists.

HCBS funding for our Internship GAP Project would support a Business Internship Consultant to achieve the following project goals:

(1) Provide paid internships for 31 individual participants with wages paid through the NBRC Paid Internship Program (PIP), (2) Enroll 20 businesses in the UCP of the North Bay Internship GAP Project, (3) Train 10 Direct Service Professionals to facilitate Career Path Planning with participants, (4) Train 20 employees at local businesses to mentor participants at their work place, and (5) Provide 5 paid internships for participants that require special accommodations including assistive technology.

Our Internship GAP Project would be inviting to businesses because they would assume no payroll responsibility, only the willingness to mentor a participant that wants the experience of working at their business. The project would also access existing resources through the NBRC PIP Program, which supports project success now and after the conclusion of HCBS funding.

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?

The project goals below include objectives that together would become our project milestones. Our primary method of implementation would be to have our Business Intern Consultant work with our Employment Specialists to enroll businesses, train employee mentors, and provide on-going support for both participants and businesses. We track all of our monthly program and participant metrics in our milestone reports and sample program metrics as submitted in our HCBS Self-Assessment.

Goal #1: Provide paid internships for 31 individual participants with wages paid through the NBRC Paid Internship Program. Objectives: (1) Work with participants that have greater support needs or have unique career choices, (2) Provide on-site Employment Specialists to support employee mentors and their interns, (3) Pay interns up to \$10,400 per funding year through the NBRC PIP Program.

Goal #2: Enroll 20 businesses in our UCP of the North Bay Internship GAP Project. Objectives: (1) Establish a paid internship database that would offer a broader choice of community-based employment and first-hand, resume-building, experiences, (2) Contact businesses that align with participant needs, interests, and locations.

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Goal #3: Train 10 Direct Service Professionals to facilitate Career Path Planning with participants. Objectives: (1) Provide Direct Service Professional and Program Manager training in community integrated employment and person-centered, career-path, planning, (2) Conduct career-path planning meetings with 77 participants to complete 1, 3, and 5-year plans.

Goal #4: Train 20 employees at local businesses to mentor participants at their work place. Objectives: (1) Provide Internship GAP Project brochures to businesses, (2) Conduct training for mentors at local businesses in working with interns, (3) Prepare “All About Me” packets for individual participants to share with their mentors.

Goal #5: Provide five paid internships for participants that need accommodations including assistive technology. Objectives: (1) Work with businesses to address augmentative communication, physical accommodation, and work schedule needs, (2) Help customize job responsibilities based on the needs of the intern and the business.

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.

The gap that we intend to fill resulted from discussions in our Participant Input Online Forums established as part of our 2020-22 HCBS project. Our Employment Specialists summarized the desire of our participants to “work independently, be part of a business team, build relationships with co-workers, and demonstrate their work skills to their employer.” Recognizing that we have many participants that need the employment skills necessary for work crew or individual supported employment, the idea of an internship program with wage funding from the NBRC PIP Program was developed.

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

Over three HCBS projects, we have provided community-based employment for 94 out of our 171 participants. Our target population for this project is the remaining 77 participants, many of whom have greater barriers to employment. Our project goal is to provide individual internships at local businesses for 31 of those participants.

The NBRC PIP Program would allow us to customize internships that would be as person-centered as possible when working with businesses. Training and supporting mentors at each of the 20 business locations would allow us to meet our goal and have our interns move into community-based work crews or individual employment.

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

Our Internship GAP Project would provide paid internships for 31 of the 77 participants (40%) that have not had a community-based employment experience. It also opens up the opportunity for all 171 of our participants to experience paid internships through the NBRC PIP Program as we continue to grow the number of participating businesses.

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

Our project goals are structured around participants that have not had community-based employment experiences. We hope to over-achieve by developing a database of paid internships (Goal #2, Objective #1) available to any of our 171 participants

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<p>where there is a match between participant interest and business need. Our Employment Specialists would continue to develop community-based employment opportunities beyond our Internship GAP Project.</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 link.</p>	
<p>Our Internship GAP Project would be for 18 months with the major expenditure for our Business Internship Consultant for 16 months after two months of recruitment and hiring. Marketing material funds would be expended over 18 months as needed. We have also included administrative costs at 13%.</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>At the conclusion of our Internship GAP Project, we would continue to access NBRC PIP Program funds for new interns, develop revenue generating work crew contracts with businesses, receive revenue from NBRC and DOR for participants placed at businesses through our Supported Employment Program, and receive Community Integrated Employment Funds for sustaining job placements.</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 ___ No <u> X </u> Yes. FY(s) <u>2017-2019, 2020-2022, 2021-2023</u> Service Access and Equity Funding <u> X </u> No ___ Yes. CPP Funding <u> X </u> No ___ Yes. CRDP Funding <u> X </u> No ___ Yes.</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>HCBS 2017-19: Custom Recycling Solutions. Final Milestones Report: (1) Conduct 42 person centered planning meetings: 54, (2) Provide technical training for 6 nonprofit agencies: 9, (3) Provide community based employment for 36 participants: 54, (4) Provide recycling services for 32 local businesses: 48, and (5) Transition 6 participants to competitive integrated employment: 9.</p> <p>HCBS 2020-22: Employment Specialists (3). Through Q5: (1) Secure 12 Participants at Group or Individual Community Job Sites of Choice: 10, (2) Secure 6 Businesses for</p>	

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Community Employment Opportunities: 3, (3) Complete 45 Person Centered Career Paths with Individual Participants: 27, (4) Conduct 14 HCBS Participant Input Online Forums: 21, and (5) Conduct 14 Career Path On-line Trainings: 15.

HCBS 2021-23: Job Development Consultant. Through Q1: (1) Confirm up to 76 Adult Day Program participants for group employment opportunities at businesses: 10, (2) Confirm up to 6 participants for individual employment opportunities at businesses: 1, (3) Secure 28 Business Contracts for Community Employment Opportunities: 3.

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.

Our HCBS Compliance Activity Projects have built upon one another to maximize project success and demonstrate compliance with HCBS rules. Related outcomes: (1) Custom Recycling Solutions Project (2017-19) include Community Based Employment and Person Centered Planning; (2) Person Centered Employment Specialists (2020-22) include Community Based Employment, Business Contract Development, and Career Path Planning, and (3) Job Development Consultant Project (2021-23) include Community Based Employment and Business Contract Development.

Our Internship GAP Project builds on our previous projects by providing businesses the opportunity to evaluate interns, do so with no payroll responsibility, and potentially hire a qualified intern for their business. This would allow us to pay our interns through the existing NBRC Paid Internship Program. We are essentially marrying the two programs to build an employment program with no gaps or loss of opportunity for our participants. This would also serve as a model for us to share with other agencies through the Disability Thrive Initiative.

HCBS CONCEPT BUDGET		Internship GAP Project				
Vendor Name		United Cerebral Palsy of the North Bay				
Vendor Number(s)		HN0284, HN0344, HN0388				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Business Internship Consultant	\$ 100,000.00	0.75	\$ 75,000	0.25	\$ 25,000	\$ 100,000
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 75,000		\$ 25,000	\$ 100,000
Operating expenses						
						\$ -
Marketing						\$ -
						\$ -
Website Development			\$ 2,000		\$ -	\$ 2,000
Brochure Design & Printing			\$ 1,000		\$ -	\$ 1,000
Print Advertising			\$ 1,000		\$ 1,000	\$ 2,000
Digital Marketing			\$ 1,000		\$ 1,000	\$ 2,000
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 5,000		\$ 2,000	\$ 7,000
Administrative Expenses						
	13%		\$ 10,400		\$ 3,510	\$ 13,910
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 10,400		\$ 3,510	\$ 13,910
Capital expenses						
			\$ -			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 90,400		\$ 30,510	\$ 120,910

See Attachment F for budget details and restrictions