

## 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/>

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

### 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.

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

### 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.*

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

### **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.*

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

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.

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

Vendor name	CISS Brentwood GUIDE & PAINT Day Programs
Vendor number(s)	HB0739, HB0939
Contact Name	John Farman, Executive Director
Contact Email Address	<a href="mailto:jfarman@cisscorporat.org">jfarman@cisscorporat.org</a>
Primary regional center	Regional Center of the East Bay
Service type(s)	Behavioral Management and Adult Development Programs
Service code(s)	515, 510
Number of consumers typically and currently served	GUIDE, <b>G</b> uiding <b>U</b> nique <b>I</b> ndividuals <b>D</b> eveloping <b>E</b> xcellence, 31 Consumers, Vendor Capacity 50 PAINT, <b>P</b> romoting <b>A</b> rts & <b>I</b> ndividual <b>N</b> atural <b>T</b> alents, 22 Consumers, Vendor Capacity 30
Typical and current staff-to-consumer ratio	GUIDE 3:1 PAINT 4:1
<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>Participants choosing to participate in our Life/Work Skills Development and Community Integration Project arrive at GUIDE &amp; PAINT programs at 9:00 a.m. and leave by 10:00 a.m. Monday through Thursday to their respective Sponsoring Business locations. They return by 2:00 p.m. if they have participated in morning and/or afternoon scheduled onsite shifts. Friday is reserved for recreational outings or other program related social activities or events.</p> <p>Our proposed HCBS Project would include two (2) Person-Centered Planning Trainer &amp; Life Skills Developers to support our current staff and consumers through our Life/Work Skills Development Classes and Sponsoring Businesses and one (1) Art Marketing &amp; Community Relations Developer to address both partial compliance with Federal Requirements #'s 1, 2, 4, and 5 by way of enhancing and further developing enough community-based integration while securing <i>Individual and Business sponsorships for both Adult Day Programs (or only the individual client/consumer)</i>. Sponsorships support the GUIDE Life/Work skills onsite and program site trainings and/or support our PAINT Artists with displaying artist's creative work and underwriting Art Gallery Showings open to businesses and the greater Brentwood community.</p> <p>The baseline that we are approaching this project is with the determination of a combination of gaps. <u>There is a gap between addressing the client that requires support in participating in not only strictly onsite Adult Day Program activities, but meets the needs of client/consumers not quite ready for Supported Employment Programs.</u> This project meets the needs of developing client/consumer personal confidence and opportunities for growth by means of exposing the participant to many different business/work environments or provides growth for our individual artists. The project helps remove barriers to community integration while providing client choice. An indirect benefit is exposing sponsoring businesses to the value of working with adults</p>	

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

with intellectual disabilities and their overall potential contributions to communities and society.
<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.
2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.
<p>Our Life/Work Skills Development and Community Integration Project would greatly enhance our current community-based integration and our GUIDE on-site paid opportunities (paid by CISS at prevailing minimum wages) that currently include the daily choice of participating in our Meals-On-Wheels volunteer contributions, Landscaping jobs in the Brentwood community, janitorial activities at all of our Adult Day Program and SLS sites by developing ongoing support through enrolling local businesses in our Sponsorship Programs.</p> <p>Our Adult Development Center (510) participants would benefit by way of offering local businesses and city government locations to display our artist's creative work helping to promote our on-site gallery showings and developing a broad regional and national exposure through digital marketing on our CISS PAINT internet website (in development, but under active construction with a completion date of March 1, 2022).</p> <p>Our Behavioral Management Program (515) participants would benefit by way of developing our on-site Life/Work Skills trainings and classes. The objective is community-based exposure to local sponsoring businesses (in a variety of settings) by offering opportunities to develop work skills while supporting individual personal growth. This project addresses the expressed desire and needs of each individual participant.</p> <p>We currently serve 31 participants at our GUIDE Program and 22 participants at our PAINT Program. Our respective project(s) seek to enroll 75% of our clients/consumers. HCBS funding would support the goals and results in the following intended ways:</p> <ol style="list-style-type: none"> <li>1) Paid opportunities to work and/or learn from enrolled sponsoring businesses (wages paid by CISS).</li> <li>2) Enroll 12 local businesses in our Sponsorship Program.</li> <li>3) Train 8 Direct Service Professionals in expanding Person-Centered Planning and Individual Rights and Choice support skills.</li> <li>4) Train 12 employees at our local sponsoring businesses to support, help expose and train our enrolled participants.</li> </ol> <p>Our Sponsorship Business Program would be inviting to the local community of businesses because they would assume no payroll responsibilities, only the willingness to mentor/support our participants in their respective objectives; life/work skills development, or artist's promotions. Brentwood is a thriving small business community.</p>
3. Identify which category/ categories this concept addresses.
<input checked="" type="checkbox"/> Community Integration <input checked="" type="checkbox"/> Individual Rights <input checked="" type="checkbox"/> Choice
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?

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

<p>The project goals below include objectives that together would become our project milestones. Our primary method of implementation would be to have our Community Relations Developers enroll and work with Sponsoring Businesses, train employee mentors, and provide on-going support for both participants and businesses. We would track all of our monthly program and participant metrics in our milestone reports to be further explained in our full grant proposal. <b>Goal # 1:</b> Provide onsite training and participate at local Sponsoring Businesses with a minimum of 20 GUIDE and 15 PAINT attendees. <b>Goal # 2:</b> Enroll 6 local businesses respectively in both GUIDE and PAINT Sponsorship Business Programs and train 12 employees in mentoring and/or sponsoring participant enrollees. This provides onsite support for each participant that aligns with their personal needs, interests, and choices. <b>Goal # 3:</b> Prepare “All About Me” promotional packets that resemble a biography, goals, and dreams of each participant. For PAINT, an additional art portfolio component would be included. <b>Goal # 4:</b> Benefit indirectly from promoting both our sponsoring businesses and enhancing the visibility of both our GUIDE and PAINT programs.</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>The gap we intend to fill resulted from participant surveys, as well as participation in our local Chamber of Commerce meetings and events. Our Person-Centered Planning &amp; Community Relations Developers would summarize the desire of our participants for personal empowerment through choice (a variety of businesses they wish to learn about and participate), and to actively be a part of a local business team, build relationships, practice developing skills with business owners, or present their artwork for showings at businesses or gallery events.</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>Our Life/Work Skills Development and Community Integration Project would allow us to customize individual supports based on current Needs Assessments (in arts promotion or life/work skill development) that would be as person-centered as possible and would meet the desired goals and needs of each participant.</p>
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<p>Our Life/Work Skills Development and Community Integration Project would provide choices and opportunities for 75% of our participants at our GUIDE program, and 70% of our participants at our PAINT program. The intention is 100% participation.</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>The goal of maintaining the benefits, value, and successes of our project is designed and intended to be maintained through ongoing business sponsorships nurtured and supported over time. It is also achieved through the training of Direct Service Professionals by our trained Person-Centered Planning and Community Relations Developers. Additional support is through a comprehensive and professional website with multifunctional capabilities to support participants and promote GUIDE and PAINT</p>



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

<p>programs. The three project staff positions would be integrated into the organization as we expand based on historical standards.</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>Our Life/Work Skills Development and Community Integration Project would be for 18 months. The major expenditure is for the person-centered training and enrollment in recruiting sponsorships from local community businesses (in alignment with developing opportunities based in personal choice with community integration) with our trainers and community relations developers for 16 months. This, after 2 months of specialized staff recruitment and onboarding. Marketing material funds would be expended over 18 months as needed. We have included administrative costs at 15%.</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 the time frames for this proposal, we would continue to build sponsorships and new enrollments, and develop and nurture existing sponsors that would help to sustain the program. CISS Adult Day Programs would expand to generate sufficient revenues to sustain this project based solely on historical metrics. Vendor and Licensing capacities are already in place.</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><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>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>	

HCBS CONCEPT BUDGET						
Vendor Name	CISS GUIDE & PAINT Day Programs					
Vendor Number(s)	HB0739, HB0939					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (wage + benefits)</b>						
Person Centered Planning Trainer & Community Relationships Developer	50000	1.00	\$ 50,000	0.75	\$ 37,500	\$ 87,500
			\$ -		\$ -	\$ -
Person Centered Planning Trainer & Community Relationships Developer	50000	1.00	\$ 50,000	0.75	\$ 37,500	\$ 87,500
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
Art Marketing & Business Relations Developer	60000	1.00	\$ 60,000	0.75	\$ 45,000	\$ 105,000
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
			\$ -		\$ -	\$ -
<b>Personnel Subtotal</b>			<b>\$ 160,000</b>		<b>\$ 120,000</b>	<b>\$ 280,000</b>
<b>Operating expenses</b>						
<b>Marketing Expenses</b>						
Website Development & Maintenance			\$ 2,000		\$ 2,000	\$ 4,000
Brochure & "All About Me" Design & Printing			\$ 600		\$ 600	\$ 1,200
Print Advertising			\$ 600		\$ 600	\$ 1,200
Gallery Art Materials & Promotions			\$ 2,000		\$ 2,000	\$ 4,000
Sponsorship Enrollment Marketing Materials			\$ 500		\$ 500	\$ 1,000
						\$ -
						\$ -
						\$ -
						\$ -
<b>Operating Subtotal</b>			<b>\$ 5,700</b>		<b>\$ 5,700</b>	<b>\$ 11,400</b>
<b>Administrative Expenses</b>						
Estimated Project Admin Support 15% for Marketing Materials Design & Event Planning & Promotional Materials			\$ 14,913		\$ 7,542	\$ 22,455
Interfacing with Sponsors & Public						\$ -
Admin Support to Project Personnel						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Administrative Subtotal</b>			<b>\$ 14,913</b>		<b>\$ 7,542</b>	<b>\$ 22,455</b>
<b>Capital expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Capital Subtotal</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Total Concept Cost</b>			<b>\$ 180,613</b>		<b>\$ 133,242</b>	<b>\$ 313,855</b>

See Attachment F for budget details and restrictions