

## 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.

### Collaboration

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- 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.*

### **Federal Requirement #4: Independence**

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*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	Maywood Manor LLC
Vendor number(s)	HS0949
Contact Name	Anthony Casim
Contact Email Address	maywoodmanorllc@at.net
Primary regional center	San Andreas Regional Center
Service type(s)	Adult Residential Facility
Service code(s)	915
Number of consumers typically and currently served	6/6
Typical and current staff-to-consumer ratio	1 staff for every 3 individuals
<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>Maywood Manor LLC operates as a licensed adult residential facility for six (6) developmentally disabled individuals with medical and behavioral needs. The objective of the facility is to encourage individuals utilize their full potentials by supporting them to avail community resources of their choice and encourage independence. The facility was chosen to be part of the VSA (virtual site assessment) on June 24,2021. In preparation for the VSA , Administrator went for a Person Centered Thinking Training and had an introductory knowledge on how to use the person-centered approach to service. Several meetings were provided to the individuals and staff about the concept of Person-centered approach, discussed individual rights and the opportunities to make choices. As a result of these meetings, we have ruled out that the facility is out of compliance in terms of not giving individuals enough opportunities to explore available resources of their interest and their desire for volunteer and employment opportunities. Some of these individuals expressed their desire to regularly attend classes offered at Santa Clara Recreational Center every Friday. One individual would like to volunteer during Sunday service at the local parish church and he has the desire to work at Home Depot. He used to have paid employment while attending Day program prior to Covid. He misses his job and is asking the facility to support him to explore employment opportunities.</p> <p>Subsequently, DSPs have not received adequate and appropriate training on person-centered planning/thinking approach to providing service.</p> <p>The ID team which include the individuals and their circle of support have identified areas needing improvement. These areas that we identify will assist Maywood Manor LLC to be in compliance with HCBS rules.</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>	

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

1. Request for one (1) vehicle - 2022 Sienna XLE minivan.

Maywood Manor currently has only one (1) minivan that is utilized by all individuals for medical appointments and community outings. This limits the staff ability to take individuals to their chosen activity since planned or emergency medical appointments take precedence regarding vehicle usage. Because of this, individuals cannot always access preferred activities of choice since they all need to share a vehicle.

The request for additional van will allow individualized access to social, recreational activities, volunteer work and explore employment opportunities while taking into consideration the required and needed medical appointments of other individuals.

2. Train-the -trainer Certification and Staff Training in Peron-Centered Planning/Thinking and HCBS Rules.

Maywood Manor LLC is also requesting for a grant for the Administrator and Facility Manager to undergo a Train-the trainer Certification and staff training. With the knowledge from this training, management will be able to modify current ISP objectives in line with the HCBS required documentation. This extensive training will also educate the staff and provide clear understanding of the HCBS Final rule requirements and enhance service that is individualized and result driven.

Overall, these requests will assist Maywood Manor LLC to improve the quality of life of the individuals served through increase community integration, providing support to exercise their individual rights , encourage them to make choices and live a productive and meaningful life.

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?

1. With the additional vehicle, Maywood Manor LLC will be able to support individuals to go different places, explore the resources available and exercise their freedom to make a choice. With all these opportunities provided to them, these individuals will be able to achieve a more productive life. The more that they consistently able to integrate in the community, their presence will be accepted by the greater community. They will be able to use and enhance their full potential and live a normal life. All the activities will be tracked down daily and will be reported during meetings with the interdisciplinary team on a quarterly basis.
2. With the Train-the -trainer, it will provide staff knowledg on the proper implementation of person-centered services to all the individuals served at Maywood Manor. In order to achieve this, there will be continuous training to current staff through in-service training as well as to new hires. Individuals served will be asked on the services provided to them by the staff on a regular basis. This will also be tracked down through staff attendance during training and recorded in the staff folder.

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<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>Group meetings were conducted with the individuals, administrator and staff to share information about HCBS rules, resources available in the community and assess current needs and encourage the individuals to express areas they need support with. Daily communication with the individuals also allowed them to express their needs, desire and dreams in life. Their needs and goals were reviewed by the interdisciplinary team which includes their circle of support. These provided the rationale for the concept that is being proposed for grant funding.</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>1. This will allow the facility to upgrade the current service through personalized approach and goal driven. This will also encourage the individuals to utilize their full potentials and contribute to the community through volunteerism and paid employment.</p> <p>2. Maywood Manor LLC believes that training is at the heart of person-centered services, both for staff and for the individuals we serve. Understanding the concept of person centered is the key to successful implementation and this will be achieved by having the Administrator and Facility manager gain valuable and comprehensive knowledge of the concept to share to the staff, the individuals and their circle of support. The purpose is to modify existing ISP objectives based on the required HCBS documentation, encourage individuals to achieve their goals, provide support in order for them to have a meaningful and satisfying life.</p>
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<p>100% of the individuals will directly benefit from the implementation</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>1. Vehicle. The additional vehicle would allow the individuals to consistently navigate and integrate into the community as part of their normal life. Cost of vehicle insurance and maintenance will be absorbed by Maywood Manor LLC at the conclusion of the funding.</p> <p>2. Training. Direct care staff (DSPs) will continue to receive in-service training on person-centered thinking/planning as well as the HCBS rules. Administrator will be able to follow the required HCBS documentation.</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>1. Vehicle . one( 1) unit of 2022 Sienna XLE minivan will cost \$45,954.00</p> <p>2. Training Cost - \$ 14,000 ( Administrator and Facility Manager - \$7,000/person)</p>

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The purchase will be completed within a year from the grant approval.	
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.	
N/A	
11. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____ Service Access and Equity Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____ CPP Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____ CRDP Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____ If yes to any question be sure to answer questions 13 and 14.
<b>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</b>	
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.	
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.	

HCBS CONCEPT BUDGET						
Vendor Name		MAYWOOD MANOR LLC				
Vendor Number(s)		HS0949				
	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			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
<b>Operating expenses</b>						
Train-the-Trainer fee c/o Trudy Gable (PHP) (\$7,000						\$ -
2 Staff (Administrator and Facility Manager			\$ 14,000			\$ 14,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 14,000		\$ -	\$ 14,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ 45,954
Total Concept Cost						

See Attachment F for budget details and restrictions