

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

Vendor name	Twelveacres, Inc.
Vendor number(s)	H36736- Bucknall House, H36737- Lily House, H36738- Braeburn House
Contact Name	Amy Hellyer
Contact Email Address	Program@twelveacres.org
Primary regional center	San Andreas (SARC)
Service type(s)	Adult - Residential
Service code(s)	915
Number of consumers typically and currently served	13
Typical and current staff-to-consumer ratio	Bucknall House 1/3, Braeburn House 2.5/5 Lily House 2.5/5
<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>Typical Day: Individuals wake up between 5:00-6:00am to start their day: Staff provides guidance and/or assistance with personal care and breakfast. Religious study is between 8:00-9:00am. Individuals attend day programs via Zoom 9:00am-12:00pm. Lunch is from 12:00pm -1:30pm. From 1:30-5:00pm, staff engages the residents in activities such as working on IPP objectives, driving to appointments, assistance with shopping, going to the park or taking walks, helping prepare dinner, etc. Dinner is from 5-6pm. After dinner, activities vary and include individuals being at home or in the community, working on IPP objectives, listening to music, watching TV, or using electronics (iPad), etc. Individuals are offered a snack 3 times a day. Residents attend church services remotely or in person Wednesday evenings and Sunday mornings. Staff provides guidance and assistance with evening care from 7:30-8:30pm.</p> <p>PCT Train the Trainer Certification: This program will support the need for a skilled PCT trainer in the organization who will teach staff different ways to communicate with the residents and to offer choices to each client. Staff have received informal Person-Centered training, and it is apparent that we need an onsite certified trainer to oversee and provide ongoing professional training.</p> <p>Wheelchair Van and Wheelchair Accessible Bathroom Remodel: These are both new requirements based on mobility changes for two residents this year. They now use wheelchairs instead of walkers.</p>	
<p>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.</p>	
<p>The following proposals support individual choice and accessibility for our residents:</p>	

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Person-Centered-Thinking Trainer Certification: This training is needed to ensure staff practice a Person-Centered approach in day-to-day interactions. It enables staff to evolve from being merely caregivers to Person-Centered providers. The work of our Community Engagement Manager (CEM) has revealed new interests for each resident and has stimulated more personalized activities, including cooking, gardening, art, and one-on-one interactions. Staff have received in-house PCT training, and we have seen progress in staff offering residents more choices, but continued training is needed. Onsite access and ongoing training by an in-house PCT trainer/mentor will continue to bring us into compliance in supporting all residents. [Choice, #4]

Braeburn House Wheelchair Van: This request is impacted by the increasing needs of two residents this past year who now use wheelchairs. We currently only have regular passenger vans without wheelchair access. On occasions that we have taken the residents in the van, it requires staff strong enough to lift those in wheelchairs into the van and also lift their wheelchairs. We are curtailing that method for staff safety reasons. As access to the community improves, all of our residents will be going to church 2x a week, as well as other community activities. This grant will have a lasting impact in supporting residents' PCP interests and their participation in more activities. [Community Integration, #1; Individual Rights, #10]

Braeburn House Bathroom Remodel For Wheelchair Accessibility: During this past year, two male residents at Braeburn House have had increasing mobility needs, having transitioned from using walkers to wheelchairs. The bathroom they previously used across the hall from their bedrooms is not usable anymore – it is not wheelchair accessible and does not have a roll-in shower. Currently, they need to pass through the main communal living room and a shared bedroom to use their current bathroom, which is ADA compliant. This funding will provide the means to modify the bathroom doorway entry, convert the shower/tub combo to a roll-in/walk-in shower, and add a wheelchair accessible sink. The toilet will not change, but it will then be accessible to someone in a wheelchair. [Individual Rights, #10]

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?

PCT Trainer Proposal: The objective is to provide ongoing hands-on training for staff in person-centered approaches to residents' daily schedules/activities. Measurable outcomes of this concept will include new or modified resident IPP objectives with expanded goals; broader lists of residents' interests; more consistent staff interactions with residents; and immediate training for new hires on PCT best practices.

Wheelchair Van Proposal: The objective is to purchase a wheelchair van capable of transporting 2 residents at a time. This need and proposal developed during the pandemic as 2 residents went from using walkers to wheelchairs. The outcome is for all residents Braeburn House to have equal access to church and the community.

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Wheelchair Accessible Bathroom Remodel Proposal: The objective is to remodel a hallway bathroom (entry, sink, and shower) which can be accessible to any resident. The outcome will primarily benefit 2 residents who now are using wheelchairs and have bedrooms across the hall. This will eliminate them from having to go through the living room and another person's bedroom to use a bathroom. The bathroom is also a short distance from the living room, so any resident can reach the destination sooner when there's a need, which will support their dignity and cleanliness.

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.

Residents participate in group house meetings with staff to select meals and activities for the month, as well as discuss day-to-day interactions and make adjustments to meet current situations. The PCT Training request is based on resident/conservator feedback, realizing that some staff implement choices and uncover personal interests, and some staff don't. Twelveacres and the conservators want more consistency from all staff. The bathroom and van requests are a result of the two residents' frustration with, and staff observations of, the current limitations in not having a convenient wheelchair accessible bathroom and accessible transportation to go to church and community.

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

Twelveacres values continuous staff training on person centered methods to ensure consistency and more opportunities for residents to expand their skills and interests. An onsite trainer available to mentor staff is critical to successfully transition everyone to new practices. A trainer will speed up the learning curve for new hires, too. The bathroom upgrade will provide greater independent thinking and ease of use for residents. A convenient bathroom location will shorten the time of interruption from their in-home activities and sustain their mood and interest. The wheelchair van will allow customized transportation for residents to go to church and community locations.

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

Person-Centered Training will benefit 100% served; all residents of 3 houses. The Braeburn House wheelchair van is needed for 4 out of the 5 residents - there is only one resident who uses a walker. The Braeburn House bathroom remodel will primarily support 2 out of 5 residents in the house, and with its close proximity to the living room, it can be used by all of the residents when there is a need.

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

Training: For ongoing success, the PCT trainer will ensure that the house managers are trained as mentors to assist staff in day-to-day consistent and sustained practices.
Wheelchair van: Provides ongoing yearly benefit to residents using wheelchairs.
Bathroom Remodel: Provides permanent yearly benefit to all of the residents, and especially for those using wheelchairs.

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.

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<p>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>PCT Train the Trainer Certification by The Learning Community for 1 key staff = \$18,000 Wheelchair accessible minivan = \$50,000 Wheelchair accessible bathroom remodel = \$34,000</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>N/A</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. If Yes, FY(s) <u>19/20</u></p> <p>Service Access and Equity Funding ___ No ___ Yes. If Yes, FY(s) ___</p> <p>CPP Funding ___ No ___ Yes. If Yes, FY(s) _____</p> <p>CRDP Funding ___ No ___ Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</p>	
<p>12. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may copy and paste from progress update(s) previously provided to regional centers or DDS.</p>	
<p>The prior HCBS grant allowed us to hire a Community Engagement Manager (CEM) to discover new interests for each resident and find a community activity to support those interests. Though the pandemic environment has limited community access, the CEM has been successful in discovering and expanding the interests of our residents. The CEM has fostered many more at-home activities for the residents, including cooking, gardening, music and arts/crafts. The CEM has also benefited the existing IPP objectives by assisting the house managers in updating the IPP staff training guides to promote greater progress.</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>The wheelchair van and wheelchair accessible bathroom remodel are new proposals and not redundant. The funding request for PCT Training builds on work of the prior HCBS grant for the Community Engagement Manager (CEM) who has been discovering new individual resident interests and activities. Onsite PCT Training will provide staff with new skills in offering residents choices and exploring new interests, which will further the work of CEM.</p>	

HCBS CONCEPT BUDGET						
Vendor Name		Twelveacres, Inc.				
Vendor Number(s)		H36736 Bucknall, H36737 Lily, H36738 Braeburn				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
PCT Train The Trainer Certification			\$ 18,000			\$ 18,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 18,000		\$ -	\$ 18,000
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Wheelchair Accessible Van			\$ 50,000			\$ 50,000
Wheelchair Accessible Bathroom Remodel			\$ 34,000			\$ 34,000
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 84,000		\$ -	\$ 84,000
Total Concept Cost			\$ 102,000		\$ -	\$ 102,000

See Attachment F for budget details and restrictions