

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

Vendor name	Brown & Brown Quality Care, Inc. (BBQC)
Vendor number(s)	PX0997
Contact Name	Lennie Lynwood Brown
Contact Email Address	brownbrownqualitycare@gmail.com
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Community Integration Training Program
Service code(s)	055
Number of consumers typically and currently served	32
Typical and current staff-to-consumer ratio	1:1 Ratio
<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>BBQC services are provided at the agency, participant's worksite, volunteer, and community sites. Individuals are either picked up or meet at BBQC Office or Worksite to meet with Career Coach/staff to review their job assignments/goals or objectives for the day. Meal and break periods for individuals are either where they bring their own lunches, purchase lunch out (via delivery) from various local restaurants or local convenience markets. They can choose or modify activities based on preferences and their needs and the employer/ volunteer site coordinator. We have learned that individuals need more computer training to access services virtually due in part to the pandemic and staff need more person-centered planning training on how to increase individuals' involvement when servicing and using their circle of support. Participation hours are typically 6-8 hours per day, 2-5 days per week. Supports are provided on 1:1 ratio.</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>BBQC is committed to improve on the way our services are provided to our individuals to help ensure a competitive edge with community integration and allow individuals the opportunity to control their life by using their personal resources an engaging in their community. We want to provide innovative ways to enhance person centered services to promote inclusion by providing intensive training to our individuals and staff for a more inclusive outcome yet servicing in individualized ways. Staff development and training on person centered approaches; Computer training for individuals to increase their ability to access medical services and resources and also develop personally.</p>	

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<p>3. Identify which category/ categories this concept addresses.</p> <p><input checked="" type="checkbox"/> Community Integration</p> <p><input checked="" type="checkbox"/> Individual Rights</p> <p><input checked="" type="checkbox"/> Choice</p> <p><input checked="" 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> <p>PCP Training, Case Management Training, Community Engagement Training and Computer Training</p> <ul style="list-style-type: none"> • Staff training on how to provide person centered planning services to increase individuals' involvement to offer more ways to use the individual's choice, train on how to involve the individuals circle of support for a greater impact with outcomes and Case Management • Staff training on how to collaborate and engage with community organizations and businesses to increase work experience and employment opportunities for our individuals who want to thrive and use their rights and choices like everyone else to increase employment goals • Computer Training for our ambulatory and non-ambulatory individuals to teach personal care, social distancing, testing and other personal development trainings on how to access resources and medical services using the computer and technology <p>Tracking Methods</p> <ul style="list-style-type: none"> • 80% Satisfied Surveys from Individuals and circle of support and employers • Memorandums of Understanding from local organizations and businesses • Participant Sign-In Sheets and staff sign in sheets • Success Stories highlighted in our electronic Newsletters of individuals who have completed trainings and improved on the project concept • Certificates issued to individuals who have completed computer trainings
<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> <ul style="list-style-type: none"> • Received request from individuals during their intake and assessment process their desire to utilize computers • Direct relationship and observation between career coach and individuals by listening to what the individuals wanted specific to their goals • Daily planning of the overall and specific focus areas of the individuals • Survey forms with feedback from the individuals, worksites and employers we serve • Management observation of staff and the need for staff training on how to increase individuals' participation in their daily goals

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6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.
BBQC will be able to enhance our person-centered services to the individuals we serve by training our staff and individuals on how to increase the individuals input, development and feedback to give individuals a chance at success and independence by preparing them for the workplace and achieving their goal of employment. It will also provide support to individualized services, active participation in making their own choices to ensure effective practices and outcomes while meeting the individual's needs. These concepts will also help empower individuals to explore their abilities and discover a purpose with the right trained staff to guide them. While applying computer training and life skills to everything they do and lead it to employment; it will give them freedom of choice, empowering all to achieve personal and professional growth and be in compliance.
7. What percentage of individuals served by your program will directly benefit from implementation of this concept?
80% of our individuals will directly benefit.
8. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2021-22 HCBS Funding.
Ongoing training for our individuals and staff will improve our ability to maintain the HCBS requirements and have a plan for sustainability to continue servicing through individualized service delivery. Continued training will help us understand the values of and different approaches to person-centered planning. BBQC understands the importance of having a person-centered plan and how it influences the Individual Program Plan. We will be able to see the change and outcome when our individuals grow, thrive and work within their communities.
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. 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>PHASE Year 1 and Phase Year 2 (admin staff only):</p> <p>Training Coordinator- Provide project management and oversight of HCBS process- \$50,000</p> <p>Training Consultant - Research, Design and facilitate trainings for Staff \$25,000</p> <p>Training Consultant - Research, Design and facilitate computer training for Individuals -\$25,000</p> <p>Administrative Support Staff- Assisting Consultants and BBQC staff in completing various clerical tasks and projects related to HCBS compliance-\$34,560 (part-time)</p> <p>Operating & Administrative Cost- will comply with DDS' vendor requirements</p>

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Complete training and implementation of HCBS guidance by reviewing, measuring, and sharing data to obtain the pros and cons of project to ensure alignment with HBCS compliance. Identify what works and what does not work.	
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.	
"Not Applicable"	
11. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding ____ No <u>X</u> Yes. If Yes, FY(s) <u>2020-2021</u> Service Access and Equity Funding <u>X</u> No ____ Yes. If Yes, FY(s) _____ CPP Funding <u>X</u> No ____ Yes. If Yes, FY(s) _____ CRDP Funding <u>X</u> No ____ Yes. If Yes, FY(s) _____ If yes to any question be sure to answer questions 13 and 14.
For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS	
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.	
We were awarded the funds for two non-ambulatory vans, purchased one customized non-ambulatory van, submitted reimbursement paperwork, reimbursement pending	
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.	
The previous funded awarded was for transportation only. We are requesting funds to train staff and individuals 21/22 for person centered planning.	

HCBS CONCEPT BUDGET						
Vendor Name		Brown & Brown Quality Care, Inc.				
Vendor Number(s)		PX0997				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Training Coordinator	50,000	1.00	\$ 50,000		\$	50,000
Administrative Support Staff-part-time	34,560	0.50	\$ 17,280		\$ 17,280	\$ 34,560
Personnel Subtotal			\$ 67,280		\$ 17,280	\$ 84,560
Operating expenses						
Training Consultant-Staff Development			\$ 25,000		\$	25,000
Training Consultant-Computer Training for Individual			\$ 25,000		\$	25,000
Instructional Items			\$ 1,200		\$	1,200
Office Supplies			\$ 500		\$	500
Mileage Reimbursement			\$ 12,454		\$	12,454
3 Computers			\$ 3,600		\$	3,600
					\$	-
					\$	-
					\$	-
					\$	-
Operating Subtotal			\$ 67,754		\$ -	\$ 67,754
Administrative Expenses						
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ 135,034		\$ 17,280	\$ 152,314

See Attachment F for budget details and restrictions