

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

Vendor name	Creative Options Plus Employment Services
Vendor number(s)	PX0850
Contact Name	Maria Quan, Amy Bors
Contact Email Address	<a href="mailto:Creativeoptions003@yahoo.com">Creativeoptions003@yahoo.com</a>
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Employment Services, Job Training
Service code(s)	055
Number of consumers typically and currently served	5 - 25
Typical and current staff-to-consumer ratio	1:1
<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>At Creative Options Plus, our Employment Program is divided into two parts. In the first part, each individual is matched with a staff/coach. Staff assists the individual to assess their baseline employment knowledge, visit a variety of job settings to explore the individual's area of job interest, explore skills needed to work in their field of interest, find job openings, apply for positions, interview, and learn about the particulars of their work environment. These tasks may be accomplished in a matter of months or years, depending on the individual's pace. In the second part, when an individual secures a position with a community employer, Creative Options Plus staff provides 1:1 person-centered assistance for individual to work toward total independence in their place of employment with the goal of a one year supported internship. Creative Options Plus will execute all documentation and applications with regional center, as required during this process.</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>	
<p>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p> <p>Creative Options Plus believes that the Individuals served would benefit from expertly trained and certified staff who understand and comply with the DOR model of finding and securing employment with our Individuals. We would like to secure training and certification for our staff in the areas of Discovery and Job Development to ensure that we are providing excellent services that are in compliance with Regional Center and DOR requirements, and that meet HCBS guidelines.</p>	
<p>3. Identify which category/ categories this concept addresses.</p> <p><input checked="" type="checkbox"/> Community Integration</p>	

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<input checked="" type="checkbox"/> Individual Rights <input checked="" type="checkbox"/> Choice <input checked="" type="checkbox"/> Collaboration
<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>Creative Options Plus is ready to provide Employment Services and Job Training for 25 individuals. We propose that 25 staff receive training and certification from Marc Gold &amp; Associates, in order to provide the best possible assistance for our Individuals as they navigate the process of finding, securing and becoming successful in their chosen positions of employment. With certification from a recognized training company, we will have the best tools possible to meet our goal of providing employment services that fall in line with the individual's needs and help them to achieve their hopes and dreams.</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>Each individual guides each step of the process toward a secured, independent position of employment. For all tasks of the process, from Intake to Independent (unassisted) Employment, the Individual completes an assessment (at the beginning of each task), and evaluation (at the end of each task). This ensures that the individual leads the way in terms of the detailed approach to employment and the timeline for accomplishing their goals. Family members often lend assistance with the individual's process from start to finish.</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>After careful consideration, Creative Options Plus has selected Marc Gold and Associates, an experienced and recognized leader in providing person-centered service training and certification in the fields of Discovery and Job Development. Their mission statement confirms, "Marc Gold &amp; Associates is a network of consultants who are committed to ensuring the complete participation of people with significant disabilities in their communities."</p>
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<p>One hundred percent of the individuals served by our program will directly benefit from implementation of this concept.</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>In addition to training and certifying all current staff, Creative Options Plus plans to maintain the benefits, value and success of this project beyond the 2021-2022 HCBS Funding by training and certifying future all staff members that join our team. In addition, we plan to enroll staff in any future training and certification identified by Regional Center and DOR as supportive to the individuals we serve.</p>
<p>9. Write a brief narrative below explaining each major cost category and timeline.</p>



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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](#).

After consulting with Randy Dicks, our Training Professional from Marc Gold & Associates, our plan to complete Discovery and Job Development Training and Certification for the Creative Options Plus Staff Team will take a total of twelve weeks and will be scheduled immediately upon reward of funding. Please reference attached Excel budget.

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.

Creative Options Plus plans to sustain the success of our concept by funding future training and certification in the areas of Discovery and Job Training for new staff members. In addition, we plan to hold team refresher trainings and case reviews for current staff as they assist their Individuals toward success in their chosen area of employment.

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 X Yes. If Yes, FY(s) 2021  
 Service Access and Equity Funding X No \_\_\_ Yes. If Yes, FY(s) \_\_\_  
 CPP Funding     X No \_\_\_ Yes. If Yes, FY(s) \_\_\_\_\_  
 CRDP Funding    X 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.

Last year, we were awarded funds to purchase mini vans for individuals to pursue outings to individually determined destinations. We are in the process of securing those vans from Mobility Works. We hope to have them built and in use by January 2022.

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.

Prior funding centered on Transportation Needs: providing individualized transportation to enable Person Centered Planning Teams to honor individual's interests as choose how and where to go on community-based outings. Our current funding request focuses on Training and Certification Needs: allowing staff to provide the best possible person-centered services in areas of Employment Services, specifically Discovery and Job Development.

HCBS CONCEPT BUDGE						
Vendor Name		Creative Options Plus				
Vendor Number(s)		PX0850				
	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			\$ -		\$ -	\$ -
<b>Personnel Subtotal</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Operating expenses</b>						
Training & Certification of 25 Staff Members (One Group, <= 25 Staff):				\$ 32,775	\$ 32,775	\$ 32,775
					\$ -	\$ -
					\$ -	\$ -
Training and technical assistance for staff in sup of community inclusion of people with disabilities specifically in the area of Employment Services and Job Training					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
<b>Operating Subtotal</b>			<b>\$ -</b>	<b>\$ 32,775</b>	<b>\$ 32,775</b>	<b>\$ 32,775</b>
<b>Administrative Expenses</b>						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
<b>Administrative Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital expenses</b>						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
<b>Capital Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Concept Cost</b>			<b>\$ -</b>	<b>\$ 32,775</b>	<b>\$ 32,775</b>	<b>\$ 32,775</b>

See Attachment F for budget details and restrictions