

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

Vendor name	Prestige Learning Center Employment Services
Vendor number(s)	PX0851
Contact Name	Leonara Alababa, Amy Bors
Contact Email Address	prestigelearning11@att.net
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	3 - 10
Typical and current staff-to-consumer ratio	1:1

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?

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, Prestige Learning Center 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. Prestige Learning Center will execute all documentation and applications with regional center, as required during this process.

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.

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

Prestige Learning Center 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

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that we are providing excellent services that are in compliance with Regional Center and DOR requirements, and that meet HCBS guidelines.
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 <input checked="" type="checkbox"/> 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?
<p>Prestige Learning Center is ready to provide Employment Services and Job Training for 25 individuals. We propose that 25 staff receive training and certification from Marc Gold & 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>
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>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>
6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.
<p>After careful consideration, Prestige Learning Center 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 & Associates is a network of consultants who are committed to ensuring the complete participation of people with significant disabilities in their communities."</p>
7. What percentage of individuals served by your program will directly benefit from implementation of this concept?
<p>One hundred percent of the individuals served by our program will directly benefit from implementation of this concept.</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>In addition to training and certifying all current staff, Prestige Learning Center plans to</p>

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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.

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](#).

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 Prestige Learning Center 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.

Prestige Learning Center 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

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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		Prestige Learning Center				
Vendor Number(s)		PX0851				
	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						
Training & Certification of 25 Staff Members					\$ 32,775	\$ 32,775
(One Group, <= 25 Staff):						\$ -
						\$ -
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						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ -		\$ 32,775	\$ 32,775
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
Total Concept Cost			\$ -		\$ 32,775	\$ 32,775

See Attachment F for budget details and restrictions

Home and Community-Based Services (HCBS) Rules DEPARTMENT FUNDING GUIDANCE

The Home and Community-Based Services (HCBS) rules ensure that people with disabilities 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. In order to assist in determining eligibility for compliance funding, providers must complete this evaluation. Both "Yes" and "No" answers require an explanation. A "No" response *could* mean a service setting is out of compliance with the HCBS rules and is potentially eligible for funding to make necessary adjustments. Once this evaluation is completed, it should act as a guide for filling out the provider compliance funding concept, which is required for any provider to be eligible for compliance funding. **Completion of this evaluation is for the sole purpose of applying for compliance funding and does not take the place of future provider assessments that the Department may require to determine provider compliance with the HCBS settings rules. Only providers requesting compliance funding need to complete this evaluation.**

Federal Requirements #1-5 apply to providers of all services, including residential and non-residential settings. Federal Requirements #6-10 are additional requirements that apply only to provider-owned or controlled residential settings.

The column labeled "Guidance" contains a series of questions intended to help identify compliance or non-compliance with each requirement as it relates to the HCBS rules. While responses to these questions can help in the determination of whether or not a particular requirement is met, these responses may not be the sole factor in this determination.

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.

Date(s) of Evaluation: February 10, 2021	Completed by: Leonora Alababa and Amy Bors
Vendor Name, Address, Contact: Prestige Learning Center: 17531 Central Avenue, Unit F Carson, CA 90746	
Vendor Number: HX0449, PX0851	
Service Type and Code: 510 Adult Development Center, 055 Pre-Employment Training	

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<p><u>Federal Requirement #1:</u></p> <p><i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals receive services in the community based on their needs, preferences and abilities? • Does the individual participate in outings and activities in the community as part of his or her plan for services? • If an individual wants to seek paid employment, does the home staff refer the individual to the appropriate community agency/resource? • Do individuals have the option to control their personal resources, as appropriate?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: 1. Some individuals do not always receive services in the community based on their needs, preferences and abilities for their social, vocational and recreational goals because an appropriate vehicle is not always available to provide preferred services on a daily basis.</p> <p>2. Not all individuals have access to all community outing locations due to their medical and physical disabilities which require appropriate vehicles for transportation.</p> <p>3. Yes, PLC provides employment training to develop skills that may lead to future employment. When individuals wish to pursue employment, PLC assists him/her to locate an appropriate community agency/resource.</p> <p>4. Yes, individuals have the option to control their personal resources, as appropriate, while they learn about spending choices and saving skills as part of their community outings at Prestige Learning Center. Often individuals bring money on outings to purchase small items, and the program provides funds to purchase materials and supplies for activities.</p>	
<p><u>Federal Requirement #2:</u></p> <p><i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Does the provider have a current regional center Individual Program Plan (IPP) on file for all individuals? • Does each individual's IPP document the different setting options that were considered prior to selecting this setting?
<p>Does the service and/or program meet this requirement? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please explain: 1. Yes, all individuals have a current IPP on file at Prestige Learning Center.</p>	

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2. Yes, each individual's IPP documents the different setting options that were considered prior to selecting this setting.

Federal Requirement #3:

Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.

Guidance:

- Does the provider inform individuals, in a manner they can understand, of their rights to privacy, dignity, respect, and freedom from coercion and restraint?
- Does the provider communicate, both verbally and in writing, in a manner that ensures privacy and confidentiality?
- Do staff communicate 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.)?

Does the service and/or program meet this requirement? ☒ **Yes** ☐ **No**

Please explain: 1. Yes, staff at Prestige Learning Center inform individuals in a manner they can understand by incorporating spoken words, basic ASL, gestures and/or pictures to explain their rights to privacy, dignity, respect and freedom from coercion and restraint.
2. Yes, staff communicate both verbally and in writing, using plain language, in a manner that ensures privacy and confidentiality.
3. Yes, staff communicate with individuals based on their needs and preferences, including alternative methods of communication where needed.

Federal Requirement #4:

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.

Guidance:

- Does the provider offer daily activities that are based on the individual's needs and preferences?
- Does the provider structure their support so that the individual is able to interact with individuals they choose to interact with, both at home and in community settings?
- Does the provider structure their support so that the individual is able to participate in activities that interest them and correspond with their IPP goals?

Does the service and/or program meet this requirement? ☒ **Yes** ☒ **No**

Please explain: Yes and No: Prestige Learning Center strives to provide outings and

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activities that are based on individual preferences for certain destinations, but sometimes options must be modified due to lack of adaptive transportation options for those who prefer to use wheelchairs to explore their surroundings. Individuals may interact with the individuals they choose to interact with. PLC structures support so that the individual is able to participate in activities that interest them and correspond with their IPP goals.

Federal Requirement #5:

Facilitates individual choice regarding services and supports, and who provides them.

Guidance:

- Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available?
- Do individuals have opportunities to modify their services and/or voice their concerns outside of the scheduled review of services?

Does the service and/or program meet this requirement? ☒ Yes ☐ No

Please explain: Yes: Prestige Learning Center supports the individual's choices for staff assignment to the extent that alternative staff are available. The individual has opportunities to modify their services and/or voice their concerns outside of the scheduled review of services on a daily basis.

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Only providers of services in **provider-owned or controlled residential settings** need to complete the remainder of this evaluation. In **provider-owned or controlled residential settings**, in addition to the above requirements, the following requirements must also be met:

<p><u>Federal Requirement #6:</u></p> <p><i>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.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • As applicable, does each individual have a lease, residency agreement, admission agreement, or other form of written residency agreement? • Are individuals informed about how to relocate and request new housing?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: N/A</p>	
<p><u>Federal Requirement #7:</u></p> <p><i>Each individual has privacy in his/her sleeping or living unit:</i></p> <p><i>Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.</i></p> <p><i>Individuals sharing units have a choice of roommates in that setting.</i></p> <p><i>Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.</i></p>	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Do individuals have a choice regarding roommates or private accommodations? • Do individuals have the option of furnishing and decorating their sleeping or living units with their own personal items, in a manner that is based on their preferences? • Do individuals have the ability to lock their bedroom doors when they choose?
<p>Does the service and/or program meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain: N/A</p>	

RCBS CONCEPT BUDGET						
Vendor Name		Prestige Learning Center				
Vendor Number(s)		PA00449 and PA00551				
	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			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
Operating expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ -		\$ -	\$ -
Administrative Expenses						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
2019 Pacifica w VMI Northstar Conversion, or similar			\$ 64,990		\$ -	\$ 64,990
2020 Odyssey w Braun Ability Conversion, or similar			\$ 64,990		\$ -	\$ 64,990
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ 129,980		\$ -	\$ 129,980
Total Concept Cost			\$ 129,980		\$ -	\$ 129,980

See Attachment F for budget details and restrictions

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Vendor name	Prestige Learning Center
Vendor number(s)	HX0449, PX0851
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Community Integration, Adult Developmental Center
Service code(s)	055, 510
Number of consumers typically and currently served	22
Typical and current staff-to-consumer ratio	1:3
<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.</p> <p>Prestige Learning Center currently serves 22 individuals with intellectual and/or physical disabilities. Individuals may also be facing special health, emotional or behavioral challenges. We strive to promote each person's unique dream for their best life. Our Program Design includes opportunities to explore five different elements: Communication Styles, Employment Training, Community Safety & Integration, Social Opportunity and Independent Living. This program is entirely based in the community. Each day starts with individuals preparing to embark on the community outing of their choice with the staff member and friends of their choice. Community outing destinations are designed to provide experiences that promote one or more of our program elements. Outings may be for one staff and up to three individuals, or for more staff and individuals depending on the nature of the activity. Outings last up to six hours before debriefing and evaluating the daily excursion and preparing to return home.</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>2. Please provide a brief summary narrative of the concept for which you are requesting funding, including justification for the funding.</p> <p>Among the individuals attending Prestige Learning Center, two individuals need wheelchair vans with lifters, and a few others require ramps to properly board transportation for daily community outings in a safe and dignified manner. Our concept for the near future includes more individualized services for the non-ambulatory individuals that attend this day program. We envision smaller groups, boarding smaller vans that can accommodate our non-ambulatory and unstable ambulators, embarking on community activities that promote the individual's choice for both destination and co-passenger(s) he/she wishes to be with over the course of the day.</p>	
<p>3. Identify which HCBS federal requirements this concept addresses that are currently out of compliance. Could be all or a subset of those identified as out of compliance on the evaluation.</p>	

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1 <u>X</u>	2 <u> </u>	3	4 <u>X</u>	5	6	7	8	9	10
Federal Regulations: 1 and 4									
4. For each HCBS out-of-compliance federal requirement that is being addressed by this concept, describe the barriers to compliance and why this concept is necessary. If this information is in the evaluation section, please copy it here.									
<p># 1. There is currently a lack of adequate and appropriate transportation to take individuals to the community destination of their choice, based on their needs, preferences and abilities. Small (mini) vans with side ramps would allow for total inclusion, regardless of disability, to be with their chosen friends and to explore unlimited community opportunities.</p> <p># 4. Our lack of sufficient wheelchair mini vans prevents us from offering daily activities that are based on the individual's needs and preferences. Small, accessible vans will remove the barrier to individualized services. Smaller accessible vans will allow the individual to interact with individuals they choose to interact with while pursuing their personal social, educational and employment goals. Smaller group outings remove any barrier to opportunities for individuals to participate in the activities that interest them and correspond with their IPP goals because they will be grouped only with others who share the same goals.</p>									
5. For each out-of-compliance federal requirement that is addressed in this concept, please explain how the concept will bring the vendor into compliance by March 2023.									
<p>Federal Regulation # 1. Prestige Learning Center will be in full compliance if funding is granted so the program can purchase 2 wheelchair minivans with side entry ramps. Individuals or small groups will be able to receive services in the community based on their needs, preferences and abilities for their social, vocational and recreational goals. Individualized services mean that individuals will have access to all community outing locations regardless of their medical and physical disabilities which require appropriate vehicles for transportation.</p> <p>Federal Regulations # 4. Prestige Learning Center will be in full compliance if funding is granted so the program can give individuals choices:</p> <ul style="list-style-type: none"> - to interact with their friends or people they wish to know better - to interact with individuals with/without disabilities - to see places that provide different living options - to choose places to eat, learn about available food choices - to participate in activities to for socio-recreation/leisure opportunities - to choose where to go shopping - to learn about resources for medical care (hospital, clinics, dental offices) - to visit stores of choice to make purchases 									
6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?									
Individual Person Centered Service Plans will be developed with each Individual's support team and PLC staff and reviewed every (6) six months. Every ISP will be tracked by PLC									

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support team daily. Documentation will include goals-rationale, objectives, baseline, plan of action, who will implement it and when objective will be achieved. Tools will include as appropriate: Important To-Important For, Learning Logs, Communication Charts and Four Plus One Discovery Tools as methods used to determine if identified goals and objectives are achieved.

Having (2) two mini-vans with side ramp wheelchair access will allow Individuals unlimited access to daily outings thereby gaining greater awareness of the community where they live, the resources available for them to choose from to meet their needs, and awareness of cultural or ability differences. As individuals explore their communities, they will have the freedom to make their own social, educational, recreational and employment choices, and to pursue individualized services that correspond to those choices.

The ultimate goal for providing small group options with complete mobility access, is to provide individualized services that promote and execute each Individual's Person Centered Service Plan.

7. Please describe how and/or what was done to include input from the individuals served in developing 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.

Prestige Learning Center included input from Individuals receiving services as follows:

Community outing destinations are always decided in advance by the Individuals based on their interests and desires. Individuals develop detailed outing plans with the assistance of their staff. After completing each outing, Individuals provide feedback by evaluating likes/don't likes, problems and obstacles, and plans for repeating the outing in the future. Staff began to see trends in the feedback process that indicated a desire for more individualized services. Individuals wanted to be in smaller groups or on their own with one staff. Individuals with mobility concerns voiced a preference for a wheelchair van, especially smaller vans that would allow smaller group outings with chosen friends.

8. Please describe how the concept you propose will enable you to provide more person-centered services to your clients.

By incorporating two wheelchair mini-vans into the program, PLC will provide more individualized transportation and which will enable Person Centered Planning Teams to understand Individual's interests as Individuals explore many more choices, preferences and desires during community outings and integration. As a result, PLC will be able to group Individuals with common interests and match them with staff who have knowledge and skills that support these needs. This will lead to a more individualized service plan.

Through more targeted opportunities for community exploration, Person Centered Planning Teams will understand the Important To – For, for each Individual served. Individuals will be able to express how they wish to live their lives and how they wish to enhance the quality of their life by expressing choices and preferences found in the community. This includes but is not limited to social, recreational, spiritual, residential and employment preferences.

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9. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2020-21 HCBS Funding.

PLC will provide continuous staff training, monitoring and evaluation of the Person Centered Planning process to ensure that Individuals' services are in compliance with HCBS Federal Requirements.

PLC will document individuals' progress, initially and least twice per year, with their Person Centered Plans. Progress will include objectives, goals, baseline and measurable success information for small group and one-to-one outings in the community provided by this wheelchair mini-van project.

PLC will daily address and resolve any problems with the effectiveness of Small Group/ One-to-One outing execution to ensure provision of individualized services for those who require access to wheelchair vans.

10. 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](#).

HCBS funds will be used only and immediately to purchase 2 Mini Vans with Wheelchair Ramps (vans and purchase-related fees). PLC will assume all future and ongoing maintenance and recurring costs associated with van usage (insurance, maintenance, fuel, DMV fees).

11. 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

12. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding	X No ___ Yes. If Yes, FY(s) _____
	Disparity 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

13. If your organization has received prior funding from any of the above sources, please provide an update on the prior funding project. You may PLCy and paste from progress update(s) previously provided to regional centers or DDS.

Not Applicable

**Home and Community-Based Services (HCBS) Rules
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14. 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.

Not Applicable