

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

Vendor name	Sleep Easy
Vendor number(s)	HX0960
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Adult Residential Facility (ARF); Level 4I
Service code(s)	915
Number of consumers typically and currently served	2
Typical and current staff-to-consumer ratio	2:1
<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.</p>	
<p>Residents wake up, shower if they have the energy/motivation to enter/exit over raised tub wall, get dressed, eat, and then leave for their work or day programs. After arriving back home, around 2:30pm, they have their snack of choice and typically engage in desired home activity. If time permits, staff will drive residents to do some shopping if they do not opt out due to the difficulty getting and out of van. Around 5:00pm, they eat dinner. They relax for some time, shower if not physically exhausted, and sleep for the rest of the night. At the end of each shift, staff complete notes and update any pertinent changes to desired services requested by resident by writing it down in various notebooks and binders, which may take upwards of 30 minutes to an hour.</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>We are requesting funding for a bathtub modification that will allow our residents to move freely in and out of the shower unassisted, and give them the ability to engage in grooming practices with more privacy, thus creating a greater sense of independence and increasing self-esteem. We are also requesting funding for a van that has a running board attached that will allow the residents to enter and exit with more independence as desired, also increasing their motivation to do more of the things they love to do outside of the home. Providing the funds to obtain a computer and Person-Centered Documentation software will allow for staff to accurately and sufficiently document daily notes, desires/wishes stated by resident, and request changes in service plans in real-time. Additionally, this electronic capability will give staff arriving on shift a clear picture</p>	

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

<p>of the happenings of the previous shift (with integrated input from residents) and obtain information on resident's wants, desires and necessities. Also, being able to train all staff in Person-Centered training will give the home the ability to ensure that all staff are engaging with the resident with person-centered thinking approaches to promote self-determination and choices for the individual.</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>
<p>1__ 2__ 3__ 4_X 5__ 6__ 7__ 8_X 9__ 10_X</p>
<p>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>
<p>Residents have limited joint and extremity mobility (i.e. trouble stepping over tub walls and holding onto grab bars). We do not have a walk-in shower that would further increase the independence and self-satisfaction with daily grooming activities that the individuals stated they prefer. Walk-in showers would significantly increase the resident's self-esteem and give them the ability to have more privacy during their daily grooming practices. Enjoying services and activities in the community are also a great joy for residents, but due to the individual's limited extremity mobility, getting in and out of the van can be a struggle. Residents often state that if they had a van with a running board, it would make them feel independent, "as they were before", and will increase their confidence while enjoying activities outside of the home. Since attempting to implement more Person-Centered approaches within the home, we have found it difficult to track the progress of our residents and we are asking for a computer and software to help with documenting resident's Person-Centered data and to be able to better track changes and progress. We are also allocating funding to be applied to completion of the Person-Centered Thinking Trainer Training, because it is difficult to find funding for on-going person-centered training when new staff on-boards.</p>
<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>
<p>Being able to convert the tub to a walk-in shower will allow for residents to have the freedom to get in and out of the showers freely and unassisted inside the home as they choose. This modification will take approximately two-months to complete. Securing a van with a running board that allows for easy and independent entering and exiting will optimize individual autonomy and independence in making life choices with regards to daily activities. Purchasing a vehicle is a one-time purchase that can be completed in one day. Obtaining a home computer and Person-Centered documentation software will give the individuals more freedom and support to control their own schedules and activities by having pre-templated electronic documentation with a section specifically requesting resident input, ensuring that all necessary information is collected and resident needs and wants are always reflected in the follow-up services provided. This is also a one-time only purchase that can be complete in one day. Being able to complete the Person-Centered Thinking Trainer training will ensure continued staff</p>

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

knowledge and compliance with Person Centered Thinking practices, thus ensuring that residents always have individual initiative, autonomy and independence in making their own life choices, freedom and support to control their own schedules and activities, and easy accessibility to the entire house.

6. What are the proposed outcomes and objectives of the concept, and what are the methods of achieving and tracking them?

Person-Centered Thinking Trainer Training: Administrator will be certified to provide Person-Centered Thinking training to current and new employees, as well as provide in-service trainings to staff as needed. All staff trained by Person-Centered Thinking Trainer will be able to create and implement person-centered services. Training will become a standard training for on-boarding new-hires and certificates will be kept in employees' files at all times. Mini Van: Residents will be able to enter and exit home vehicle with little-to-no support. This will lead to the resident being more willing to engage in desired community activities outside of the home. Effectiveness of the new van implementation will be measured by daily documentation of the number of activities the resident engages in that requires facility transportation. Desktop Computer/Electronic Person-Centered Documentation Software: At the end of each shift, staff will document how the resident engaged in activities present on service plan, which will also always be readily available for viewing within the internet-based software. Residents will have the opportunity to add input. Staff will remain up-to-date with changes and work with resident in accordance to their wants, desires and preferences stated in the electronic records system. Staff will be required to check-off what daily service plan preferences were completed that day. Walk in Shower: Residents will be able to enter and exit the shower independently, thus they will be able to take shower on their own free will, with minimal interference and increased privacy. This will increase their self-confidence and validate their independence. At the end of each shift, staff will document whether or not each resident took a shower and number of daily showers taken over time will be tracked.

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.

During resident's most recent Person-Centered Service planning process, staff explored with resident's ways they would like to see better supports provided to them by the home. Staff explored with residents their preferences and changes that would make them "feel better about themselves". They reported that having the ability to engaging in more activities out of the home without the struggle of getting in and out of the van would make them "feel good" and being able to "take showers on their own" would also make them "feel good".

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

If requests are granted, we will be able to modify our current services to meet the wants and preferences of the residents. Person-Centered training will ensure everyone is familiar with person-centered thinking approaches and plans so that developed plans will be implemented and updated accurately. The minivan will give residents the ability to

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

engage in highly desired community activities with the support of easy access in and out of the van. The desktop computer and documentation software will ensure that person-centered service plans are easily accessible to everyone and allow for easy tracking of changes to plans and the quality of the implementation of the plans. A walk-in shower will give residents the ability to shower alone and/or with more independence.

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

The Person-Centered Trainer training will give us the security of having an on-site trained Administrator that has the ability and duty to train all current and new-staff in Person-Centered Thinking with no charge to the facility. Trainings will not have to be outsourced and would not be dependent upon the home's financial resources at the time the training is needed. The home will directly absorb the cost of insurance and maintenance for the minivan. The facility will also absorb the cost of any needed repairs to the computer. Person-Centered documentation software will be internet-based so that it is unable to be deleted. The walk-in showers will be professionally installed and thoroughly cleaned and maintained on a daily basis.

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](#).

Person-Centered Thinking Trainer Training: Training that certifies individuals in person-centered thinking service plan developments and training of other staff members. This training is expected to be completed by June 2022. Mini Van: Vehicle that sits lower than most standard vans and has a running board already installed to allow for residents to step in and out of the van alone. The purchase can be completed almost immediately upon grant approval. Desktop Computer/Electronic Person-Centered Documentation Software: Standard desktop computer. The documentation software is an internet-based record system that allows for recoding of daily engagement in service plans, activity preferences and any modifications. Purchasing the computer can be done immediately upon grant approval and purchasing of the documentation software can be purchased and installed within 90-days. Walk in Shower: A walk-in shower that will allow for residents to walk into the shower on their own accord and shower themselves without the physical support of staff. Installation of the shower will take approximately two months to complete, including pulling permits and completing Los Angeles city inspections.

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

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

<p>12. 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>20/21</u> Disparity 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) _____</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>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 copy and paste from progress update(s) previously provided to regional centers or DDS.</p>	
<p>We were previously awarded \$5,000 to complete Person-Centered Training. The Administrator has begun the one-year training for Person-Centered Trainer Training with Helen Sanderson Associates, but has not yet completed the training.</p>	
<p>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.</p>	
<p>The total cost of the Person-Centered Trainer Training is \$12,500, but only \$5,000 is covered from the previous grant. This current request is asking for the remaining \$7,500 of the cost of the training to be covered.</p>	

HCBS CONCEPT BUDGET						
Vendor Name		Sleep Easy				
Vendor Number(s)		HX0960				
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Person-Centered Thinking Coordinator	50,000	1.00	\$ 50,000		\$ -	\$ 50,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 50,000		\$ -	\$ 50,000
Operating expenses						
Person-Centered Thinking Trainer Training			\$ 7,500			\$ 7,500
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 7,500		\$ -	\$ 7,500
Administrative Expenses						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
Capital expenses						
Minivan with attached running board			\$ 45,000			\$ 45,000
Desktop Computer			\$ 1,000			\$ 1,000
Electronic Person-Centered Documentation Software			\$ 2,000			\$ 2,000
Walk-in Shower: Permit to Convert			\$ 500			\$ 500
Walk-in Shower: Labor- to demolish			\$ 2,000			\$ 2,000
Walk-in Shower: Labor-Install flat walk-in shower			\$ 5,000			\$ 5,000
Walk-in Shower: Contractor's permit			\$ 1,000			\$ 1,000
Walk-in Shower: Molding, Paint, Cement, Finish			\$ 9,000			\$ 9,000
						\$ -
Capital Subtotal			\$ 65,500		\$ -	\$ 65,500
Total Concept Cost			\$ 123,000		\$ -	\$ 123,000

See Attachment F for budget details and restrictions