

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

Vendor name	We Care Residential Facility & We Care Community Employment Service
Vendor number(s)	HX0166 & PX1044
Contact Name	Marvin or Pamela Cutchins
Contact Email Address	pamcutchins@yahoo.com
Primary regional center	South Central Los Angeles Regional Center
Service type(s)	Residential & Employment Services
Service code(s)	905 & 055
Number of consumers typically and currently served	Residential – 4 Employment Service – 8 currently; 50 capacity
Typical and current staff-to-consumer ratio	Residential: 3/1 Employment: 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>We Care Residential Facility is a Level 4G home and currently houses four adult males with developmental disabilities. We Care Community Employment Service is an employment program and currently has 8 participants with the capacity to service 50 participants with significant disabilities in community setting. We work with clients and participants to increase independence and communication skills. We Care focuses on the concept of growth and enhancing quality of life. Since the Covid 19 pandemic a typical day of the Residential Facility consist of clients getting up in the morning performing their individual grooming activities with some coaching when needed. All are currently in a work program where the job coaches pick them up between 8:00 am and 9:00 am. They return to the residents after 3:30pm. A typical day for the Employment Services is to have the Job Coaches work independently with each participant on their particular skill sets and/or go to some type of job setting. This training is out in the community. At the end of the day the job coaches return participants to their homes. We Care Residential Facility and We Care Community Employment Service would like to incorporate person-centered thinking and planning into every component of the clients and participants daily activities. However, training is needed to incorporate this.</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>We Care Residential Facility and We Care Community Employment Service would like to provide person-centered practices concept by training the staff to provide the support to the clients and participants. Training the staff would help us achieve this goal.</p>	
<p>3. Identify which category/ categories this concept addresses.</p>	
<p>[ X] Community Integration</p>	

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<input 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>In regards to PCP thinking, many staff are not familiar with the concept and they need to be fully and professionally trained on how to support our residential residents and employment participants in a person-centered thinking aspect. Once staff are fully trained they will be able to achieve community integration, choice and collaboration by having the ability to effectively communicate with clients and participants on their best desired outcome.</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>PCP training for all of the staff at both We Care Residential Facility and We Care Community Employment Services each staff member will be able to ensure that plans, activities, trainings, work and desires are being carried out to the satisfaction of the client or employment participant.</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>We Care Residential Facility and We Care Community Employment Service is proposing to meet the needs and preferences our residents and employment participants through full autonomy, independence, person-centered thinking, and freedom of choice to meet the HCBS final rule by 2023. The progress will be tracked by ensuring that all staff members of both locations are trained by a PCP professional that has been trained and on staff as a certified trainer so as new staff come aboard, there is a trainer available to train them to the PCP way of thinking.</p>
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<p>100% of the participants that we serve will benefit from having been PCP trained and implementing PCP concepts learned. Having trained staff will ensure that the company remains in compliance and residents/participants are living a life of choice.</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>Training the staff will benefit both the staff and clients/participants of both programs to be able to better serve and implement the person-centered plans. The person-centered trainer will be able to monitor compliance and maintain regular training for current and oncoming staff to maintain consistent service.</p>
<p>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.</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 <a href="#">link</a>.</p>

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<p>The majority of the cost involved will be staff training and becoming certified ongoing over a 2-year period. It is budgeted that each 6 staff will be certified over a 2 year period estimated at \$8000/person for a certification class.</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>The training cost will all be incurred during the project timeframe. We Care Residential Facility and We Care Community Employment Services will provide alternative funding and coverage to maintain HCBS final rules.</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 ___ <input checked="" type="checkbox"/> Yes. If Yes, FY(s) <u>2020-21</u></p> <p>Service Access and Equity Funding <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) ___</p> <p>CPP Funding     <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____</p> <p>CRDP Funding    <input checked="" type="checkbox"/> No ___ Yes. If Yes, FY(s) _____</p> <p>If yes to any question be sure to answer questions 13 and 14.</p>
<p><b>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</b></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>We Care Community Employment Service was awarded funds for a Job Developer Coordinator. A Job Developer Coordinator has been hired and is currently working, identifying specific targeted employers to employ individuals with special needs and developmental disabilities.</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 current funding request is different than the prior funding which was specifically for a Job Developer Coordinator. This request is specifically for the training of all staff to become certified/trained in the PCP Thinking aspect and complying with the HCBS final rule.</p>	

HCBS CONCEPT BUDGET						
Vendor Name		We Care Residential Facility & We Care Community Employment Service				
Vendor Number(s)		HX0166 & PX1044				
	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			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
<b>Operating expenses</b>						
Person Centered Planning Cert - Staff 1			\$ 8,000			\$ 8,000
Person Centered Planning Cert - Staff 2			\$ 8,000			\$ 8,000
Person Centered Planning Cert - Staff 3			\$ 8,000			\$ 8,000
Person Centered Planning Cert - Staff 4			\$ 8,000			\$ 8,000
Person Centered Planning Cert - Staff 5			\$ 8,000		\$ -	\$ 8,000
Person Centered Planning Cert - Staff 6			\$ 8,000		\$ -	\$ 8,000
Person Centered Planning Cert - Staff 7			\$ -		\$ 8,000	\$ 8,000
Person Centered Planning Cert - Staff 8			\$ -		\$ 8,000	\$ 8,000
						\$ -
						\$ -
Operating Subtotal			\$ 48,000		\$ 16,000	\$ 64,000
<b>Administrative Expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
<b>Capital expenses</b>						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ -		\$ -	\$ -
<b>Total Concept Cost</b>			<b>\$ 48,000</b>		<b>\$ 16,000</b>	<b>\$ 64,000</b>

See Attachment F for budget details and restrictions