

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

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| Vendor name | Achievement House |
| Vendor number(s) | HT0483, HT0603, HT0604, HT0216, HT0214, HT0215 |
| Contact Name | Ngan Nguyen |
| Contact Email Address | nnguyen@achievementhouse.org |
| Primary regional center | Tri-Counties Regional Center |
| Service type(s) | Adult Activity Center, Community Integration Training, Work Activity Programs, Supported Employment, Individual Placement |
| Service code(s) | 505, 510, 954, 950, 952 |
| Number of consumers typically and currently served | 230 |
| Typical and current staff-to-consumer ratio | 505 1-8 ratio, 510 1-3 Ratio, 954 1-15 ratio, 950 1-4 ratio, 952 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>AHI offers an array of services including facility based and community-based activities and vocational training opportunities. Since the COVID pandemic hit in 2020, AHI has had more difficulties reaching all participants in the least restrictive environments, and while we offer a robust virtual classroom for participants to choose activities, we feel that many individuals are limited in community activities and work ready opportunities that will allow them to gain independence, prepare for jobs of their choice and explore their environments.</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>AHI is requesting HCBS Funding to assist in the following areas: 1) Maximizing the time left to transition away from 14c, by providing a more robust employment ready training focusing on soft skills. 2) Hire additional staff to assist with person-centered planning of activities, both leisurely and vocationally.</p> <p>In September 2021, Senate Bill 639 passed to eliminate the use of the Federal 14C Certificate program in the next couple of years. While we at AHI have been working towards the elimination, we feel that adding a Soft Skills Training Program will help prepare more individuals to be successful with paid internships and placements in the community. The program will provide training and materials both in person and virtually in our alternative services, and will review topics of Interpersonal skills, work ethics, flexibility/adaptability, problem solving skills, communication skills, teamwork, and leadership and self-advocacy skills.</p> <p>In addition to the training, we at AHI want to ensure that individuals maximize their opportunities to explore activities of their choice both leisurely and vocationally. Since the</p> | |

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COVID pandemic hit, it has been more challenging for individuals to participate in choice activities that are in line with CDC guidelines. To facilitate more choice of activities, we would like to hire a Person Center Coordinator that will work with individuals and support staff to find activities that are in line with a person's goals as stated in their IPP or during their planning meetings. These activities will be in areas that allow them to practice their skills through volunteer settings, alternative locations such as home, paid work sites and leisure settings. In addition, AHI would like to add mobility trainers to help teach individuals to navigate their community more independently utilizing public transit and other means.

3. Identify which category/ categories this concept addresses.

- Community Integration
- Individual Rights
- Choice
- 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?

Objective #1: Provide robust training to enhance soft-skills and assist moving individuals out of subminimum wage into PIP/IP placements.

Outcomes: 1) Develop a robust training program for individuals in ADP/WAP and SEP that enhances soft skills, provide career counseling and exploration and aides in identifying individuals who are ready to move forward with the next level of CIE. 2) increase the number of individuals transitioning from WAP into an ESF/PIP (3 per year). 3) Increase the number of individuals being placed in IP from WAP/SEP sites (8 per year, current outcome is 4 per year)

Methods of Achieving & Tracking: AHI will achieve these outcomes by providing a robust training program that focuses on developing soft-skills and enhancing opportunities for CIE through the PIP program and Individual Placement (IP); individuals will have the opportunity to work with a job developer and pursue CIE as part of the training program. Transitions will be documented monthly on the Agency Count and will be reported in the Annual Outcomes Report.

Objective #2: Hire a PC Coordinator and mobility instructors to assist with planning activities, virtually or in-person, to increase recreation and leisure access based on client's preferences, choices, and desires.

Outcomes: The PC Coordinator will provide person-centered tools and approaches to further expand the individual's ability to participate in activities of their choice, both virtually and in-person. They will also provide additional community training opportunities for the individuals in order to increase their community inclusive activities by supporting them with mobility training, safely accessing rec and leisure opportunities, participating in volunteer work and practicing self-advocacy skills. While working with AHI's PCT Trainer to utilize a variety of PCT tools to assist individuals with more significant or challenging barriers and ensuring they are able to equally participate in community-based activities.

Methods of Achieving & Tracking: The PC Coordinator will become PCT certified within 90 days of hire. Then working with other case coordination staff, the PC Coordinator, will identify individuals who are interested in participating and work towards developing a

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| <p>person-centered plan that outlines their goals for community inclusion (documented via ISP) and ensure they are provided with the supports needed to access these activities. While facilitating plans both alternatively and in traditional settings, for each individual to continue receiving services in a manner in which they feel the most comfortable and that maintains their overall health and safety during COVID.</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>The COVID Pandemic really changed the landscape of services for many individuals participating in all programs offered by AHI. We made quick adjustments to keep engagement going but have identified barriers to choices in activities. During our assessments with individuals of Alternative vs. Traditional Services we realize that many individuals have desires to participate in other activities including some that are remote and others that include in person. In addition to the landscape changing, the passing of SB639 encourages agencies like ours to assist individuals in preparing for the changes ahead.</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>The concept allocates staff to focus solely on each person's desires and helps facilitate resources and activities that meet their individualized needs.</p> |
| <p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p> |
| <p>25-30% of the individuals served for specific activity planning. 40% for the soft skills training.</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>While funding is short term, we will have established curriculum to continue the soft skills training program that can continue to prepare individuals for years to come. As for the PC Coordinator, we at AHI recognize the long term need of assisting individuals find the resources and means to achieve their personal goals. This position can also assist with independent facilitation for individuals in Self Determination looking for resources and activities.</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's 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> |
| <p>Personnel (Wage & Benefit) to cover 5 new positions for a year \$260,728.00, Operating expenses and curriculum \$6,813.00, Administrative oversight \$15,000.00 and Tech Equipment (internet, computers, printers,) \$1,500.00 Total for year 1 \$284,041.00, year 2 \$281,688.00</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</p> |

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| <p>long-term costs. Please mark “not applicable” if costs will all be incurred during the program timeframe; up to two years.</p> | |
| <p>Increased program participation and increased individualized activities will maintain staff wages.</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 <u>X</u> Yes. If Yes, FY(s) 19/20 and 20/21 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) _____</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>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>In 19/20 we utilized the funding to purchase two new vehicles and focused our efforts on activities based on choice. Due to COVID restrictions, we were limited to some degree. Currently working on the 20/21 funding project, we have increased our job development staffing to create more awareness in areas of PIP and CIE. We have seen significant growth so far with 4 CIE Placements, 7 in development and 6 current PIP/ESF cases being supported.</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>Our focus this time is geared around the current challenges of meeting CDC guidelines and staying safe, while trying to expand services and supports to individual needs through more focused activities and mobility training to access the resources. In addition, we look to offer a variety of soft skills training courses to assist individuals with expressed goals to be prepared for working in the community.</p> | |

| HCBS CONCEPT BUDGET | | | | | | |
|------------------------------------|--|---------------|-------------------|---------------|-------------------|-------------------|
| Vendor Name | Achievement House, Inc. | | | | | |
| Vendor Number(s) | HT0603, HT0604, HT0483, HT0214, HT0215, HT0216 | | | | | |
| | Wage and Benefits | Year 1 Budget | | Year 2 Budget | | Total |
| | | FTE | Annual Cost | FTE | Annual Cost | Cost |
| Personnel (wage + benefits) | | | | | | |
| Person-Center Coordinator | \$ 71,760.00 | 1.00 | \$ 71,760.00 | 1.00 | \$ 71,760.00 | \$ 143,520.00 |
| Mobility Trainer | \$ 47,840.00 | 1.00 | \$ 47,840 | 1.00 | \$ 47,840 | \$ 95,680 |
| Soft Skills Trainers | \$ 59,800.00 | 1.00 | \$ 59,800 | 1.00 | \$ 59,800 | \$ 119,600 |
| Individualized Instructor | \$ 40,664.00 | 2.00 | \$ 81,328 | 2.00 | \$ 81,328 | \$ 162,656 |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| | | | \$ - | | \$ - | \$ - |
| Personnel Subtotal | | | \$ 260,728 | | \$ 260,728 | \$ 521,456 |
| Operating expenses | | | | | | |
| Momentum Training Solutions | | | \$ 2,353 | | \$ - | \$ 2,353 |
| Teachable Training Program | | | \$ 100 | | \$ 100 | \$ 200 |
| Outreach/Advertising | | | \$ 300 | | \$ 300 | \$ 600 |
| Office Supplies | | | \$ 400 | | \$ 400 | \$ 800 |
| Staff Mileage | | | \$ 2,400 | | \$ 2,400 | \$ 4,800 |
| Bus Passes | | | \$ 1,260 | | \$ 1,260 | \$ 2,520 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Operating Subtotal | | | \$ 6,813 | | \$ 4,460 | \$ 11,273 |
| Administrative Expenses | | | | | | |
| Administrative Oversight | | | \$ 15,000 | | \$ 15,000 | \$ 30,000 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Administrative Subtotal | | | \$ 15,000 | | \$ 15,000 | \$ 30,000 |
| Capital expenses | | | | | | |
| Tech Equipment | | | \$ 1,500 | | \$ 1,500 | \$ 3,000 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Capital Subtotal | | | \$ 1,500 | | \$ 1,500 | \$ 3,000 |
| Total Concept Cost | | | \$ 284,041 | | \$ 281,688 | \$ 565,729 |

See Attachment F for budget details and restrictions