

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

Vendor name	DDAC Co LLC
Vendor number(s)	HV0376 (St. Andrews Manor); HV0216 (St. Charles Manor)
Contact Name	Doris Dadios Woodruff
Contact Email Address	ddadios@gmail.com
Primary regional center	Valley Mountain Regional Center
Service type(s)	Adult Residential Home
Service code(s)	St. Andrews Manor – 113; St. Charles Manor - 915
Number of consumers typically and currently served	St. Andrews Manor (6) St. Charles Manor (4)
Typical and current staff-to-consumer ratio	4-5:6 depending on the activity of the day at SAM; 1-2:4 depending on the activity of the day and medical appointments at SCM

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?

SAM is Negotiated rate home on 24/7 operation serving six consumers with severe developmental and physical disabilities and are classified as medically fragile. Four consumers occupy their own rooms while two share a bigger master bedroom at the home. The consumers decorate their respective rooms with pictures, memorabilia, and banners of their choice. This room assignment is based on each consumer's personal choice at move-in and from time to time has changed by request or operational need at the home.

At SCM, a level 3 ARF, two consumers occupy their private rooms while two share a larger master bedroom. The roommates were given a choice which consumer he/she wants to room with.

The staff provide meals and snacks based on consumer's choice and assist them in their medicine intake, daily living activities, and transporting them to their medical and dental appointments. During weekly residential meetings, the weekly menus are developed based on consumers' choices and needs as prescribed by dietitians. The consumers can change the menu upon request or as changed by their dietitians. Food is available to all consumers any time of the day.

Typical Day Activities at SAM and SCM from 5 am to 9 am include staff assisting the consumers in showering/grooming, administer medication, breakfast, and preparation to attend day programs outside or inside the home. From 9 am to 7 pm, for those consumers not attending day programs or those returning from day programs, staff assists in their daily living activities, administer medication and perform physical therapies per consumer's individual service plan.

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

From 7 pm to 10 pm, staff assists the consumers in brushing their teeth, change into bedtime clothing, administer bedtime medicines, clean the home, and complete service provider notes and charts. Staff cleans the home in preparation for next day activities.

On weekends, consumers have a choice of staying late in bed or do the activities of their choosing. Staffs take the consumers out for community outings or visit shopping malls, movies, church, restaurants, or places of their choosing.

For transportation needs, SAM and SCM each is using a van that can accommodate three consumers on wheelchairs. Staff uses the van to transport consumers to their medical/dental appointments, to community outings, and typical grocery store/pharmacy errands.

**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.

At each home, SAM and SCM does not have the ability to allow each consumer to attend activities of his/her choosing if the activity and the place to visit is different from other consumers. Because of this limitation, DDAC requests funding to purchase a minivan with rear wheelchair lift each for SAM and SCM. This minivan will allow each consumer, with careful scheduling, more flexibility in choosing which activity outside of the home to engage, either going to the library, volunteer or paid work, church, social and recreational activities suited for the consumer's personal interest and liking.

DDAC also requests funding to install a patio enclosure each at SAM and SCM. The additional space will serve as dedicated visitor area and quiet room or play their music without disturbing other simultaneous activities at the home. The existing living room is where all consumers congregate, converse, exchange thoughts outside of their individual or shared rooms, making privacy difficult to attain.

Expansion of the living room can be achieved by installing the patio enclosure at the back of the home adjacent to the living room. This enclosed area can be opened to the outdoors, weather permitting, for the consumers and visitors to enjoy fresh air, intimate conversation, or simply quiet time, and of course, the green golf course landscaping at SAM. The patio enclosures are accessible from the living rooms and are provided heating or air conditioning from existing home systems, making the areas available at any time of the year.

DDAC also requests funding to convert one existing bathroom at SAM to a full wheelchair accessible bathroom with an open shower stall. Currently, the consumers on

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

wheelchairs cannot use the bathtub to take showers even with full assistance from staff. The bathtub impedes full and unencumbered wheelchair movement in the bathroom.

Because of this limitation, all five wheelchair bound consumers use only one fully accessible bathroom with open shower stall for their shower needs. This situation creates a queue to the bathroom with open shower stall. Removing the bathtub, installing tiles on the floor and walls, and installing a shower head on an open curtained shower stall in the bathroom will allow the consumers to schedule their desired daily activities at home, practically eliminating the queue.

Not having to wait for access to a bathroom to take a shower allows the consumer full use and enjoyment of his/her activities at home. The consumers will have more flexibility in inviting friends and relatives without worrying if he/she can take a shower before the visit.

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?

Primary objective of having a minivan with wheelchair lift each at SAM and SCM is to allow the home to provide an additional transportation to accommodate each consumer's individual access to the community, paid or volunteer work, spiritual/religious activity, and social gatherings as opposed to group activities provided by the home's means of transportation. Through careful planning and scheduling, each consumer will have the chance to fully participate in community activities, make friends, and enjoy life outside of the home setting.

Monthly feedback from community activity sponsors will be utilized in determining the effect to the consumer of enhanced exposure and interaction to others outside of the home. Feedback comments will be recorded in the Consumer's Notes. These feedback notes will be used in evaluating whether the exposure and interaction outside of the home brings positive effect on the life and well-being of the consumer. Staff can record and monitor the outcomes the consumer wants to achieve based on previous planning discussions/interviews with the consumer.

The Administrator and selected staff are currently receiving PCT Training through a previous grant awarded to DDAC. We are utilizing what we learned from the training in creating this proposal. We will use the Planning Live Roadmap tool in discussions with each consumer to determine what is important to and for the consumer to achieve his/her desired outcome. This tool will be very useful to the staff in measuring progress and achievements. Feedback and other similar reports will be recorded in the Consumer's Notes.

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

By asking the consumer directly how the individual interactions with new friends and participation in community events improve his/her life. Wide smiles, sparkle in their eyes, lively hum, and sustained change in mood, behavior, and demeanor are tangible and easily recognizable signs of positive impact on consumers who made new friends or being able to share their good experience in a community event. This observation will be documented in the Consumer's note.

Staff will ask the consumers how their daily schedules are positively affected by not having to wait for their turn in taking a shower. The consumer's feedback will be recorded in their Daily Activity Logs or in the Consumer's Notes.

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.

A survey of what the consumers need, wishes, and desires other than what are currently provided was conducted by the Home Administrator in both SAM and SCM. The consumers unanimously expressed their desire to visit Disneyland as a group and in attending community events and church activities individually. Others also expressed their wish to be able to meet friends and relatives in private or simply have a quiet place to sit, away from TV noise and other sources of noise. Administrator conducted a one-on-one interview with each consumer and people important to the consumer to be present during the interview utilizing the Planning Live Roadmap tool.

6. Please describe how the concept you propose will enable you to provide more person-centered services to the individuals you serve.

By having an additional minivan with rear wheelchair lift available to the consumers each at SAM and SCM, will enable the home to implement the activities included on the Planning Live Roadmap for each consumer. Through careful scheduling, the minivan will allow the consumer to participate in community events, visit a library, attend spiritual/religious activity, or see a movie that he/she likes, or meet an individual or a new friend on the park based on the Planning Live Roadmap created for him/her. The minivan will relieve conflict in scheduling regular activities for the consumers.

For the additional enclosed handicap accessible patio enclosure, the consumer will be afforded a space to sit and converse in privacy with a relative, pastor, friend, and professional consultant. The additional space will allow the consumer to enjoy music and other activities in private or with the people he/she prefers to spend time with. The patio enclosure can be accessed from the home interior and conditioned air will be provided from the home's existing air conditioning and/or heating system, allowing occupancy of the enclosure any time of the year.

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

The queue to take showers is evident to both the consumers and staff and are asking how to resolve the problem. The solution to the problem is to convert the other bathroom to a full wheelchair accessible bathroom.

7. What percentage of individuals served by your program will directly benefit from implementation of this concept?

All six consumers at SAM and all four consumers at SCM will directly benefit from this concept. All six consumers at SAM will use the two wheelchair accessible shower rooms.

8. Please address your plan for maintaining the benefits, value, and success of your project at the conclusion of 2021-22 HCBS Funding.

To maintain optimum operability of the minivan and the wheelchair lift, the home will follow the manufacturer's maintenance instructions. This will insure availability of the van and the wheelchair lift in implementing the activities as described in Planning Live Road map developed for each consumer. The patio enclosures will be maintained similar to the upkeep and maintenance of the home proper.

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](#).

The purchase cost of each minivan with rear wheelchair lift is estimated at \$60,000 each tax and license included. It may take two to three months for 6-7 passenger minivan with wheelchair lift to be available after order from the supplier. It may also take two to three months to order the patio enclosures from the manufacturer and locally fitted at the site. Insurance coverage for each minivan is estimated at \$200 a month. The bathroom renovation is estimated to cost around \$15,000 and can be completed at least within two weeks of notice to proceed to a contractor. The newly converted shower room will be maintained in the same manner as maintaining the entire home.

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.

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) 2019 and 2020 \_\_\_\_\_

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

CPP Funding \_\_\_ No \_\_\_X Yes. If Yes, FY(s) 2012 \_\_\_\_\_

CRDP Funding \_\_\_ 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**

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

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.

The FY 2019 funds for training has been contracted, scheduled, spent, and performed. The FY 2020 training funds to train the rest of the staff will also be contracted and training performed in early 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.

The HCBS funding received in FY 2019 and 2020 are for training staff and Administrators at SAM and SCM. The construction and start up grant received from DSS in 2012 was granted and spent to develop SAM. That includes purchase of the home and furniture, and remodeling to secure license and start operations.

HCBS CONCEPT BUDGET						
Vendor Name	DDAC Co LLC dba Saint Andrews Manor (SAM) and Saint Charles Manor (SCM)					
Vendor Number(s)	HV0379 - 113 (SAM); HV0216 - 915 (SCM)					
	Salary and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (salary + benefits)</b>						
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ -		\$ -	\$ -
<b>Operating expenses</b>						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Operating Subtotal			\$ -		\$ -	\$ -
<b>Administrative Expenses</b>						
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Administrative Subtotal			\$ -		\$ -	\$ -
<b>Capital expenses</b>						
Minivan with Rear Wheelchair Lift for SAM			\$ 60,000		\$ 60,000	\$ 60,000
Minivan with Rear Wheelchair Lift for SCM			\$ 60,000		\$ 60,000	\$ 60,000
Convert bathroom to wheelchair accessible shower room			\$ 15,000		\$ 15,000	\$ 15,000
Insurance for two minivans for 2 years			\$ 4,800		\$ 4,800	\$ 4,800
Enclosed patio extension at SAM			\$ 40,000		\$ 40,000	\$ 40,000
Enclosed patio extension at SCM			\$ 40,000		\$ 40,000	\$ 40,000
					\$ -	\$ -
					\$ -	\$ -
Capital Subtotal			\$ 219,800		\$ -	\$ 219,800
<b>Total Concept Cost</b>			\$ 219,800		\$ -	\$ 219,800

See Attachment F for budget details and restrictions