

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

Vendor name	United Cerebral Palsy of Stanislaus County
Vendor number(s)	Modesto Focal Point: H06972 Modesto Expanding: H44541 Turlock Central Connections: HV0391 Turlock Expanding: HV0493
Contact Name	Chris Martin
Contact Email Address	cmartin@ucpstan.org
Primary regional center	VMRC
Service type(s)	Modesto Focal Point: Activity Center 505 Modesto Expanding: Adult Development Center 510 Turlock Central Connections: Activity Center 505 Turlock Expanding: Community Integration Program 055
Service code(s)	Modesto Focal Point: Activity Center 505 Modesto Expanding: Adult Development Center 510 Turlock Central Connections: Activity Center 505 Turlock Expanding: Community Integration Program 055
Number of consumers typically and currently served	100
Typical and current staff-to-consumer ratio	6:1 and 3:1

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?

Activity Center 505: Participants meet with their Direct Support Professional 1-5 times throughout the week depending upon their assigned days in a group ratio of 6:1. During which time they receive services relating to their ISP goals and socialization. CI 055 & ADC 510: Participants engage in community-based activities such a volunteerism, mobility training, and community access.

Currently we are offering minimal in person services onsite due to covid restrictions. Home based services are being conducted each week for those who have asked for it. Virtual classes are held but are not person-centered, rather group classes.

In each of these programs, the Individual Service Plan (ISP) is used to help guide services, but is not always as individualized to the individual's specific needs as it could be. It is written after an annual IPP meeting with some participant input. The ISP is not developed in an ideal person-centered way or utilized as a person-centered tool to guide every service delivery.

In developing the idea for this project, it was clear that most of our participants do not know what their ISP goals are. In many instances, the goals in the ISP do not correlate with the vision the participant has for their life. Instead of ISP goals being used as a driving force in supporting achievement of a fulfilling life, they are often used to address behaviors or are based on what program offers versus what participant wants. Thereby creating situations where the goals are serving the staff and program more than they are serving the participant. Goals are often repeated from year to year with little progress made towards achieving those goals. This occurs for two reasons—1) the goal is not meaningful to the person and so they are not motivated to work on it; 2) Staff not being aware of the intent of the goal and

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so do not provide services effective enough to assist in the meeting of the goal. Goals are also not consistently updated to reflect changes in the person's life such as a change in living situation that would require new supports in program.

**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.

This project would enable UCP to create a Person-Centered Thinking Coordinator/Trainer.

**The role of this position would benefit the person's served directly by:**

- devoting time to develop person centered ISPs using verified Person-Centered Planning techniques so that ISP goals are meaningful to the participant and support focusing on goals pertaining to their life vision.

- increasing the number of times the ISP goals are reviewed by the participant and the Lead DSP from 2x/year to 4x/year ensuring that the ISP goals remain relevant to the participant's life and needs, as well as ensuring that DSP turnover does not jeopardize supports for each goal.

- reviewing the needed supports to achieve or make progress on the goals with the DSP 4x/year thereby ensuring that the supports are consistent despite DSP turnover and that supports are being delivered on each goal frequently

- use of data to measure progress towards goals and to inform staff if the services provided are contributing towards the goals as identified.

**The role of these positions would benefit the participant indirectly by:**

- providing monthly training to all UCP Direct Support Professionals on Person-Centered Thinking and providing Person-Centered Services.

- creating a Learning Environment within UCP to embed person centered services into our everyday culture.

- providing a feedback system to inform participants, DSPs, and caregivers as to the outcomes and effectiveness of services and need for new services.

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:** ISPs will be meaningful to the person serviced.

**Category:** Individual Rights, Choice and Collaboration

**Measured by:** By the end of year 2, all participants will have an ISP that reflects their own long term goals, services that support achievement of the long term goals, and are written in a person-centered way.

**Objective:** Services delivered will support achievement of long-term goals.

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<p><b>Category:</b> Individual Rights, Choice and Collaboration</p> <p><b>Measured by:</b> By the end of year 2, each participant will meet with the Person-Centered Thinking Coordinator/Trainer and their Lead DSP at least 4x each year to review services as they relate to the ISP.</p> <p><b>Objective:</b> Day to day services will be delivered utilizing person-centered thinking practices.</p> <p><b>Category:</b> Collaboration</p> <p><b>Measured by:</b> Creation of a Learning Environment devoted to Person Centered practices which will include monthly training, continuous discussion, and regular consultation with DSPs regarding specific situations.</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>UCP completed a survey of participants that showed us that most of our participants do not know their ISP goals. We also asked participants what their vision for their life was, most times, the current ISP goals did not support the person's vision.</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>This concept will create a position whose job is to ensure that service plans are meaningful to the person served and that services are delivered in way which supports meeting those meaningful goals. In addition by training all DSP's it will create a culture of PCT.</p>
<p>7. What percentage of individuals served by your program will directly benefit from implementation of this concept?</p>
<p>100%</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>The Person-Centered Thinking training is a "train the trainer" model. By creating a learning environment, we will be able to ensure that the training gained by the Person-Centered Thinking Coordinator/Trainer is able to be conveyed to the staff as a whole. We also plan on creating a Person-Centered Competency as part of the career paths for our DSPs. This will mean that a DSP will be able to engage in targeted training in Person Centered Planning to add to their skill set.</p> <p>Once all DSP's have been through initial training, the monthly trainings will be held by the Person-Centered Thinking Coordinator/Trainer, as these are perpetual trainings eventually all staff will be trained. The Person-Centered Thinking Coordinator/Trainer will also create a training manual throughout the first year to assist with training new staff.</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>
<p>SEE ATTACHED FORM</p>

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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.	
Not applicable	
11. Have you or the organization you work with been a past recipient of DDS funding? If yes, what fiscal year(s)?	HCBS Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ Service Access and Equity Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ CPP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ CRDP Funding <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, FY(s) _____ If yes to any question be sure to answer questions 13 and 14.
<b>For providers who have received prior HCBS, Disparity, CPP or CRDP Funding from DDS</b>	
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.	
N/A	
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.	
N/A	

HCBS CONCEPT BUDGET	PERSON-CENTERED THINKING COORDINATOR/TRAINER					
Vendor Name	UNITED CEREBRAL PALSY OF STANISLAUS COUNTY					
Vendor Number(s)	HO6972, H44541, HV0391, HV0493					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
<b>Personnel (wage + benefits)</b>						
PCT Coordinator/Trainer	62000	1.00	\$ 62,000	1.00	\$ 67,000	\$ 129,000
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 62,000		\$ 67,000	\$ 129,000
<b>Operating expenses</b>						
PCT TRAINING			\$ 4,000			\$ 4,000
TRAINER ORIENTATION			\$ 1,560			\$ 1,560
MENTOR LED/ CANDIDATE OBSERVATION			\$ 4,000			\$ 4,000
PCT CANDIDATE LEARNING LOG AND SLIDE DEV			\$ 780			\$ 780
FIRST DEMO SERIES			\$ 4,000			\$ 4,000
SECOND DEMO SERIES			\$ 4,000			\$ 4,000
PRESENTATION REVIEW AND FEEDBACK			\$ 800		\$ 800	\$ 1,600
REVIEW AND FEEDBACK PCP'S			\$ 800		\$ 800	\$ 1,600
CONTRACTS, COORDINATION AND ASSISTANCE			\$ 1,700			\$ 1,700
						\$ -
Operating Subtotal			\$ 21,640		\$ 1,600	\$ 23,240
<b>Administrative Expenses</b>						
ADMIN OVERHEAD @10% OF TOTAL (OCCUPANCY, FINANCE, REPORTING)			\$ 8,364		\$ 6,860	\$ 15,224
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 8,364		\$ 6,860	\$ 15,224
<b>Capital expenses</b>						
LAPTOP			\$ 2,500			\$ 2,500
PROJECTOR FOR PRESENTATIONS			\$ 500			\$ 500
OTHER OFFICE EQUIPMENT			\$ 500			\$ 500
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Capital Subtotal			\$ 3,500		\$ -	\$ 3,500
<b>Total Concept Cost</b>			\$ 95,504		\$ 75,460	\$ 170,964

See Attachment F for budget details and restrictions