

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

Vendor name	Valley CAPS Modesto, ABLE
Vendor number(s)	HV0299, H07649
Contact Name	Tamra Hernandez
Contact Email Address	tamra@valleycaps.org
Primary regional center	Valley Mountain Regional Center
Service type(s)	Behavioral Management Program
Service code(s)	515
Number of consumers typically and currently served	82, 45
Typical and current staff-to-consumer ratio	1:3 and 1:1 for the Behavior Management Program (515).
<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>Valley CAPS provides behavioral management services to those with intellectual disabled adults in need of support with challenging and/or inappropriate behaviors(s) in groups of 1:3 or a 1:1 ratio. Valley CAPS believes in providing community integration and employment options that promotes the ability to live, work, and participate within regular community settings. A typical day consists of community integration and performing behavioral programming in group settings. Currently, alternative services are being provided as well as traditional on-site services. Services are provided based on IDT agreements. The services consist of in person, at program, outdoors at the individual's residence, 1:1 or group Zoom Meetings, and Activity Packet drop-offs. All services are being conducted utilizing the strictest CDC guidelines, using increased sanitation, social distancing, and other recommended guidance to prevent of COVID-19 and other infectious illnesses.</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>Person Centered Plan Developer and HCBS Compliance Coordinator (2) This position would be responsible for developing person centered program plans for individuals to increase clients' abilities to become engaged to their preferences toward evolving a more rewarding and well-rounded life. This position will monitor that Valley CAPS is compliant of all HCBS regulations and that all staff receive ongoing training for new regulations and HCBS training</p> <p>Job Developer Specialist: Job Developer will facilitate opportunities for competitive employment centered around the individual's interests, abilities, skills and preferences.</p> <p>Benefits Specialist: Will provide informative counseling to participants, homes, and families regarding how employment will affect their benefits and reduce the fear of losing benefits due to employment.</p> <p>Community Outreach: Will help to reduce negative community perceptions and behaviors toward intellectually disabled population. This will be achieved by means of community education and encouragement to consciously embrace inclusion. PCT Training Expense: The cost to initially train all staff in PCT will require a minimum of 16 hours per staff in addition to normal work hours. We are requesting funding to assist in this initial training of our staff.</p> <p>Vehicles: Increases individualized client settings choices. Company vehicles will be used to transport clients to a wider variety of destinations determined by client choice of settings. Assistive Technology Tools: Tablets and other such tools such as Hot spots will assist in communication with individuals who require communication devises and appropriate software that will enhance access to individuals who have vision and/or hearing impairments along with all other clients. These devices will also enable them to engage with others and communicate wants, needs and preferences as well as the devices are able to manage large</p>	

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font print, sign language and translations of various languages as well as access to technology. These tools will assist staff communication with individuals in a manner which they can understand.

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?

Transportation: Lack of sufficient company vehicles limits the ability to provide adequate choice of settings because employees are reluctant to driving their own cars outside the immediate community. **Job Developer:** Valley CAPS is resource limited to take advantage of employment opportunities for the participants and their needs for assistance in reaching out agencies/resources for employment that matches their skills and preferences. This role is vital in getting participants employment to enhance choices and opportunities. **Benefits Specialist:** Participants and families fear losing their benefits relative to gaining employment. This fear discourages them from seeking meaningful employment. This position is necessary to dispel the fear of loss of benefits and employment. **Requirement #2 Community Outreach:** We lack resources to educate community members and organizations on the values and advantages of reducing stereotypes of individuals with developmental disabilities. Embracement of individuals regardless of their developmental disabilities will result in minimizing biased community perceptions and behaviors. **Requirement #3:** Assistive Technology: We lack assistive technology that is needed to effectively communicate with individuals. Inability to communicate limits choices. Providing assistive technology to clients will also significantly increase their connections with others, rights to privacy, dignity and respect. **Requirement #5:** PCT Training Expense: The cost to initially train all staff in PCT will require a minimum of 16 hours per staff in addition to normal work hours. We are requesting funding to assist in this initial training of our staff.

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.

Requirement #1: Adequate Company vehicles will increase the client's ability to choose desired setting options. Jobs Developer will increase employment opportunities for clients. Benefits Specialist will enhance employment opportunities by eliminating client and family misunderstandings as to benefits being negatively impacted by employment. **Requirement #2:** Community Outreach settings will help to reduce negative perceptions and behaviors toward intellectually disabled population. This will be completed through community education and encouragement to consciously embrace inclusion of intellectually disabled participants into everyday life activities within the community. **Requirement #3:** Assistive Technology will enable effective communications with clients to improve daily living activities and communicate in a manner they can understand to ensure their rights to privacy and dignity. **Requirement #5:** PCT is an extensive training requiring many hours to gain understanding. Funds will ensure the appropriate time is allocated for initial PCT training. In-Depth PCT Training of staff will improve skills to provide person-centered practices and techniques.

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

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Outcomes of PCT are to ensure staff has a firm grasp of how to implement PCT to assist clients in gaining greater control over their lives. This outcome will be achieved through the Person-Centered Plan Developer so that all program plans are centered towards each individual, expressing their goals and wishes. Adequate company vehicles will enable greater community access to expand vocational opportunities and improve setting choices. Acquisition of company vans eliminates staff push-back of using their personal vehicles. Assistive Technology will improve daily communications with clients in a manner they understand. We will achieve this objective through the acquisition of assistive technology such as tablets, apps etc. Community Outreach events will aid in educating the community and organizations of the values and advantages of embracing all people regardless of their developmental disabilities. This will be achieved through conducting community and organizational outreach events. Expected outcome of a Jobs Developer is to increase jobs acquisitions and sustainment. This goal will be accomplished by coaching and mentoring clients for employment and establishing working relationships with employers, public agencies and industry organizations. Benefits Specialist will remediate confusions regarding benefits impacted by employment. We will track the effectiveness of each outcome and objective by our inhouse developed metrics measuring and reporting model and client feedback.

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

Initial predictions indicate 75% would benefit.

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

Person Centered Plan Developer and HCBS Compliance Coordinator (2) This position would be responsible for developing person centered program plans for individuals to increase clients' abilities to become engaged to their preferences toward evolving a more rewarding and well-rounded life. This position will monitor that Valley CAPS is compliant of all HCBS regulations and that all staff receive ongoing training for new regulations and HCBS training.

Additional vehicles increase choices of settings and activities as well as allows those seeking employment to do so.

Job Developer (2) enables client choices of jobs, acquisitions, and retention. This position would enable Valley CAPS to establish work sites, and coordinate clients desires and capabilities with job opportunities. Additionally this position will support greater access to opportunities for career exploration, vocational, skill development, volunteer activities and access.

Benefits Specialist will enhance their ability to choose employment without the worry about their benefits.

Assistive Technology (i.e., iPad/tablets and hot spots) increases communication which increases their abilities to conduct basic daily living activities via the ability to express their desires/needs and opinions.

Community Outreach Events helps to reduce community and organization negative stereotyping of clients with developmental disabilities resulting in increased client opportunities otherwise closed off to them.

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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 initial cost of design, acquisitions and deployment of new processes and vehicles requires far more resources and costs than post-purchase operations. Therefore, efficiencies gained during the development and other pre-operational phases will be at a much lower cost of operations going forward and thus feasible to sustain. Additionally, employee tasks associated with each concept will become part of their regular job duties and added to the program design. The jobs developer role will be funded by employers' finders' fees. The benefits specialist role will be funded through increased clients served. With projected increased client population and process efficiencies, Valley CAPS will be able to maintain the benefits, value, and success of the project(s) at the conclusion of 2022-23 HCBS Funding.

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.

Person Centered Plan Developer and HCBS Compliance Coordinator @ \$60,000 (x2) annually. Job Developer @ \$50,000 annually (x2), Temporary Project Manager @ \$5,000 to develop, train & implement new procedures. Benefits Specialist @ \$50,000 annually. Vehicle(s): \$105,000 for five, 5 passenger vehicles. Vehicle Warranty: \$2,400 to purchase & maintain van warranties for two years. Annual Vehicle Licenses & Registrations \$2,000. Annual Auto Insurance for two years \$3,600. Assistive Technology: iPads/internet/apps \$8,000. Community outreach events: \$2,800 - Facility setup/tear down, cost of room usage, equipment & supplies, marketing, activities, food & beverage, print educational materials. Travel \$2,800 covers in state travel required to complete the project. Accounting \$3,500 – dedicated Tracking of HCBS Accounting Expenditures.

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) 2020
 Service Access and Equity Funding ___ No ___ Yes. If Yes, FY(s) ___
 CPP Funding ___ No X Yes. If Yes, FY(s) _____
 CRDP Funding X 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

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.

Valley CAPS received funding for Person Centered Train the Trainer program. Training is underway for four (4) staff consisting of influential leaders. Staff have completed the first milestone and are working towards the completion of program. They will then facilitate the cultural shift to person centered services.

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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.

This funding will allow a continuous advancement through the progress made utilizing previous grant towards HCBS compliance. Valley CAPS will continue to build and sustain inclusion in the community and person-centered services.

HCBS CONCEPT BUDGET	HCBS 2021-2022					
Vendor Name	Valley CAPS					
Vendor Number(s)	HVO299 and H07649					
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total
		FTE	Annual Cost	FTE	Annual Cost	Cost
Personnel (wage + benefits)						
Person Centered Plan Developer	\$60,000		\$60,000		\$60,000	\$ 120,000
Person Centered Plan Developer	\$60,000		\$60,000		\$60,000	\$ 120,000
Job Developer Specialist	\$50,000		\$50,000		\$50,000	\$ 100,000
Job Developer Specialist	\$50,000		\$50,000		\$50,000	\$ 100,000
Benefits Specialist	\$50,000		\$50,000		\$50,000	\$ 100,000
Project Manager	\$5,000		\$5,000		\$5,000	\$ 10,000
			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Position Description			\$ -		\$ -	\$ -
Personnel Subtotal			\$ 275,000		\$ 275,000	\$ 550,000
Operating expenses						
Travel			\$ 2,800		\$ -	\$ 2,800
Accounting dedicated to HCBS tracking			\$ 3,500		\$ -	\$ 3,500
Facility operating costs (community out reach)			\$ 2,800		\$ -	\$ 2,800
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Operating Subtotal			\$ 9,100		\$ -	\$ 9,100
Administrative Expenses						
Vehicles Warranty			\$ 2,400			\$ 2,400
Vehicle Licenses & Registration			\$ 2,000			\$ 2,000
Auto Insurance for two years			\$ 3,600			\$ 3,600
						\$ -
						\$ -
						\$ -
						\$ -
Administrative Subtotal			\$ 8,000		\$ -	\$ 8,000
Capital expenses						
2021 Kia Soul LX (4 passenger vehicle)			\$ 21,000			\$ 21,000
2021 Kia Soul LX (4 passenger vehicle)			21,000			\$ 21,000
2021 Kia Soul LX (4 passenger vehicle)			\$ 21,000			\$ 21,000
2021 Kia Soul LX (4 passenger vehicle)			\$ 21,000			\$ 21,000
2021 Kia Soul LX (4 passenger vehicle)			\$ 21,000			\$ 21,000
Assistave Technology tools			\$ 8,000			\$ 8,000
Community outreach & equipment			\$ 2,800			\$ 2,800
						\$ -
						\$ -
Capital Subtotal			\$ 115,800		\$ -	\$ 115,800
Total Concept Cost			\$ 407,900		\$ 275,000	\$ 682,900

See Attachment F for budget details and restrictions