

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

Vendor name	The Aurelia Foundation DBA Creative Steps
Vendor number(s)	PW 7291, PW 8024, PL 1511, PT 1627
Contact Name	Lisa Szilagyi
Contact Email Address	lisa@aurelia-cs.org
Primary regional center	Westside Regional Center
Service type(s)	Community Integrated Day Program
Service code(s)	055
Number of consumers typically and currently served	70
Typical and current staff-to-consumer ratio	1:1, 1:2, 1:3
<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>The Aurelia Foundation - Creative Steps program is a community integration day program that supports between 70 adults with moderate to severe disabilities, 6 hours a day, 5 days a week. Creative Steps is committed to providing individualized choices and support for each adult in the program, to participate in activities of their choosing. A typical day for the adults that we support includes, working out at local YMCA's or other gyms, going to local public libraries, going to local farmers markets, bowling, hiking, taking public transportation, going to museums, taking dance, music, and art classes. Many of the adults that we support have expressed an interest in obtaining employment in the community. We are vendored with both Westside Regional Center and North Los Angeles County Regional Center for both the PIP and CIE programs. Currently, only a small number of the individuals that we support have volunteer or paid jobs in the community, and most are only working 1- 4 hours per week. Some of the adults that we support have been unable to get a job in the community, and others are concerned about working too many hours out of a fear of losing other benefits. In light of the current pandemic, we have two individuals who have regained their previous jobs. Everyone else has been either laid off or furloughed.</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>We are seeking funding for 2 dedicated Job Developers, one for our Westside Regional Center Clients, and one for our North Los Angeles County Regional Center Clients, as well as 2 Job Coach Supervisors to lead our job development team. These individuals will conduct person-centered job discovery plans, develop jobs for individuals who are seeking employment, as well as train Job Coaches to provide support once a job is</p>	

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obtained, allowing for long term employment success for those individuals who do find a job. Our proposal seeks to address the challenges related to job development, so that we can assist the adults that we support in finding, retaining, and advancing in integrated jobs in the community. Historically, finding competitive community employment for individuals with more significant challenges has been a difficult process for a variety of reasons. Communication challenges can make the person-centered job discovery process more difficult. Once a job interest has been identified, creating that job opportunity takes time and relationship building. Teaching job skills to the individual, as well as making adaptations and modifications to ensure the success of the individual at a job, takes knowledge, skill, and training is necessary. Additionally, the Job Coach supporting the individual must also have training, so they can successfully support the continued development and growth of the individual. This past year over 98% of the adults with jobs in our program have been either laid off or furloughed due to COVID-19. Funding is needed now more than ever to develop jobs for the vast majority of individuals in our program who would like to seek employment. A dedicated job developer and support team is necessary to assist with getting a large number of individuals trained and placed in their previous and/or new positions.

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?

The proposed outcome is to have 75% of our clients find and retain jobs in the community by having a dedicated job development team to ensure proper training and success. We would do a job discovery assessment for each individual as well as tracking the job procurement rate and their ongoing success for a period of one year. Tracking this information would be done through documented person-centered job assessments, as well as documenting jobs obtained by the individuals and job retention rate every quarter over a period of 2 years. This will impact Community Integration, by giving individuals competitive employment opportunities in their communities, the ability to have interactions with the general public, and allowing those individuals the choice of seeking an employment opportunity of their choosing. This concept will also help us reach our goal of maintaining Individual Rights by allowing individuals to choose activities of their preference to participate in in accordance with their IPP plans.

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.

We assured the individuals served were directly involved in the development of this concept by speaking directly with individuals and their parents/conservators and support teams. This includes meetings with direct support staff, both at the time of intake, as well as during IPP meetings. We also pay attention to the non-traditional forms of communication of many of the adults that we support, who, when given the opportunity to

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engage in meaningful activities, show a decrease in challenging behaviors and an increase in enthusiasm and initiative. Due to these discussions and observations, we know that many of the individuals that we support would like to have jobs in the community.

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

We are currently conducting Person Centered Plans for the individuals that we support and want to ensure that all individuals who express a desire to work are given the opportunity to do so. We have identified that one of the barriers to being able to do this is a direct result of not having a dedicated job development team to conduct assessments, as well as develop job opportunities for those individuals who express a desire to get a paying job in the community. Additionally, for those individuals, and family members who are concerned about losing other benefits if the individual has a job that is more than a few hours a week, information and benefits counseling can make the difference in the individual's ability to make an informed decision. As we conduct the PCP's our goal is to include all options for an individual: living options, employment options, social and recreational options and more. The ability to offer competitive employment opportunities for all individuals who are seeking a job will ensure that a person-centered plan is really "person centered." A comprehensive job development program will ensure that employment related IPP goals, based on an individual's choices and needs, can be achieved.

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

A hundred percent of the individuals we serve will benefit from having dedicated job coaches and training. Even if they don't choose to obtain employment, it empowers them to have the option, the ability to learn valuable life skills, and have better communication with their coaches through the staffs' additional training.

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

Once we have created the Job Development team staff positions, and provided them the proper training, we will then be able to use that training to sustain the job development program, to teach and train all current and future staff. We expect to see positive employment outcomes for every individual as they experience the success of being employed and will use those new connections to further grow our list of employers for future individuals in our program.

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 largest expense will be staff salaries, please see below for details of each role.

Job Developer (2 FTE): Positions will be filled at the start of the grant and run the entire length of the grant (2 years). The Job Developers will be responsible for finding integrated

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employment opportunities in the community that align and support each individual's Person Centered Plan and job goals. Responsibilities will also include overseeing the training of Job Coach Supervisors and Job Coaching staff.

Job Coach Supervisor/Instructor/Training Coordinator (2 FTE): One at our North LA location and one in Santa Monica. Positions will be filled at the start of the grant and run the entire length of the grant (2 years). Job Coach Supervisors will work with individuals to create successful employment outcomes. Responsibilities will also include training and supporting Job Coaches in Person Centered approaches to employment, including strategies related to job coaching and supporting individuals at work.

Vocational Administrative Assistant (1 FTE): Position will be filled at the start of the grant and run the entire length of the grant (2 years). Vocational Administrative Assistant will serve as an interface with the Regional Centers, FMS and families during PIP application process (RC and FMS applications), will oversee timecard submission of PIP participants, will carry out administrative tasks involved in CIE incentive payments, and other vocational record keeping.

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.

To sustain this program beyond the funding cycle, we would seek and include additional funding from CIE Payments, grant opportunities, regular donors, fundraising efforts, and community partners.

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 _X_ No __ Yes. If Yes, FY(s) __

CPP Funding _X_ No _Yes. If Yes, FY(s) _____

CRDP Funding ___ No _X_ Yes. If Yes, FY(s) 2020_____

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.

We have been the recipients of previous HCBS funding, in 2020. The grant we received was to provide Person Centered Planning for the individuals that we support. The funding allowed us to create the position of a Person Centered Planning Facilitator, who, along with 2 other staff, attended a 16 week "Train the Trainer" certification process. These staff members have also completed the Person Centered Thinking training. To date (11/2021), we have completed 8 hours of training for our staff in Person Centered Practices and Approaches. We will have completed the 10 hours of Person Centered Staff Training by January of 2022. There was a delay due to the COVID-19 pandemic, but we have also completed 6 Person Centered plans for the individuals that we support, we are in the process of creating plans for an additional 4 individuals, and have scheduled an additional 10 plans that will be conducted by January 2022.

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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.

The funds that we are requesting with this cycle build upon the previous funding we received for Person Centered Planning. As we conduct Person Centered Plans for the adults that we support, we are emphasizing employment as a key part of the overall life plan for the individual. This grant would help ensure that we have the capacity as a program to follow through with assisting the individual in obtaining, and retaining, meaningful employment. We are working with individuals, their families and support teams, to help them understand the important role that having a community integrated paying job can have in the life of all individuals, especially those with a disability. The job development funding would allow us to create a job development program and team that will allow us to meet this goal. Employment goals are a priority for individuals in our 055 program, where we support choice making, self-advocacy, and full community integration of adults with disabilities.

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CONCEPT FORM

HCBS CONCEPT BUDGET							
Vendor Name	The Aurelia Foundation- DBA Creative Steps						
Vendor Number(s)	PW 7291,PW 8024, PL 1511, PT1627						
	Wage and Benefits	Year 1 Budget		Year 2 Budget		Total	
		FTE	Annual Cost	FTE	Annual Cost	Cost	
Personnel (wage + benefits)							
Job Developer (FT 40 HRS)	\$54,800.00	2.00	\$ 109,600	2.00	\$ 109,600	\$ 219,200	
Job Coach Supervisor SM (FT 35 HRS)	\$36,400.00	1.00	\$ 36,400	1.00	\$ 36,400	\$ 72,800	
Job Coach Supervisor NLA (FT 35 HRS)	\$36,400.00	1.00	\$ 36,400	1.00	\$ 36,400	\$ 72,800	
Administrative Assistant (PT 25 HRS)	\$19,500.00	1.00	\$ 19,500	1.00	\$ 19,500	\$ 39,000	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
			\$ -		\$ -	\$ -	
Personnel Subtotal			\$ 201,900		\$ 201,900	\$ 403,800	
Operating expenses							
Griffin Hammis-ACRE Training (4 at \$500 EA)			\$ 2,000		\$ -	\$ 2,000	
Person Centered Thinking Training (5 at \$100 EA)			\$ 500		\$ -	\$ 500	
CESP Certification (4 at \$200 EA)			\$ 800		\$ -	\$ 800	
APSE Conference (4 at \$520 EA)			\$ 2,080		\$ -	\$ 2,080	
APSE Membership Fee (2 At \$120 EA)			\$ 240			\$ 240	
						\$ -	
Mileage			\$ 5,000		\$ 5,000	\$ 10,000	
Job Accommodations Fund/Budget			\$ 1,000		\$ 1,000	\$ 2,000	
Training Related Expenses			\$ 2,480			\$ 2,480	
						\$ -	
Operating Subtotal			\$ 14,100		\$ 6,000	\$ 20,100	
Administrative Expenses							
Accounting Payroll			\$ 3,000		\$ 3,000	\$ 6,000	
Administrative Costs			\$ 10,000		\$ 10,000	\$ 20,000	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Administrative Subtotal			\$ 13,000		\$ 13,000	\$ 26,000	
Capital expenses							
5 Laptops			\$ 3,500			\$ 3,500	
4 Cell Phones			\$ 3,200		\$ 2,000	\$ 5,200	
Recording Equipment for Client Training			\$ 1,560			\$ 1,560	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Capital Subtotal			\$ 8,260		\$ 2,000	\$ 10,260	
Total Concept Cost			\$ 237,260		\$ 222,900	\$ 460,160	

See Attachment F for budget details and restrictions