

Application Report



Applicant Organization: The Adult Skills Center
Project Name: ACRE Train the Trainer Program
Application ID: [REDACTED]
Funding Announcement: DDS Employment Grant
Requested Amount: [REDACTED]

Project Summary: TASC identified ACRE training as the standard we would like to adhere to in our employment services. In order to train and certify our staff in a timely and cost effective manner, TASC wants to develop an ACRE approved curriculum to facilitate a "train the trainer" model. This would enable us to provide the full 40-hour training on demand and with our community's specific needs at the forefront. Without this training, our employment professionals as well as support staff in all departments are not equipped with the skills and perspective that would encourage successful community employment.

Authorized Certifying Official: [REDACTED] [REDACTED] -
Project Director/Manager: [REDACTED] [REDACTED] |
Project Manager/Coordinator: [REDACTED] [REDACTED] -
Compliance/Fiscal Officer: [REDACTED] [REDACTED] |

Section Name: Applicant Eligibility

Sub Section Name: Applicant Information

1. Applicant Question: Organization Type

Check all that apply. If selecting "Other" please specify your type of organization.

Applicant Response:

- Regional Center Vendor
- Department of Rehabilitation Vendor
- Community-Based Organization

2. Applicant Question: Description of Agency/Organization

Provide a brief description of the organization or group. You may add a website link for additional information.

Applicant Response:

Since 1987, The Adult Skills Center (TASC) provides innovative and proactive services that empowers individuals with diverse intellectual, developmental and mental health needs to achieve their highest level of independence and realize their greatest potential. We serve individuals through ILS, SLS, CIT, Specialized Therapeutic Services, Transportation, and Employment. TASC has stood out in our community by successfully serving our region's most challenging cases.

tascservices.org

3. Applicant Question: Applicant in Good Standing

Is the applicant in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration? Please upload confirmation letter(s) or proof of good standing.

Applicant Response:

Yes

Attachment:



4. Applicant Question: Subcontractors in Good Standing

Are the applicant's subcontractors in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration? Select "N/A" if you do not plan to use subcontractors for your project.

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

Section Name: Grant Application

Sub Section Name: Proposal Summary

1. Applicant Question: Project Type

Choose one project type that best describes your activities.

Applicant Response:

Employment Preparation Services and Supports

2. Applicant Question: Duration of Project

Choose the duration of your project, 12 months or 18 months.

Applicant Response:

18 months

3. Applicant Question: Regional Centers in Service Area

Identify the Regional Center(s) in the community to be served by this project. Select all that apply. For a regional center map, see [Attachment F](#).

Applicant Response:

- North Los Angeles County Regional Center
-

4. Applicant Question: Counties Served

List the county or counties that the project will serve. Check all that apply.

Applicant Response:

- Los Angeles County
 - Kern County
 - Ventura County
-

5. Applicant Question: City of Los Angeles

If your project proposes to serve the City of Los Angeles, list the zip codes your project will serve.

Zip code information for Los Angeles County can be found [here](#). If your project does not serve the Los Angeles area, select "N/A".

Applicant Response:

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6. Applicant Question: Collaborating Organizations or Other Entities

Does your project include partnerships with one or more organizations either as a co-applicant or subcontractor? If "yes", please upload a letter of support from each organization, that includes an explanation of their role in the partnership.

Applicant Response:

No

7. Applicant Question: Consultants and Trainers

Describe the qualifications of the consultant/trainer/training organization, including their subject matter expertise in competitive integrated employment for individuals with developmental disabilities. Describe their prior experience as a consultant/trainer, professional credentials, including names of other organizations/entities for whom they have provided consultation or training.

If question does not apply to your project, select "N/A"

Applicant Response:

We will be using ACRE directly for our curriculum approval.

ACRE is a National membership organization and Community of Practice (CoP) for trainers in the field of employment services for people with disabilities.

ACRE does the following:

- Promotes competency-based training for employment service professionals. This facilitates the provision of high- quality employment services to individuals with disabilities.
- Provides a curriculum certification review process for community employment provider organizations.
- Maintains sets of competencies for employment staff and evaluates curricula against those competencies.
- Identifies emerging needs in the field of employment services, which informs the need to update competency lists.
- Maintains a registry of names of professionals who complete any ACRE-approved competency-based training.
- Helps individuals and organizations with training needs to find competency-based training.

Section Name: Target Population

Sub Section Name: People Served

1. Applicant Question: Number of youth (under 18) with I/DD that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

0

2. Applicant Question: Number of adults (18 and older) with I/DD that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

400

3. Applicant Question: Number of family members that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

4. Applicant Question: Number of professionals and staff that will be trained

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

50

5. Applicant Question: Number of other individuals that will be served/trained

Specify number of people to participate or be served by this project. Please describe the individuals that will be served. If question does not apply to your project, select "N/A".

Applicant Response:

50

Applicant Comment:

TASC is committed to the training in ACRE curriculum and CESP certification for all of the employment and day services staff. Because the goal for most day services is employment, staff should serve individuals with and from that perspective and knowledge base. Having a workforce which understands inclusive and integrated employment is beneficial to all departments and families because it should permeate all planning, decision making, and direct services.

6. Applicant Question: Ethnicity Group Served

Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" or "Other" use comment section to list specific groups.

- **"Indian"** includes: Indian (nationals of the present-day Republic of India), Bangladeshi, Nepalese, Pakistani, and Sri Lankan.
 - **"Pacific Islanders"** includes: individuals whose origins are the original peoples of Polynesia, Micronesia, and Melanesia. Polynesia includes Guam, Hawaii (Native Hawaiian), Samoa (Samoan), American Samoa (Samoan), Tokelau (Tokelauan), Tahiti (Tahitian), Tonga (Tongan) and other Pacific Islands.
 - **"Slavic"** includes: Russian, Ukrainian, and Belorussian (East Slavic), Polish, Czech, Slovak, and Sorbian (West Slavic), and Bulgarian, Serbian, Croatian, Macedonian, and Slovene (South Slavic).
 - The **"other"** category includes ethnicities not specified in the ethnicity options.
-

Applicant Response:

- African American
- Chinese
- Filipino
- Hispanic
- Indian
- Korean
- Pacific Islander
- Vietnamese
- Slavic
- White
- Other

Section Name: Project Application

Sub Section Name: Project Application

1. Applicant Question: Project Abstract

Provide a clear and concise project summary that includes a defined target population, geographic area, and project design. Specifically describe what your project will accomplish and the intended impact it will have on the employment of individuals with intellectual and developmental disabilities.

Applicant Response:

TASC shares the conviction that everyone, regardless of the level or the type of disability, has the capability and right to a job and that employment can occur within the local labor market in regular community businesses. This means that people with disabilities should earn wages and benefits equal to that of coworkers performing the same or similar jobs, and be integrated in settings with people who do not have a disability. The desired outcome is to develop competitive employment in the community for individuals with developmental disabilities and to help them become productive members of the integrated workforce.

Due in large part to HCBS funding, TASC has been able to create a well-rounded employment department, including a mobility specialist, an SSA certified benefits counselor, and a person centered thinking trainer. However, during our annual survey, our stakeholders including the clients, employees and families themselves identified that more training is needed for employment. Upon more research, TASC identified ACRE training as the standard we would like to adhere to. In order to train and certify our staff in a timely and cost effective manner, TASC wants to develop an ACRE approved curriculum to facilitate a "train the trainer" model. This would enable us to provide the full 40-hour training on demand and with our community's specific needs at the forefront. Without this training, our employment professionals as well as support staff in all departments are not equipped with the skills and perspective that would encourage successful community employment.

2. Applicant Question: Need for Project Question 1

Please describe the underlying problem, challenges, or issues that your project will address.

Applicant Response:

Without this training, our employment professionals as well as support staff in all departments are not equipped with the skills and perspective that would encourage successful community employment. ACRE training provides the context, history, and hand-on skills needed to promote an employment-first service system.

3. Applicant Question: Need for Project Question 2

Provide facts or data to support the need for this project

Applicant Response:

TASC currently serves about 50 people in the employment department and about 200 in our day services with about 50-75 staff. None of the staff have been trained in any formal employment model. We hope that each individual served has the best opportunities for individualized employment outcome and the greatest impact on that is the direct staff who serve that person every day.

4. Applicant Question: Need for Project Question 3

Describe how the project will involve and benefit participants who are from diverse backgrounds

Applicant Response:

Due to our location, TASC serves an incredibly diverse community. We serve San Fernando and Santa Clarita Valleys, but ALSO the very underserved community of Antelope Valley. We are one of only 2 employment providers in that area. TASC also has the unique ability to serve individuals who are medically fragile and/or have significant mental health and behavioral needs.

5. Applicant Question: Approach Question 1A

For Business Focused Practices, Employment Preparation Services and Supports, Service Models for Individuals with High Support Needs, and Training and Implementation project types.

- Describe the objective for your project
- Describe the new or innovative methods and activities that will be used that correspond to the proposed objective and project type that:
 - Use innovative, evidence-based, best, or promising practices, services and /or supports
 - Promote increased and meaningful opportunities for participants to make an informed choice for career options and prepare for CIE
 - Are designed to achieve, maintain, or advance individuals with I/DD in competitive integrated employment
 - Are designed to be replicable
- Include how you used input from the community and/target population in the design of the project
- Describe any project deliverables

If your project is not Business Focused Practices, Employment Preparation Services and Supports, Service Models for Individuals with High Support Needs, or Training and Implementation, select "N/A".

Applicant Response:

The objective of this project is to create an approved ACRE curriculum to serve our local community. There is currently no other ACRE approved provides in our area. Most trainings are actually provided by out of state providers. ACRE is the standard for employment training and certification and has been proven to improve employment outcomes. Due to the train the training model, the project can be replicated and does not require additional recurring investment.

The need for employment training was identified during our annual stakeholder surveys.

The project deliverable is to initially train all 50 employment/day services staff and thus improve employment outcomes for the individuals served.

6. Applicant Question: Approach Question 1B

For project type, Service Model Transformation

- A description of the transformation team that will be developing the action plan and includes representation by individuals with ID/D, family members, those who provide direct support, and other relevant community members (e.g., businesses, peer organizations, partnerships, etc.,)
- The objective and activities to be used in developing the action plan, including an outline of the areas to be addressed in the transformational planning and organizational change that will affect the CIE employment services.
- Include how you used input from the community and/target population in the design of the project?
- A detailed description of the planning process that will be used
 - Describe project deliverables
 - Describe how you plan to engage the regional center in the transformation plan

If your project type is not Service Model Transformation, select "N/A".

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

7. Applicant Question: Sustainability Question 1

How will individuals served by the project continue receiving employment services and supports once the project has ended?

Applicant Response:

The project is for a train-the-trainer model. Once the curriculum is approved through ACRE, TASC will be able to continue training into the future without further investment. Individual will continue to receive services by staff who complete the ACRE training.

8. Applicant Question: Sustainability Question 2

How will your project continue its work after the grant funding has concluded?

Applicant Response:

The project is for a train-the-trainer model. Once the curriculum is approved through ACRE, TASC will be able to continue training into the future without further investment. The quality of employment services directly translates into more people served and thus more resources to any future needs.

9. Applicant Question: Sustainability Question 3

Describe your plan to engage the regional center for future sustainability of the project and individuals served.

Applicant Response:

TASC has a very close relationship with the regional center, the vendor community, DDS, and local resources. We participate in ALL regional center community events and are plan on offering the training to any local agencies that need it. Currently there are no local ACRE approved trainings so they are not tailored to our local needs as much as we would like.

10. Applicant Question: Organizational Capacity Question 1

Please include details about the history of the organization, its mission or purpose, summary of major programs, services and activities and details about how they tie to the target population. If from a large organization with multiple departments, provide a brief overview of entire organization and then focus on the department or program involved with this proposal. Describe any ongoing collaborative partners in your community.

Applicant Response:

In 1987 thanks to support from families and the North Los Angeles County Regional Center, TASC became vendored as a Day Program in the San Fernando Valley. We opened our doors with 12 participants and 4 staff members. In the 35 years since we have added a number of programs & services:

1. In home services: ILS/SLS serving about 100 individuals.
2. Day services: Community Integration Training (with PIP) serving about 100 individuals
3. Clinical Services (medical, behavioral, mental health) through STS: BCBA, RN, LVN, all disciplines of mental health therapy, Occupational therapy and capacity for PT and SLP serving about 50 individuals.
4. Transportation: we have a fleet of over 50 vehicles (11 fully accessible) serving about 200 individuals
5. Employment: Supported Employment, Paid internship, Ticket to Work serving about 50 individuals with capacity to grow as this is our newest service.

TASC stands out by serving the most challenging individuals many leaving Fair view, Canyon Springs, and Porterville.

11. Applicant Question: Organizational Capacity Question 2

Describe your agency's experience supporting the proposed target population.

Applicant Response:

TASC has 35 years of experience supporting individuals in our community. We have high standards and our employment department is CARF certified with high marks earning us the maximum 3 year accreditation.

Attachment:



12. Applicant Question: Organizational Capacity Question 3

Describe employment (or other relevant services) you currently provide.

Applicant Response:

TASC provides Supported Employment services through department of rehabilitation, 952 vendorization, SSA ticket to work, and PIP. Our Community integration and clinical services support the employment department by providing wraparound supports.

13. Applicant Question: Organizational Capacity Question 4

How will the grant help the organization/agency build expertise to support individuals with I/DD to achieve competitive integrated employment?

Applicant Response:

Our agency currently doesn't have the capacity to provide any employment specific training to our staff. ACRE training will ensure the highest quality and standards of supports.

14. Applicant Question: Organizational Capacity Question 5

Describe your organization/ agency experience and current capacity to support grant-based activities and reporting.

Applicant Response:

TASC has been honored to receive many grants over the last few years. We have a lot of experience and expertise in executing the activities and reporting required. We recently became Person Centered Thinking certified by the Learning Community in the same type of train the trainer model we are proposing here and it has been highly successful.

15. Applicant Question: Engagement Plan Question 1

Describe how the organization/agency will recruit participants and/or families for participation in the project.

Applicant Response:

The individuals involved in the project are mostly paid staff. To benefit and recruit community participation in our employment services, TASC participates in ALL local employment fairs, RC transition fairs, and other similar community outreach events.

16. Applicant Question: Engagement Plan Question 2

Describe how the organization/agency will collaborate with other groups, organizations, employers, and/or agencies to achieve the objective of the project.

Applicant Response:

TASC will be collaborating with ACRE in order to develop the curriculum. We have already began those conversations and attended a preliminary training.

We are always in collaboration with regional center in order to ensure we are working to serve the community including other vendors in the best way possible.

We have a wonderful team of job developers who will benefit from this training and continue building relationship with the business community.

TASC also participates in 3 local chamber of commerce, VICA, and other local associations to build our network of community and business support.

17. Applicant Question: Engagement Plan Question 3

Service Model Transformation Projects must also include a plan to make two community presentations to key stakeholders and community members. The first presentation is to receive feedback about the proposed changes within the agency. The second community presentation is to present the completed action plan. Describe your plan for these two community presentations.

If your project is not Service Model Transformation, please select "N/A"

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

18. Applicant Question: Project Activities

Clearly and specifically state how the schedule of activities demonstrates the steps that the project will take to achieve its stated objective and measures. See [Attachment H](#) for instructions on entering objective and activities into GrantVantage.

Applicant Response:

1. Initial 6 key staff complete ACRE training by January 31, 2023
2. Start working with ACRE on curriculum development by February 28, 2023
3. Finish Curriculum and submit for approval to ACRE by August 1, 2023
4. Train initial 50 existing staff by December 31, 2023
5. Measure 6 month outcomes compared to baseline by July 1, 2024

These activities clearly demonstrate the process towards the funding objective.

19. Applicant Question: Project Data

Provide a clear plan of how data will be collected to track project objectives, activities and measures (e.g., what data collection tools will be used, who will collect, software used, who will summarize, etc.).

Applicant Response:

Measure one will be tracked by our administrative team to ensure staff becoming ACRE certified are tracked.

Measure two is a permanent product in the form of ACRE certification.

Measure three is agency employment outcomes measured through data entered in Therap, our data tracking software and to be accessed by SEP management team.

20. Applicant Question: Budget Template and Narrative

Explain how the project budget is consistent with the stated project objective and activities, and clearly and concisely explain how the proposed expenditures support the overall project design.

Applicant Response:

The budget consists of:

- Initial ACRE training for 6 key staff and their hourly wages for the 40-hour training.
- 600 approximate hours for the key staff to complete designing ACRE curriculum and submit to/work with ACRE for approval
- ACRE fees
- Wages for initial 50 existing staff to complete training

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[REDACTED]	[REDACTED]	[REDACTED]

21. Applicant Question: Budget Costs

Confirm that that budget does not include non-allowable costs or costs funded by other sources. See [Attachment D](#) for allowable and non-allowable costs.

Applicant Response:

I Confirm

Section Name: Proposal Certification

Sub Section Name: Certification

1. Applicant Question: Confirm Proposal Discussion with RC(s)

Applicants are required to discuss their proposal with each RC(s) service area to be served. Have you discussed your proposal with each RC you are intending to serve?

Applicant Response:

Yes

2. Applicant Question: RC Contact

Applicants are required to submit their application concurrently to the Department and to each RC(s) service area the applicant is intending to serve. State the name(s) of the contact person(s) at each RC you have discussed your proposal with.

Applicant Response:

North Los Angeles County Regional Center

Ruth Janka

Evenlyn McOmie

3. Applicant Question: Regional Center Service Provider

If you are a vendored regional center service provider, are you in compliance with [Welfare and Institutions Code Section 4652.5](#)?

If you are a not a vendored regional center service provider, please select "N/A".

Applicant Response:

Yes

4. Applicant Question: Confirm review of Standard Measures

DDS has developed standard project measures for each project type. Have you read the guidelines and agree to the standardized measures for your project type. See [Attachment C](#) for Standard Project Measures.

Applicant Response:

Yes

5. Applicant Question: Applicant Certification

By submitting this application, the applicant is certifying the truth and accuracy of the proposal. The applicant also certifies that if you have subcontracting organizations, each participating organization has reviewed your project and agrees to their assigned activities, measures, and the budget.

Applicant Response:

Yes
