

Vendor name	Community Vocational Services, LLC
Vendor number(s)	HC0859
Primary regional center	Central Valley Regional Center
Service type(s)	Adult Day Program
Service code(s)	Code 510
Number of consumers currently serving	72
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	Utilizing a person-centered approach, the Management staff hold quarterly meetings located at a building off site from the CVS office where consumers engage in open and honest discussions about their program, what needs are not being met, ideas they have for the program, and any other issues or concerns related to the day program. CVS, LLC also administers a consumer satisfaction survey each year where the results are reviewed by management and changes are put into place to address the consumer's needs. The concept development process was formed from the information gleaned from the meetings, survey, and ongoing daily feedback to address shortfalls and barriers in meeting the federal requirements to be compliant.
Does the concept address unmet service needs or service disparities? If so, how?	Yes. The concept addresses the unmet service needs or service disparities in meeting compliance of Federal Requirements 1, 3, 4 & 5. Shortfalls were found in providing transportation (Modified Van) for our consumers who use wheelchairs or walkers resulting in limited choices of community involvement and job placement opportunities; understaffing, where the hiring of a "Job Developer" who is dedicated to finding and securing a variety of job settings beyond retail and janitorial to address individual consumer vocational interests; hire "Train the Trainers" who will work with the direct care staff and properly train them in order to provide more individualized attention to the consumer, to correctly assess, then address any skill set deficits related to the vocational goal and prepare them for community integrated employment; assistive technology in the form of laptops and software to address language barriers (Rosetta Stone and "ili" translators), confidentiality/Hippa (Therap), and greater mobility for training in the field with the consumer.
Barriers to compliance with the HCBS rules and/or project implementation	Barrier 1 Federal requirement #1 -Limited and inadequate resources to provide transportation to consumers using wheelchairs or walkers. This results in limits to self-choice, opportunities for employment, activities, and general access to the community at large. This barrier impedes the ability for the consumer to have a

¹ A person-centered approach emphasizes what is important to the individual who receives services and focuses on personal preferences, satisfaction, and choice of supports in accessing the full benefits of community living. For more information regarding person-centered practices, please visit <http://www.nasddds.org/resource-library/person-centered-practices/>

	<p>variety of choices for employment and socialization which conflicts with the requirements of compliance.</p> <p>Barrier 2 Federal Requirement #3-Due to limited resources secure technology/software (Laptops/Rosetta Stone/Translators and Therap) is not available at this time for staff. This conflicts with the ability to address language barriers, improve confidentiality/hippa, and provide the freedom and mobility to train in the field in a variety of settings within the community and in the rural setting.</p> <p>Barrier 3 Federal Requirement #1, 4 & 5-Understaffing, specific to “train the trainers” for direct care staff, and a dedicated “job developer,” limit the resources available for the consumer to have autonomy in choosing a variety of integrated activities in the community, independence in making life choices for job placement opportunities and work experience opportunities. Without a dedicated job developer to form trusting relationships and educate our community partners, opportunities for CIE is severely limited. In order to facilitate the proper training of job coaches, the addition of “train the trainers” would provide for the opportunity for job coaches to become proficient in a variety of skill sets which address the consumers vocational interests and in turn, properly train the consumer to be competitive and successful in the CIE setting.</p>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>The HCBS Federal Requirements which are currently out of compliance are Federal Requirements: 1, 3, 4 & 5.</p> <p>Federal Requirement #1 & 4-The goal is to provide a mode of transportation in a van modified and designed to transport consumers in wheelchairs or who use walkers and become compliant in offering a wide variety of individualized services addressing the needs, goals, preferences, choices for activities and specialized training to prepare the consumer for their vocational interests within the community and outside the city limits (Agriculture Industry). The van would also provide opportunity for consumers who are interested in the CVS program and who require specialized transportation needs.</p> <p>Federal Requirement #1, 4 & 5-CVS, LLC works tirelessly to provide a quality program, community activities, and vocational opportunities which address the needs and goals of each individual consumer. Even with this due diligence, CVS still falls short of its mission to provide a wide variety of opportunities which address all consumer interests and needs due to understaffing. CVS respectfully requests assistance in providing support to hire a dedicated “Job Developer” to provide outreach to our community partners. The job developer will work closely with the case manager to review individual consumer needs/goals and secure job sites which provide the requested job opportunities. The Job Developer will also work</p>

	<p>directly with the “Train the Trainers” to develop skill sets for jobs which are available in the valley and hiring to comply with CIE. The job developer will also help to educate the business community through a variety of outreach to alleviate any fear or stigma’s pertaining to hiring developmentally disabled adults due to lack of knowledge. Community education is an important and necessary piece to employment success (CIE). Federal Requirement #3- In order to attain compliancy, CVS, LLC is requesting funding for 40 laptops for the direct care staff. Through assistive technology the following will be addressed to meet compliancy: Improved confidentiality through encrypted software, Hipaa, improve communication and language barriers, reduce paper, and provide the mobility to do varied trainings with consumers in the field. Federal Requirement #1, 4 & 5- CVS makes every effort to provide training for the direct care staff so they in turn are qualified to train the consumers for a variety of workplace settings. Ongoing specialized training must take place within the direct care staff itself, in order for job coaches to remain current in their skill sets for the ever-changing job market. Once staff is cross-trained in the vocational interests of our consumers, job coaches in turn can apply this expertise to the training of the consumer. This will allow for greater individualized training tailored to the vocation goals of each consumer and allow for greater success once the consumer moves into CIE. CVS, LLC is respectfully requesting funding for three (3) “Train the Trainers” to assist the job coaches in meeting the needs of the consumer. The “Train the Trainers” will work in tandem with the Case Manager and the Job Developer to link the desired vocations to the skill set training and job opportunities available within the community. This in turn will optimize consumer choice, autonomy, independence, and work in CIE to the same degree of access as individuals not receiving HCBS and meet compliancy.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>*Please see attachment for budget details</p> <p>Benchmarks: May 2018-Technology and software purchased June 2018-“Train the Trainers” and “Job Developer” hired. July 2018-New Staff trained and fully functioning within their roles at Community Vocational Services. June 2018-Direct Care Staff trained on technology and software July 2018-Van purchased and operating</p>
<p>Requested funding for 2017-18</p>	<p>\$413,800.00</p>
<p>Estimated timeline for the project</p>	<p>2018-2020</p>

Home and Community Based Services-Enclosure C

Grant Budget Attachment

Community Vocational Services, Inc.
Vendor No. HC 0859

Laptops (40)

Lenovo or Microsoft Surface Pros \$1,000 each...\$40,000.00
Covers @ \$30.00 each.....\$1200.00
Mouse (40) @ \$15.00 each.....\$600.00
Software for data collection-(Therap) \$5000.00...\$5000.00
Rosetta Stone-Spanish (5).....\$800.00
"ili" hand held translator (10).....\$2000.00

Total.....\$49,600.00

Van (1)

Van which is modified for wheelchairs and/or walkers \$42,000.00
Insurance \$ 3000.00
Maintenance \$2000.00

Total.....\$45,000.00

3 "Train the Trainers"

7 hours a day @ \$20.00 per hour=\$140.00 per day X 20 days per month avg =\$2800.00
Includes FICA and Workman's Comp...\$100,800.00
Mileage \$200.00 per month X 3= \$600.00 annual=\$7200.00

Total Annual for 3 "Train the Trainers"\$100,800.00 + \$14,400.00
(requesting 2 years of funding for this position)...\$230,400.00

1 "Job Developer"

7 hours per day @ \$25.00 per hour=\$175.00 per day X 20 days per month=\$3,500.00
Includes FICA and Workman's Comp
Mileage \$200.00 per month

Total Annual.....\$44,400.00
(requesting 2 years of funding for this position)...\$88,800.00

TOTAL GRANT REQUEST.....\$413,800.00