

**Home and Community-Based Services (HCBS) Rules
CONCEPT FORM**

Enclosure C

Vendor name	FVO Solutions, Inc.
Vendor number(s)	HD 0155
Primary regional center	Lanterman Regional Center
Service type(s)	Work Activity program
Service code(s)	954
Number of consumers currently serving	34
Please describe your person-centered approach ¹ in the concept development process; how did you involve the individuals for whom you provide services?	With our previous receipt of funding from the Department of Developmental Services (DDS) we have taken initial steps, and continue to incorporate person-centered approaches into the services we provide. For example each client in our WAP program works with FVOS' Transition Specialist on one on one meetings, which involves the creation of a PATH plan (graphic representation of their vocational goal, and action items) with the client, their service coordinator, and family. Feedback from the PATH meetings, coupled with shorter one on one meetings with the Transition specialist, focused on goal setting, have allowed FVOS to identify not only the goals of the clients we serve, but also the barriers to them achieving their goals. This feedback has been incorporated into our transition concept, and a future program design of a modified Community Integration Program (CIP).
Does the concept address unmet service needs or service disparities? If so, how?	FVOS' concept addresses both unmet service needs and service disparities. Our concept expands the level of individualized services for the WAP clients, by expanding staff resources. The concept also allows for employability skill development through a flexible, customizable approach that allows clients to choose the trainings they participate in, and focus on skills that are essential to achieving their full vocational potential. Our concept addresses service disparities by providing employability trainings services, and increasing awareness of the program options of Customized Employment, Paid Internships, Individual Supported Employment and soon our new Community Integration Program to consumers who historically haven't participated in these services. Each Regional Center we serve has identified Spanish speaking consumers in their disparity study for 2017. Our concept proposal will include not only employability skill development to these clients, but also outreach and opportunities for participation in events to connect with families who haven't heard about services such as Customized Employment.
Barriers to compliance with the HCBS rules and/or	We have identified the following barriers to implementation and compliance: <ul style="list-style-type: none"> • Funding for the following positions: <ul style="list-style-type: none"> ○ Community Employment Specialist position (job development).

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.nasdds.org/resource-library/person-centered-practices/>

<p>project implementation</p>	<ul style="list-style-type: none"> ○ Transition Specialist Position. ○ Customized Employment Specialist Position. ○ Project Manager. ● Funding for curriculum development for employability skill training modules, in areas that align with client's choice and preference. ● Funding for finalizing, seeking vendorization and implementation of the new Community Integration Program. ● New staff recruitment and training for existing staff on the skillset to provide training, and community based services. ● Need to recruit participants for the program. ● Need for additional bi-lingual staff.
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>FVOS' Current Compliance Status: FVOS will need to make changes to fully comply with HCBS requirements #1, 2, 4 and 5. Although, we have made substantial progress since receiving DDS funding, an expansion of transition efforts are needed.</p> <p>Our Plan to Achieve Compliance: FVOS' plan to achieve compliance includes expanding the transition activities FVOS currently has in place with additional staff resources, increased offerings for Customized Employment for WAP clients, finalizing our program and curriculum design for a modified Community Integration program (CIP), and client stipends for completion of training modules within CIP. This program will consist of a range of 12-32.5 hours per week.</p> <p>CIP Program Components: The CIP design incorporates vocational training for participants in a flexible and customizable approach. CIP includes core modules that each client must complete, which will take on average 12 hours per week and up to three months to complete. The core curriculum focuses on employability skill development, safety, destination and mobility training, and vocational discovery services. In addition to the core modules there will be several vocational training modules offered, for the clients to participate in, both onsite at FVOS and in the community. Vocational modules will be updated regularly, depending on requests and feedback from program participants, and will initially offer employment paths such as Manufacturing Operations, Warehouse Mgmt./Logistics, Administrative/Clerical, General/Non-specified. Modules will also include an applied work opportunity for up to two days a week. Applied work is for application of the skills learned in the modules, in a time limited capacity to encourage movement through the modules into work placement programs, to achieve competitive integrated employment.</p> <p>Justification for request: From our first six months of transitioning clients out of WAP, FVOS has identified several barriers to the transition that our concept will help clients overcome. Although we are making substantial progress with one Community Employment Specialist and Transition Specialist, we could greatly expand efforts by adding one more staff to each position. Adding these staff would immediately expand: creating meaningful training for the</p>

	<p>clients, PATH plans, one on one meetings to discuss vocational goals, internal assessments for each client, tracking their progress, locating additional host sites for paid internships, part and full time positions, interview prep and resume creation. We have also seen that offering Customized Employment services to the WAP clients is greatly increasing their chances of obtaining competitive integrated employment, if we could have a designated staff to provide these services we could help many more of the WAP clients transition into internships, part or full time positions. An additional barrier we have encountered in the transition is client's lack of receptiveness to unpaid training. We have developed several quality services to provide during non-work time under WAP, which some clients haven't wanted to participate in because it is unpaid. By offering an incentive to clients to complete unpaid training modules in the CIP program we will help incentivize clients to make the transition.</p>																						
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>Year 1:</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2"><u>Wages and Benefits Employer Engagement Team</u></td> </tr> <tr> <td>Start up wages for Project Manager, Community Employment Specialist, Transition Specialist, Customized Employment Specialist</td> <td style="text-align: right;">\$179,280</td> </tr> <tr> <td>Fringe benefits</td> <td style="text-align: right;">\$51,991</td> </tr> <tr> <td>Total Wages and Benefits</td> <td style="text-align: right;"><u>\$231,271</u></td> </tr> <tr> <td colspan="2"><u>Other Expenses</u></td> </tr> <tr> <td>Recruiting of staff</td> <td style="text-align: right;">\$26,800</td> </tr> <tr> <td>Training Module Curriculum Development</td> <td style="text-align: right;">\$32,500</td> </tr> <tr> <td>Tools and Equipment lap tops, phones, iPad etc.</td> <td style="text-align: right;">\$8,000</td> </tr> <tr> <td>Stipends for clients completing core modules</td> <td style="text-align: right;">\$17,000</td> </tr> <tr> <td>Total other expenses</td> <td style="text-align: right;"><u>\$84,300</u></td> </tr> <tr> <td>Total startup expenses</td> <td style="text-align: right;"><u>\$315,571</u></td> </tr> </table> <p>Year 2: Same as above, net of one-time costs \$263,771</p>	<u>Wages and Benefits Employer Engagement Team</u>		Start up wages for Project Manager, Community Employment Specialist, Transition Specialist, Customized Employment Specialist	\$179,280	Fringe benefits	\$51,991	Total Wages and Benefits	<u>\$231,271</u>	<u>Other Expenses</u>		Recruiting of staff	\$26,800	Training Module Curriculum Development	\$32,500	Tools and Equipment lap tops, phones, iPad etc.	\$8,000	Stipends for clients completing core modules	\$17,000	Total other expenses	<u>\$84,300</u>	Total startup expenses	<u>\$315,571</u>
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<p>Requested funding for 2017-18</p>	<p>Year 1: \$315,571 Year 2: \$263,771 Total: \$579,342</p>																						
<p>Estimated timeline for the project</p>	<p>2018 Development and implementation: Recruitment of staff resources, expand current transition activities, finalize project plans and details of concept, curriculum development of training modules for CIP, Client/Family meetings recruitments and education for new program concept and program options, begin implementation of CIP.</p> <p>2019 Achieve HCBS compliance: Make continuous additions to CIP curriculum, training and volunteer opportunities, ramp up participants, continue marketing and education of all stakeholders, program enhancements based on evaluation of year 1.</p> <p>2020 Operational Phase and Model Replication possible: Fully operational, continue curriculum development based on client feedback, continue recruitment of participants, re-evaluate and adjust.</p>																						