

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

**Enclosure C**

Vendor name	Arc Riverside: Advance Enterprises Riverside and Pass Resource Center
Vendor number(s)	HJ2580; H12549
Primary regional center	Inland Regional Center
Service type(s)	Activity Center; Adult Development Center
Service code(s)	505; 510
Number of consumers currently serving	230
Please describe your person-centered approach <sup>1</sup> in the concept development process; how did you involve the individuals for whom you provide services?	Through the IPP process consumers and their families are asked to provide input to what is most important to an individual's life. Through this process consumers and their families choose goals and training that is individualized and best meet their current needs. Consumer satisfaction surveys are also used at the time of the annual meeting to measure an individual's satisfaction with their overall program.
Does the concept address unmet service needs or service disparities? If so, how?	Lack of community and employment options with a focus on personalized choice.
Barriers to compliance with the HCBS rules and/or project implementation	Limited resources to provide and offer transportation and access to the community, including offering a variety of community and employment options with a focus on personalized choice.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	Through input provided by persons served, their families and our community members, Arc Riverside closed its work activity programs in 2016. By transferring individuals from the WAP program to Arc's existing programs we are able to offer community based program options. However we are still performing site based production work. In order to be compliant with Federal Requirement # 1, Arc Riverside must phase out site based production activities and transition to community based employment and increase opportunities for individuals to access community based integration. Through person centered planning consumers can choose opportunities that reflect and support their short and long term goals. When an individual has the ability to customize their program, a consumer can choose what education and training will fit them the most to improve their success toward competitive integrated employment and an integrated community life. In order to accomplish this, Arc Riverside proposes to develop two tracks of training: Competitive Integrated Employment and Community Integration.

<sup>1</sup> 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>Track 1: Competitive Integrated Employment</p> <p>Employer Outreach:</p> <ol style="list-style-type: none"><li>1. Creation of employer files for local companies that will be used as a critical tool in the job development process. Through this process we can learn everything that we need to know about a company to meet an individual employers unmet needs including demographics, contact information, management relationship (who, how often to contact), cultural assessments (cultural environment and soft skills needed) and job skills inventory.</li><li>2. An evaluation of the job including skill inventories, cultural inventories, task and sequence analysis.</li><li>3. Asking the employers what are their unmet employment needs.</li></ol> <p>Consumer Discovery:</p> <ol style="list-style-type: none"><li>1. Creation of an individualized assessment of the strengths, needs and interests of the person which will then be used to meet the specific needs of the consumer and the employer.</li><li>2. Completion of consumer profiles including a skill assessment, interest and preference inventory, experience summary, skill gap analysis and best job match.</li><li>3. Develop training strategies to teach both soft skills and job skills needed as a critical component of employment success.</li><li>4. Tours of local businesses to introduce our consumers to job categories within a given work environment, related duties to a given job category, employer expectations and preference for one type of work environment over another.</li><li>5. Development of paid internships, apprenticeships, volunteer placements which will allow consumers to try different employment industries and gain job skills and build resumes.</li></ol> <p>Through this process Arc will create a greater connection to employers and will be able to match an individual's interest and skills to an employers need.</p> <p>Track 2: Community Integration</p> <p>To be truly integrated into the community, it is important to look at all aspects of an individual's life: work, home, friends, family, neighbors, recreation and leisure. In order to accomplish a holistic and integrated life service support system, Arc Riverside proposes to develop community opportunities which connect to the fabric of work, home, social and recreational needs of the individual by shifting our focus from "activities" to "people" and how they get involved with others in a meaningful way.</p> <p>To accomplish this, Arc Riverside will develop:</p> <ol style="list-style-type: none"><li>1. An interest inventory to identify an individual's interest, gifts, talents and abilities that can be shared and used to develop relationships with community members.</li></ol>
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	<p>2. Develop and complete a relationship map to identify important people in the consumer’s life.          3. Identify, match and increase membership in associations, clubs, local community centers and community service organizations to increase integration opportunities for our consumers.          4. Identify and develop community service opportunities that match and share our consumer’s gifts and abilities with others.</p> <p>Staff Development: To assist staff, consumers and families with implementation of proposed changes, Arc Riverside will need funding for ongoing professional development of staff through continuing education, attendance at conferences and an updated staff training curriculum to improve core competencies and best practices.          Method To Accomplish Goals and Remove Barriers: Arc Riverside is requesting funding to hire (2) full time Job Developers, (2) full time Community Integration Coordinators, (2) 10 passenger vans, (24) tablets for consumer training, consumer and staff training materials and curriculum.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<p>(2) Job Developers including 1 year of wages, payroll taxes, workers compensation, Benefits: 48,600 x 2 = \$97,200.00          (2) Community Integration Coordinators including 1 year of wages, payroll taxes, workers compensation, benefits: \$48,600 x 2 = \$97,200.00          Technology: 24 tablets for consumer training: \$6000.00          Consumer training materials and curriculum: \$2500.00          Staff development materials and curriculum: \$2500.00          (2) 10 Passenger Vans including 1 year of insurance and maintenance: \$94,000.00</p>
<p>Requested funding for 2017-18</p>	<p>Requested funding for 2017-2018: \$299,400.00</p>
<p>Estimated timeline for the project</p>	<p>This is a one year budget project. Project will begin within 3 months of funding.</p>