

Vendor name	Parents and Friends, Inc.
Vendor number(s)	HR0341, H79519, PR0477.
Primary regional center	Redwood Coast Regional Center
Service type(s)	Community Integration Training, Community Activities Support Services.
Service code(s)	055, 063.
Number of consumers currently serving	67 Total (55, Community Integration Training; 12, Community Activities Support)
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?	Using simplified questions presented verbally, a compliance survey of 43 individual clients served by PFI was conducted in a one on one environment. Individual responses to each of the questions was documented and then tabulated to determine the need for improved compliance, where indicated.
Barriers to compliance with the HCBS rules and/or project implementation	Barriers to compliance are both client and staff lack of awareness and advocacy for what is important to and important for each individual client. Potential barriers to project implementation are: Funding, availability of PFI-controlled training space, and staffing constraints that could occur unexpectedly.
Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request	Parents and Friends, Inc. presently supports 67 individuals with a staff of 49 employees, including some full time equivalents. 56% of PFI clients who participated in our client survey stated that they do not have a job. 26% of clients surveyed answered “yes” when asked if they are interested in a new or different job in the community. The Job Connection of PFI currently has 4 active authorizations for individuals seeking employment; this indicates that not all presently interested individuals served by PFI are being referred for employment services. To improve our compliance on Federal requirements 1, 3, 4, and 5 (Please see attached for a full reveal of the survey results) PFI is seeking funding for the development and maintenance of two (2) certified Person-Centered Thinking Trainers on staff, and, the delivery of Person-Centered Thinking training to our staff of 49 employees and select community members in order to better meet the individual needs of each of the 67 individual clients we serve, many of whom access multiple programs offered by PFI in our community. In addition, we would welcome client participation in Person-Centered Thinking training, so that they may model an assist by using their advocacy skills with client peers, acting as an assistant in meetings and trainings; for instance, as an IPP-Buddy, to assist in

<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>clearly expressing client needs and desires, as they may be invited to do. Client completion of the training will be rewarded with a \$500.00 stipend, for up to 15 clients through the end of FY2019 (June 2020). Up to 15 family members or other active members of an individual's circle of support would also be eligible to earn a stipend of \$500.00 to complete the training. By building the Person-Centered Thinking skills of each member of our organization, our staff, clients, and some home and community support persons, individuals will benefit through greater understanding and support for what is important to and important for each individual served; each individual served will understand that they are heard. Improved communication between staff, clients, case management, and other active members of the circle of support and our community will improve upon the achievement of personal goals, including participation in programs and referrals to The Job Connection by other inside and outside agency program supports to achieve competitive integrated employment where desired, as well as improved life satisfaction. By welcoming community members to the PCT training, such as educators, counselors, first responders, community employers, medical and dental staff, etc., our community will have the tools to provide natural supports through the use of person-centered thinking skills. The two trainers will be developed and certified under the mentorship of Sheila Keys, Community Resource Manager for the Redwood Coast Regional Center. This mentorship and training will consist of receiving training in Ukiah; for this reason we have included travel, per diem, and lodging expenses in this grant application. Once the trainers have been trained, they will conduct the required number of courses under the witness of Sheila Keys in Fort Bragg; the trainers will also attend the <i>Annual Gathering</i> in Portland, Oregon to maintain their certification and engage in what are to be the current best practices. Expenses related to travel, per diem, and lodging expenses for both trainers are included in this grant application. It is also expected that there will be other regional meetings in the Bay Area to support Person-Centered Thinking training, and we have included a line item in the budget for this as well. Once the PFI trainers have received their certification, the course will be delivered over 2 consecutive 8-hour day sessions, with a maximum of 8 participants per class to be open to include at least (1) non-PFI community member per session. This equates to the delivery of 13 training course deliveries over the life of the HCBS grant through June 2020, if awarded. The 8 participant cap per session will allow PFI to schedule employee training sessions in a PFI-controlled facility during time periods when their normal workload can be covered by alternate staff, as required. It is anticipated that overtime pay will accrue for 8/16 hours for each staff training participant, which has also been included in the budget. We</p>
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**Home and Community-Based Services (HCBS) Rules  
CONCEPT FORM**

**Enclosure C**

	have included 10% attrition for staff headcount as well for a total of 99 trainees. <i>PFI must maintain its capacity to serve the unique needs of each individual client without interruption.</i>
Estimated budget; identify all major costs and benchmarks — attachments are acceptable	Certification and Maintenance of 2 PFI PCT Trainers under mentorship of Sheila Keys: \$48,570.00 Staff Pay for Training Participation and delivery: \$157,813.00 Training Materials and Supplies: \$12,091.00 Stipends: \$15,000.00 Total: \$233,474.00
Requested funding for 2017-18	\$233,474.00
Estimated timeline for the project	Each training course will consist of (2) 8-hour sessions scheduled consecutively. The project will be delivered in up to 13 courses total through the end of FY 2020.