

Vendor name	Delhaven Community Center
Vendor number(s)	H48801 / H07123
Primary regional center	San Gabriel Pomona Regional Center
Service type(s)	Adult Developmental Center / Activity Center
Service code(s)	510 / 505
Number of consumers currently serving	75 Clients Total
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?	In taking action to address the Person Centered Approach in our Day Program, our Board of Directors (in which 9/14 members are parents of our clients), met to discuss the concept. They then turned over further discussion to our Program Committee for development ideas. The Program Committee developed a questionnaire that was sent to our families for their input. Our day Program for several years has had a Client Advocacy Committee that meets once a month. They were brought into the planning process for their input. Ideas from the questionnaire, Client Committee, and Program Committee was brought together and a proposal was sent back to our Board of Directors. As a result of this proposal, our Day Programs have made steps towards Person Centered Approach and Employment First. However to continue moving forward and meeting the plan put forth, we need further assistance / request further assistance through this grant.
Does the concept address unmet service needs or service disparities? If so, how?	Yes. By matching client goals and allowing clients to choose what daily activities they wish to participate in, it also helps to indicate what other services still need to be developed around client selected goals
Barriers to compliance with the HCBS rules and/or project implementation	Although we currently have clients involved in Community Integration opportunities including bowling, park activities, shopping, community walks, etc., and we have a few clients participating in Volunteer Opportunities such as City Wide Sign removal Program, Community Park Clean Up, and partnerships with local businesses, we are very limited in our ability to seek Paid Internship and Paid Employment Opportunities for our clients or to increase the number of client participation due to the following limitations: <ol style="list-style-type: none"> <li>1. Our current staff ratio for our 505 facility is 1:8 and for our 510 facility it is 1:4. These ratio's limit the number of our clients that can properly be monitored while in the community due to such factors as physical limitations, behavior difficulties, and varying degrees of client abilities</li> <li>2. Limited transportation accessibility</li> </ol>

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

	<ol style="list-style-type: none"> <li>3. Specialized Staff Training is needed to focus on how to successfully coordinate community integration, over come obstacles, and give our clients opportunities to be successful</li> <li>4. Administrative staff is needed to coordinate the program</li> <li>5. Establishment of individual programs and goals for each client identifying their individual needs</li> </ol>
<p>Narrative/description of the project. Identify which HCBS federal requirements are currently out of compliance; include justification for funding request</p>	<p>There are three (3) aspects to our project. The first being that we would establish a Community Based Program with a 1:3 staff/client ratio. We would add a TDS Addendum to our current program narrative. This would allow us to comply with HCBS rules and over come the barriers and obstacles we presently have in implementing the project. Although our clients do spend time in the community, there are many areas that point out the need for additional support that will allow for further integration, opportunities and assistance so our clients can be successful. This will include hiring a Program Manager who would focus on changes needed in our present program format, identify and implement technical support and classes needed to prepare and train clients to successfully identify Job Opportunities, Paid Internship Opportunities, and Volunteer Opportunities (meeting Federal Requirements #1 and #4) available to them. He would also continually identify, evaluate and make adjustments as necessary. Additionally, a Job Specialist would be hired to be in the community providing individual support needed by clients to cultivate and identify potential employment opportunities and to assist each client in their transition to integrated employment and community integration. Finally, three Job Coaches would be hired to work closely with the Job Specialist enabling more clients the opportunity (meeting Federal Requirement #1)</p> <p>The second aspect of the project would be establishing an Employment Training Room where clients would receive Technical training on computer training for employment search, training on writing a resume, employment training skills, and professional communication skills. Through the funding, we would purchase computers, printer, internet access, a sound board, tablets, projector, training materials, and furniture (meeting Federal Requirements #3 and #4). In preparation for the Person Centered Program and Employment First, steps have already begun which included community integration to some degree. This included volunteer opportunities at local businesses at which time our clients were able to tour the facilities, engage in mock interviews, fill out job applications, and interact with business leaders. As a result fo the client feedback of their experience, concerns, frustrations, and the feedback of our community leaders whom discussed what they felt we could do to better prepare our clients, the above mentioned Employment Training Room will be developed to better prepare our</p>

	<p>clients to be successful on an ongoing bases for volunteer opportunities, paid internship, and paid employment</p> <p>The third aspect of the project would be to purchase a 10' x 6' Communication Board that would be utilized by all of our clients promoting opportunities and individual choices available to them on a daily basis (meeting Federal Requirement #1 and #4)</p> <p>Additionally, with the hiring of a Program Manager, a Job Specialist, and three Job Coaches, the Facility Administrator would be able to establish other consultant supports such as a Recreation Specialist, Vocational training Specialist, and a Mental Health Consultant whom through their expertise will help to identify and conceptualize the concepts of the new HCBS rules and how they affect our clients (meeting Federal requirements #1, #2, #3, #4, #5)</p> <p>Finally, by purchasing 2 new Passenger Vans, it will enable more clients to become part of the integrated community, expose them to new opportunities, and allow them to spend longer time within the community.</p>
<p>Estimated budget; identify all major costs and benchmarks — attachments are acceptable</p>	<ul style="list-style-type: none"> <li>• Purchase of 2 Passenger Vans: \$86,645.00</li> <li>• Vehicle Maintenance and Fuel: \$10,000.00</li> <li>• Program Manager: \$45,600.00</li> <li>• Job Specialist: \$33,700.00</li> <li>• Three Job Coaches: \$53,520.00</li> <li>• Staff/Client Training: \$1,995.00</li> <li>• Employment Training Room \$4,000.00</li> <li>• Communication Board: \$504.00</li> </ul>
<p>Requested funding for 2017-18</p>	<p>\$236,000.00 (see attached itemized breakdown)</p>
<p>Estimated timeline for the project</p>	<p>Upon notification that the project has been funded, immediate implementation of the project would begin and go as follows:</p> <ul style="list-style-type: none"> <li>• Month 1-2: Begin hiring process, identifying needs, reviewing project and how it will be implemented</li> <li>• Month 3-4: Set up Employment Training Room, communication board, purchase vehicles, meet with clients and begin identifying individual needs and goals</li> <li>• Month 5-6: Begin Client Employment Training Program, Identify potential volunteer, paid internship, and paid employment opportunities.</li> <li>• Months 7-8: Full Implementation and continual evaluation</li> </ul>

**Delhaven Community Center**  
**H48801 / H07123: HCBS Funding Grant**  
**ITEMIZED BUDGET**

<b>Purchase of 2 Passenger Van's:</b>	<b>\$86,645.02</b>
2018 Transit 150 10 Passenger	
Total per Van with Tax and Lic: \$43,322.51	
<b>Vehicle Maintenance:</b>	<b>\$10,000.00</b>
50 Miles Per Day @ .50 per mile \$6,000	
Vehicle Service: \$4,000	
<b>Program Manager:</b>	<b>\$45,600.00</b>
\$20.00 per Hour @ 7.5 Hours Per Day	
\$6,000 in payroll taxes, Wcomp, etc	
<b>Job Specialist:</b>	<b>\$33,700.00</b>
\$15.00 per Hour @ 7.5 Hours Per Day	
\$4,000 in payroll taxes, Wcomp, etc.	
<b>3 Job Coaches:</b>	<b>\$53,520.00</b>
\$12.00 per Hour @ 5.5 Hours Per Day	
\$6,000 in payroll taxes, Wcomp, etc.	
<b>Staff /Client Program Training:</b>	<b>\$1,995.00</b>
Atlantic Training Employment 12 Video Package	
<b>Employment Training Room / Supplies:</b>	<b>\$4,000.00</b>
4- 72" White Granite Folding Tables: \$89.95 each	
10 Orchid Beige Metal Folding Chairs: \$76.99 each	
1 HP Office Jet 250 Wireless Printer: \$349.00	
3 Fire HD 10 Tablets: 149.00 each	
1 Epson EX3240 SVGA 3LCD Projector: \$399.00	
3 HP Flyer Red Labtops: \$399.00 each	
1 RCA 4-Line Business Phone: \$149.99	
File Cabinet: \$169.99	
Desk Organizer: \$10.39	
1 Case of 8 ½" x 11" Copy Paper: \$49.99	
Misc. (pens, files, stapler, binders, Etc.): \$72.99	
Sounding Board (Communication Application): Free	
<b>Communication Board:</b>	<b>\$504.22</b>
8' x 4' Porcelain Dry Erase Board	