

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

Vendor name	Community Integrated Work Program, Inc
Vendor number(s)	HA0267, HA0270, H79824, H79855
Primary regional center	Alta California Regional Center
Service type(s)	Adult Day Program, Behavior Management Program
Service code(s)	510, 515
Number of consumers currently serving and current staff to consumer ratio.	199 consumers The staff to consumer ratio is 1:3
Have you or the organization you work with been a past recipient of HCBS Funding?	No
Please provide a brief description of the service/ setting that includes what a typical day consists of and how services are currently provided; include barriers to compliance with the HCBS rules.	Community Integrated Work Program, Inc. (CIWP) operates community-based day programs and behavior management programs for adults with developmental disabilities. Services include social and vocational skills training, and for those that require it, behavior management support. A typical day for a consumer that has selected to work consists of work for up to two hours daily, involvement in community activities, a lunch break, and social or recreation time. CIWP provides its own transportation. Barriers to compliance include: the lack of documented informed consumer choice about all options considered when deciding on services, and also if the individual was clearly informed about those options; competency of all staff on a clear understanding of informed decision making; documentation used in programmatic materials including the participant admission packet and program design use outdated language that is inconsistent when making the individual the primary focus.
Identify which HCBS federal requirements this concept addresses that are currently out of compliance.	Federal Requirements #1, #2, #3, and #4.
Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.	The proposed project emphasizes the need for further education and reinforcement in informed choice and decision making for our participants. This is a part of our larger goal to reset and refine our philosophy and culture of empowerment, self advocacy, control over life choices, and control over social interaction choices. This can best be

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	<p>achieved by in-depth training of all team members beginning with DSPs to fully understand their role in engaging program participants in the development of their goals and objectives, in engaging program participants in their program planning process, and in preparing program participants to make choices about how they spend their time and whom they spend it with. We will aim to eliminate the antiquated 'day care' inclination of doing things for people when they could and should do for themselves.</p> <p>We will achieve this by:</p> <p>Collaborating with trainers at the forefront of DSP education and with expertise on individual choice and informed decision making. Funds would be utilized to cover the cost of the workshops and the cost to have all our direct support staff attend the training. Additionally, in order to maintain sustainability, funds would be utilized to have key staff within the agency become trainers, so these critical concepts are taught to all incoming employees. These concepts and competencies would be solidified in an update to our program design.</p> <p>Additionally, we will identify and work with a person-centered thinking specialist to review and update our program design and participant admission documentation to reflect concept innovations adopted and updated language. Funds would be utilized to employ a person to sift through our program design and update the language to what is currently in use, and to ensure that it is used consistently throughout the various documents. Additionally, this person would review all the forms and revise them to ensure that they were participant focused; recognizing the individual first, and eliminating unnecessary signature lines that can create the impression that someone other than themselves is in charge of their program.</p>
<p>Please describe your person-centered approach<sup>1</sup> in the concept development process; how did you involve</p>	<p>As an agency, we incorporate a person-centered approach to these concepts through a variety of methods including direct conversation and discussion with our participants,</p>

<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 [www.nasdds.org/resource-library/person-centered-practices](http://www.nasdds.org/resource-library/person-centered-practices).

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the individuals for whom you provide services?	both individual and in groups, and in individual planning meetings with the participants and their support members.
Does the concept address unmet service needs or service disparities? If so, how?	Yes, this concept would address unmet service needs by guaranteeing that our participants true wants and choices are actually being considered and represented, and that staff would have the core competencies to fully support the participants in the choices they make. Unmet service disparities would be addressed by revising our program design and participant documents so the are updated to today's current standards of person-centered thinking.
Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.	<p>Consulting informed decision making expert and DSP education provider (assessment, training fees and materials) = \$20,000 // Person-centered thinking consultation fees = \$3,200 // Updating &amp; rewriting program design = \$1250.</p> <p>Once grant approval takes place, we will begin the process of coordinating with a specific DSP educational and training provider with training workshops to take place no later than October 2019. Additionally, once grant approval takes, places, we will begin the process of working with a person-centered thinking expert to review our program plan and accompanying documents, with the revision to be completed by the end of 2019.</p>
Total requested amount.	\$ 24,450
What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?	This concept is designed to encompass our entire agency with programs throughout the state, vendored with multiple regional centers. The concept in this proposal represents a third of our agency, with full sustainability being realized if grants throughout the state are approved. Sustainability will be achieved by having multiple key staff trained as trainers, guaranteeing that all incoming employees will be taught on the same principles and competencies. This addition would be reflected as an update to our program design. Updating the program design and accompany documentation to current language will communicate to all our participants, both current, as well as that yet to be served, that the focus of our services are centered on the individual.