

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

Vendor name	North Bay Industries
Vendor number(s)	HNO205 and HNO138
Primary regional center	North Bay Regional Center
Service type(s)	Activity Center, Community Day Program
Service code(s)	505, 510
Number of consumers currently serving and current staff to consumer ratio.	54
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.	<p>After talking with our clients, they describe this as a typical day; Everyone arrives at program; we have our group exercise happening while others enjoy getting their morning coffee and reading the newspaper. We have a small group that will go to Starbucks. We then offer 3-4 activity choices. One group completes an educational activity, another group will start an art project and a third goes out shopping to get ready for culinary class this week. Some do not want to participate in the current activities; they are working on knitting projects for the homeless or working with small tactile items. After morning activities, we have lunch. Those in cooking class have the lunch they prepared. 1-2 times a month we have small groups that go out to lunch. After lunch, we have a group that walks to the local Target, another groups start Karaoke in the theater room. The morning art groups work to finish their projects. Per our client focus groups, we need to offer more community access and increase our vocational skills training, especially for those that have work related goals. We would like to encourage everyone to pick his or her outings and the peers that go with them on those outings. Our barriers to this include lack of vehicles to access the community (especially for multiple wheelchairs), lack of person centered training for clients and staff, high ratios creating larger community groups limiting our ability to go to some places, and lack of materials/resources to put our ideas into actions.</p>
Identify which HCBS federal requirements this concept	Federal Requirements 1, 3 and 4

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addresses that are currently out of compliance.	
<p>Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.</p>	<p>Our HCBS proposal is about what our clients want to make their day program better. In our focus groups, we heard from our clients that they would like increased ways of communication and accessibility to the community. We will implement a two pronged approach, accessibility and integration. During our initial accessibility phase, we will look for client input as to what would help them achieve greater access to the community. This would include having staff members learn more braille, sign language and how to use and utilize PECS and communication devices. Other clients reported they needed more adaptive equipment to feel comfortable in longer community outings. This will include a transportable Hoyer lift, a transportable adult changing table, as well as wheelchair accessible vehicle (capable of holding at least two wheelchairs). Another aspect of this phase will be to provide the foundation of skills for resume building and job development. We want to pilot more training programs in computer technology, trades, and integrate our culinary program into a community space. We will start by implementing training opportunities within our community outings, to do this we will utilize tablets and laptops so we can encourage the clients to research and find what they are interested in. Our second phase will build upon the first, focusing on community and integration. During this phase, we will look to have a qualified Person Centered Planning (PCP) trainer on staff to offer training on a regular basis. We will invite the clients to interact with their goals and PCP on a regular basis, creating person-centered binders that they will fill with community outings, progress on their goals and their PCP. We will create, design and implement an activity schedule and vocational trainings that focus on how the clients we serve view and interpret information. We will create a pictorial and verbal schedule in addition to our written one that the clients will have access to and will learn to create on their own. This will allow them to practice work skills and provide a more person centered approach. During this integration phase, we will look for opportunities to take classes in the community and do exploration with the clients to see what interests them. This phase will be vital to HCBS compliance as some do not want to leave the activity center, exposure to community events and outings will allow everyone to feel more comfortable and part of their community.</p>

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<p>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?</p>	<p>To start the HCBS proposal we held small focus groups with the clients and some support team members. We asked the clients what they wanted to change in program, while explaining the HCBS and CMS rules. We took the evaluation form and restated the questions in an easier to understand format. The evaluation completed with the ideas and responses of the clients from program. After our focus groups, we reviewed all client's PCPs. In addition to our focus groups, we also reviewed all past client surveys from the year. We also reviewed our outing tracker and saw trends in who was getting out in the community and who was not. We focused on those not in the community or who expressed they did not get to choose their outings. Our plan was created with and for the clients to encourage activity engaging their goals and PCP on a daily basis, not just once or twice a year.</p>
<p>Does the concept address unmet service needs or service disparities? If so, how?</p>	<p>Yes, we do not comply with 3 of the federal requirements. Our plan focuses on two sections accessibility and integration. Having better accessibility and understanding will promote more community integration and allow us to be compliance with the HCBS Final Rule. We serve a wide variety of clients with varying abilities and needs. In completing the evaluation, we noticed a disparity in the way clients access the community. Our plan directly responds to those disparities identified in the evaluation.</p>
<p>Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.</p>	<p>See Attached Sheet.</p>
<p>Total requested amount.</p>	<p>\$ 100,000</p>
<p>What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?</p>	<p>Our HCBS proposal looks to inject energy into our ideas by providing the startup cost of an additional car, technology, and person centered training. Our two-prong approach will sustain the projects by guaranteeing client access to the community while promoting integration. With the equipment startup costs covered, NBI will budget for maintenance of the equipment and work with clients to promote saving and budgeting for further funding.</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).