

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

Vendor name	Contra Costa ARC
Vendor number(s)	H14310, H38512, H14210, H80511, H80502, H80135, HB0348, HB0352, HB0350, HB0346, HB0349, HB0503
Primary regional center	Regional Center of the East Bay
Service type(s)	Adult Development Programs, Work Activity Programs, Supported Employment – Individual, Supported Employment – Group, In home mobile day programs
Service code(s)	510, 091, 950, 952, 954
Number of consumers currently serving and current staff to consumer ratio.	800 consumers, 1:1, 3:1, 4:1, and 12:1
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>Contra Costa ARC offers a vast array of services, so a typical day can look very different from participant to participant. Our approach is to offer a tailored program to each participant that enables us to match the service to the participant based on their needs, goals, and choices identified through the IPP process. We offer this array of services throughout Contra Costa County, and maintaining this breadth enables us to continually support our clients' changing needs and choices in the moment, as opposed to waiting for an annual IPP meeting.</p> <p>Our service model has been person driven to facilitate advocacy, respect, and choice for our participants for many years; however, the fact that inflation-adjusted funding for services has been gradually declining over the past 40 years, and most notably over the past 20 years, we now face a staffing crisis that poses a serious going concern to the industry. This crisis is pushing us out of compliance with the HCBS rules in two basic areas, mobilization and documentation.</p> <p>Starting with mobilization, I am referring to enabling a client to receive services that require transportation and individualized staffing support. Funding to purchase enough wheelchair accessible vans adequate to mobilize every participant is a barrier to HCBS Compliance. Funding to hire adequate competent staff to provide services in more focused and specialized capacities is also a barrier to HCBS compliance.</p> <p>As an example, a participant who is currently employed through our Work Activity Program may decide, after</p>

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	<p>attending one of our ongoing information sessions about various employment alternatives, that he/she now chooses to try a competitive integrated employment opportunity. We would transition him/her to our supported employment model, which now requires an additional staff person to facilitate that one on one job coaching and a van for transportation. Inadequate funding has made it impossible to maintain those resources in place to facilitate that choice.</p> <p>Documentation is the other area where we are out of compliance with the HCBS rules. Delivering services is not the same as documenting services in a person centered/directed manner. Staff will require training and support to ensure goals and progress notes are written in a manner that captures our person centered approach.</p>
<p>Identify which HCBS federal requirements this concept addresses that are currently out of compliance.</p>	<p>Federal requirements #1 and #2</p>
<p>Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.</p>	<p>Our concept involves the following:</p> <ol style="list-style-type: none"> 1. The purchase of 8 additional wheelchair accessible vans will give us more capacity to mobilize our clients, especially our medically fragile and non-ambulatory participants. These vans will be used to support mobilizing our center based participants and our work activity participants who wish to experience our service models that are not center based. 2. We will hire and develop a train-the-trainer resource for our ARC University Training Academy (ARC U). Adding person centered planning to our curriculum will train our staff and give us the competency we need to better document our person centered approach. In a similar fashion, we will offer person driven training to families and individuals with intellectual and developmental disabilities. This will better equip participants in the broader community to advocate and participate in a person driven IPP process and for self-determination.
<p>Please describe your person-centered approach¹ in the concept development process; how did you involve the individuals for whom you provide services?</p>	<p>We involve our participants through a variety of methods including: an annual IPP meeting, participant action committees, client satisfaction surveys, parent support committees, our advocacy and support service CARE, individual planning and support meetings, and information</p>

¹ 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.nasddds.org/resource-library/person-centered-practices.

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	trainings/presentations on services, opportunities, and rights.																				
Does the concept address unmet service needs or service disparities? If so, how?	The concept will help us and the community to better understand and operate with a person driven approach by providing additional training and support to both participants and staff. Better training will help us better equip staff, who lack the necessary ability to perform the demanding position but who we are being forced to hire through a lack of adequate funding. In addition, our proposal will enhance our ability to mobilize our participants, especially those who are medically fragile or non-ambulatory, based on their choices at any given time.																				
Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.	<p>HCBS compliance grant funding request.</p> <p><u>Van (8)</u></p> <table> <tr> <td>Purchase Single van - Wheel chair accessible.....</td> <td>\$45,000</td> </tr> <tr> <td>24 months auto insurance.....</td> <td>\$4,000</td> </tr> <tr> <td>24 months maintenance.....</td> <td>\$1,000</td> </tr> <tr> <td>Sub-total.....</td> <td>\$50,000</td> </tr> </table> <p>Total requested for purchase of vans = \$400,000</p> <p><u>Training</u></p> <table> <tr> <td>Train the trainer curriculum.....</td> <td>\$2,500</td> </tr> <tr> <td>Train the trainer development</td> <td></td> </tr> <tr> <td> Hours/week = 37.5</td> <td></td> </tr> <tr> <td> Rate/hour = \$25.00 (Includes taxes and insurance)</td> <td></td> </tr> <tr> <td> Total weeks = 104</td> <td></td> </tr> <tr> <td> Total cost.....</td> <td>\$98,000</td> </tr> </table> <p>Total requested for training = \$100,500</p> <p>Total amount requested = \$500,500</p>	Purchase Single van - Wheel chair accessible.....	\$45,000	24 months auto insurance.....	\$4,000	24 months maintenance.....	\$1,000	Sub-total.....	\$50,000	Train the trainer curriculum.....	\$2,500	Train the trainer development		Hours/week = 37.5		Rate/hour = \$25.00 (Includes taxes and insurance)		Total weeks = 104		Total cost.....	\$98,000
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What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?	The sustainability plan for the requested assets will gradually transition over the next 5-7 years. For the vans, we will continue to downsize our leased facility space, and transition the funds currently being appropriated for rent expense into operating and replacement of the vans. For the training resource, we will continue to market and expand our enrollment into ARC U, and as needed we will increase the costs associated with attendance to ensure sustainability of the person centered/driven trainer.																				