

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

Vendor name	St. Madeleine Sophie's Training Center
Vendor number(s)	HQ0053, HQ0254, HQ0860, HQ0688, HQ0098, HQ0403
Primary regional center	San Diego
Service type(s)	Activity Center (AC) 505, Adult Development Center (ADC)501, Work Activity Center (WAP) 954, Behavior Modification Program (BMod) 515, Senior Program 505, Supported Employment (SE/IP) 952
Service code(s)	505, 501, 954, 515, 505, 952
Number of consumers currently serving and current staff to consumer ratio.	400 total consumers. Current staff to consumer ratio is: AC-1 staff to 6 consumers, ADC -1 staff to 4 consumers, Bmod- 1 staff to 3 consumers, Seniors - 1 staff to 6 consumers, WAP- 1 staff to 8 consumers.
Have you or the organization you work with been a past recipient of HCBS Funding?	Yes. SMSC has received HCBS funding in the 2016-2017 and 2017-2018 program funding years. We are in the start-up of implementing the 2017-18 program with most staff in place and 3 CHOICE plans completed
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>SMSC operates 3 sites: 1) Our main campus on 6 acres on the outskirts of El Cajon with 6 buildings and a 2-acre organic garden and vineyard; 2) Sophie's Gallery Art Program - a storefront with exhibition and studio space and a gift shop in Downtown El Cajon; and 3) Sophie's Kensington Gallery in San Diego. SMSC has a fleet of 49 vehicles that transport students between home, campus, community outings, and work /volunteer sites five days a week. Students come to SMSC from 8:30 am to 2:30 pm five days a week, year-round. Each program (except our senior program) focuses on different areas to enable individual participants to reach the point of job readiness. Students also choose to participate in the Adaptive Computer Lab; Aquatics &amp; Special Olympics Swim Team; Culinary Arts; Dance, Music, Performing Arts; Organic Garden; Reading; Sign Language; Sophie's Gallery Art Program; Speech Therapy; and Work Activity Program. Barriers may include: 1) Family/care provider reluctance and fear of providing decision-making power to the individual with I/DD. <b>2) The need for continued education of family/care provider, consumers, staff as to the implementation of HCBS compliant services; 3) Lack of available staff under current funding/ratio compliance restrictions to allow for a full-range of community-integrated program and employment options; 4) Needed funding for SMSC</b></p>

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	<p><b>transitional assessment, training and compliance planning activities</b> 5) A limited availability of community-based "non-disability-specific settings; 6) Needed funding to implement a broader range of "choice" program options; and <b>7) Creation of policies and procedures to ensure compliance and track outcomes of HCBS efforts.</b></p>
<p>Identify which HCBS federal requirements this concept addresses that are currently out of compliance.</p>	<p>#1, 2, 4, 5</p>
<p>Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.</p>	<p>The HCBS grant funds received in 2017 allowed SMSC to begin to address barriers #1 and #2 listed above. The 2018 proposal moved the program into the next phase of implementing HCBS compliance by addressing barriers #3, #4 and #7. <b>The current request is a partial continuation and "next step" funding of the current 2018-2019 grant in-process</b> to implement <i>Person Centered Planning</i> for the 400+ individuals who attend SMSC. With this large of a total census, <u>it will realistically take two years</u> to complete these plans as well as add them into each Individual Personal Plan (IPP). It is our expectation that we will:</p> <ul style="list-style-type: none"> <li>- Absorb four (4 currently grant funded) CHOICES <b>Program support Staff</b> into our 2019 annual budget</li> <li>- We will need <b>one additional year of funding for the four (4) Choice Specialists</b> before we are able to absorb them into our annual budget (2020).</li> </ul> <p>The CHOICE Specialists:</p> <ol style="list-style-type: none"> <li>1) Develop individualized, self-determined community interests with each consumer. One specialist will be assigned per 100 clients.</li> <li>2) Train and educate staff on the participant's CHOICE Plan and how to implement the plans on a day-to-day basis with community-focused activities.</li> <li>3) Enable participants' day-to-day choices when the participant prefers an alternative to a scheduled activity.</li> </ol> <ul style="list-style-type: none"> <li>- SMSC Consumers would benefit from the <b>continuation of funding for one (1) Career Counselor/Job Developer</b> to develop paid opportunities, volunteer opportunities and/or internships that support our clients' career preferences.</li> <li>- <b>Three (3) Supported Employment-Individual Placement personnel (Job Coaches)</b> will be needed as more clients move into competitive integrated employment. Job coach funding from DOR/SDRC does not cover the costs of initial and ongoing training hours required for new staff or the hours worked to train clients on job sites before billable job coaching hours begin.</li> <li>- We will continue the education/training of program staff and parents/care providers by hosting <b>two additional 3-</b></li> </ul>

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	<b>day Person Centered Plan (PCP) seminars and four PCP Forums, respectively.</b>
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?	<ul style="list-style-type: none"> <li>● CHOICE staff have begun meeting with individuals to develop their PCP. We use a <i>Career Occupational Preference System</i> (COPS) assessment tool.</li> <li>● Next, we meet with the individual to discuss the results and then plan a PCP meeting, identifying those persons the individual wishes to attend. Choices Specialists and Choices Program staff are included in these meetings.</li> <li>● A follow-up meeting is held with the complete Interdisciplinary team (ID team) which includes family members, caregivers, conservators and the Regional Center, where applicable. Here, the individual shares what they wish to accomplish and how the ID team can support the individual's identified goals.</li> <li>● From this meeting, the ID team determines how to rewrite the Individual Personal Plan (IPP) to assure that individual's goals are clearly identified and attainable as well as meets the criteria to be added to the IPP.</li> </ul>
Does the concept address unmet service needs or service disparities? If so, how?	Yes, the individual identifies what they believe are their unmet needs as well as service disparities through the initial PCP process. The ID team then determines how each member will assist in assuring these needs can be met.
Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.	<p><b>(4) staff persons (HCBS CHOICE specialists)</b> to complete person-centered plans for 400 individuals: (\$20/hr. @ 2,080 hours/yr. plus 15% benefits and taxes) = \$191,000</p> <p><b>(1) Career Counselor/Job Developer:</b> \$50,000 annual salary plus 15% benefits and taxes = \$57,500</p> <p><b>(3) SE-IP job coaches:</b> (\$15.00/hr. @2080 hrs./yr. plus 15% benefits and taxes) = \$107,640</p> <p><b>(2) 3-day Staff trainings on developing PCP</b> (\$15,000)</p> <p><b>(4) 2-hour Parent/Care Provider PCP Forums</b> (\$4,000)</p> <p><b>(4) computers</b> to be used by CHOICES staff - \$2,400.</p> <p>Requested funding for 2019-2020 \$377,540 for 400 consumers (\$943 per consumer)</p> <p>Estimated timeline 18 months from implementation of grant</p>
Total requested amount.	\$377,540
What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?	We have included the 4 CHOICES Program support staff in the SMSC 2019 Annual Budget. We anticipate including the additional 4 CHOICES Specialists, 3 SE-IP Job Coaches and the one (1) Career Counselor in the 2020 and 2021 annual budget(s).

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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>SMSC operates 3 sites: 1) Our main campus on 6 acres on the outskirts of El Cajon with 6 buildings and a 2-acre organic garden and vineyard; 2) Sophie's Gallery Art Program - a storefront with exhibition and studio space and a gift shop in Downtown El Cajon; and 3) Sophie's Kensington Gallery in San Diego. SMSC has a fleet of 49 paratransit vans and buses that transport students between home, campus, community outings, and work /volunteer sites. Students come to SMSC from 8:30 am to 2:30 pm five days a week, year-round. Each program (except our senior program) focuses on different areas to enable individual participants to reach the point of job readiness. Students also choose to participate in the Adaptive Computer Lab; Aquatics &amp; Special Olympics Swim Team; Culinary Arts; Dance, Music, Performing Arts; Organic Garden; Reading; Sign Language; Sophie's Gallery Art Program; Speech Therapy; and Work Activity Program. Barriers may include:</p> <p><b>#5)</b> A limited availability of community-based "non-disability-specific settings; and</p> <p><b>#6)</b> Needed funding to implement a broader range of "choice" program options.</p>
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<p>are currently out of compliance.</p>	
<p>Narrative/description of the concept; include justification for the funding request and explain how the concept would achieve proposed outcomes.</p>	<p>The HCBS grant funds received in 2017 and 2018 allowed SMSC to address barriers #1- #4. This 2018 concept proposal moves the program into the next phase of implementing HCBS compliance by addressing barriers #5 and #6 through the inclusion of technology equipment and resources in the person-centered program-based process. We will simultaneously be training our consumers to use today’s “life” technology.</p> <p>The program will provide funding for:  <b>Electronic CHOICES onsite Consumer Kiosks, Tools &amp; Software</b></p> <p>This technology-based consumer kiosk will provide program options allowing participants an opportunity to make daily choices. This would include preferred jobs (paid and/or volunteer), preferred community activities, as well as activities offered on site (i.e. aquatics, computer lab, and garden). This tool will enable consumers to make <i>real-time</i> informed and flexible choices. We envision ten (10) departmentally accessible, 70-inch electronic touch screens that individuals will be able to navigate through to enable them to identify their program and activity choices. The touch screen will allow all individuals (verbal and non-verbal), irrespective of their disability, to navigate through Choice Options with the help of recently developed Assertive Technology. The tool will also provide us with ongoing feedback as to the priorities and preferences of individuals served. Kiosks would then be expanded and linked to other SMSC locations; for example, our Sophie’s Gallery Art Program and dining facilities. The Kiosks also provide on-site teaching opportunities for “real life” training for touch screen transactions such as purchasing bus tickets, banking, etc.</p> <p>Adults with developmental disabilities are often excluded from participating in a variety of online activities, which are part of everyday life in our digital, knowledge-based society. Numerous barriers are associated with their non-participation, including a lack of basic computer and Internet skills. SMSC is requesting funding for <b>40 tablets to be accessible to our 400 consumers</b> which will be accompanied with needed mobile technology training and education. Currently, 100 students receive training weekly in the SMSC Computer Lab with classes accommodating up to 16 clients.</p> <p>Clients have also been participating in a series of <b>iPad instructional classes at the Apple store</b> in Mission Valley. They are also working <b>on campus with “Touch Chat”</b> which is an app that helps consumers communicate more with others through the assistance of an iPad.</p>

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	Anticipated Outcomes include: ● Allowing individuals, especially <u>those that have very limited communication skills</u> an opportunity to make informed daily choices. ● Providing more community integrated daily opportunities for consumers. ● Consumers will develop basic technology skills which are used in all aspects of daily life. (Telephone, ATM's, Social Media,)												
Please describe your person-centered approach in the concept development process; how did you involve the individuals for whom you provide services?	The SMSC Consumer Advocacy Board consisting of ten (10) individuals representing all program areas was enlisted for their feedback. This group is elected bi-annually by all program participants and meets monthly with SMSC senior staff.												
Does the concept address unmet service needs or service disparities? If so, how?	In its 2016 report, the National Council on Disability called on Congress to establish a Technology Bill of Rights that <i>“ensures equal and fair access for Americans with disabilities to existing and emerging technology and related services.”</i> Studies with adults with developmental disabilities who received individualized training and assistive technology to learn how to use e-mail and access web-based informational resources revealed that: • They gained basic information and communications technology skills while engaging in recreational online activities, and that; • Appropriate assistive technologies (voice e-mail and text-to-speech software) compensated for low literacy skills.												
Estimated budget and timeline; identify all major costs and benchmarks — attachments are acceptable.	<p><b><u>CHOICES onsite Consumer Kiosks, Tools &amp; Software</u></b></p> <table> <tr> <td>10 - 70-inch touchscreens @\$5,000 each</td> <td>\$50,000</td> </tr> <tr> <td>10 - Mirabyte Touch screens w/customizable software @ \$600 ea.</td> <td>\$6,000</td> </tr> <tr> <td>(1) -Central Operations PC</td> <td>\$750</td> </tr> <tr> <td>Staff Training</td> <td>\$3,000</td> </tr> <tr> <td><b>Total CHOICES Kiosks</b></td> <td><b>\$59,750</b></td> </tr> <tr> <td><b>40 Apple iPads (9.7") with case x \$400</b></td> <td><b>\$16,000</b></td> </tr> </table> <p>IPADS will be purchased within 60 days and instructional program operational within 90 days of funding approval. CHOICES Kiosks will be installed and operational within a 12-month period based on funding approval.</p>	10 - 70-inch touchscreens @\$5,000 each	\$50,000	10 - Mirabyte Touch screens w/customizable software @ \$600 ea.	\$6,000	(1) -Central Operations PC	\$750	Staff Training	\$3,000	<b>Total CHOICES Kiosks</b>	<b>\$59,750</b>	<b>40 Apple iPads (9.7") with case x \$400</b>	<b>\$16,000</b>
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Total requested amount.	\$75,750												
What is your plan for sustaining the benefits, value, and success of your project at the conclusion of 2018-19 HCBS Funding?	Once the equipment is purchased, SMSC will assume responsibility to maintain and update equipment as needed.												