



Progressive
Employment
Concepts

November 4, 2022

Attention: SDAC

**Progressive Employment Concepts
SDAC Contract Proposal
for Person Centered Planning
and Pre-Transition Service**

Organization Description and Description of Project

Organization Description and History:

Established in 1995, Progressive Employment Concepts' mission, in collaboration with the people we serve, is to develop and discover opportunities which promote dignity, respect, inclusion, and meaningful contributions so all our lives and communities are enriched. We provide support in competitive integrated employment, micro enterprise, and community inclusion/access. We have also embraced a leadership role in our community by providing and organizing various trainings for the individuals we serve, their families, and other service providers in the areas of person-centered practices, customized employment, benefits, and inclusion. In January 2020, we started providing services to individuals selected for the Self-Determination Program. We are providing initial person-centered planning services, independent facilitation, and direct support services. In June of 2020, we received funding from Alta's Self-Determination Advisory Committee to provide Person-Centered Thinking Trainings, Independent Facilitation Trainings, and Person-Centered Plan Facilitation Trainings. We delivered those trainings from November 2020-December 2021, training a total of 40 individuals in Person-Centered Thinking, 111 individuals in Independent Facilitation, and 37 individuals in Person-Centered Plan Facilitation. Many of those individuals have gone on to begin offering support as Independent Facilitators, joined the Self-Determination Program themselves or are parents who supported their own children to join the Self-Determination Program.

Progressive Employment Concepts' SDP staff and leadership meet or exceed all of the General SD Supports Provider Qualifications identified by the Department of Developmental Services:

- knowledge of people with developmental disabilities, through lived experience, and/or one year of formal paid experience;
- completion of a training course about the self-determination program;
- knowledge of the Lanterman Developmental Disabilities Services Act, including SDP requirements.

**Description of Project:**

As a local leader in ACRC's 10 counties in the area of Self Determination, Progressive Employment Concepts, seeks to provide SDP Pre-Enrollment Transition Supports as defined below. It is our desire to support those wishing to enter the SDP program to successfully navigate the journey to joining SDP.

Individuals will be supported through all steps of the transition process that follow the creation of their Person-Centered Plan which may include understanding their individual budget, spending plan development, resource development (accessing services and supports/hiring employees), choosing a FMS etc. Individuals will also be able to access support in the following areas.

Assistance, coaching and/or training supports needed by the SDP participant and their family or representative:*1. Individual program planning*

- a. Coordination with an individual who provided the Initial Person-Centered Plan
- b. Assistance at the individual program planning meeting to identify the potential SDP participant's needs, goals and services in the SDP.

2. Coordinating how services and supports are provided

- a. Finding and hiring qualified staff or an agency provider
- b. Negotiating staff pay or provider rate
- c. Understanding the process for obtaining criminal background checks for staff, if applicable
- d. Basis information about who can provide services (ex. Qualifications, rules on who may or may not be paid.
- e. Basic information about how to manage staff (ex. Setting expectations and hours of work, timely submission and claiming for hours worked)
- f. Coaching on all aspects of onboarding and training staff

3. Managing the 12- month SDP individual budget through the spending plan

- a. Education about generic sources of funding to maximize use of SDP funds
- b. Understanding the process/assistance to obtain a certified 12-month budget, understanding how an SDP individual budget is developed and reviewing/developing the individual spending plan
- c. Learning and developing basic skills in budgeting and tracking monthly expenditures
- d. Basic information about the use of SDP funds (ex. As required in state or federal law and regulations
- e. Assistance with establishing communication and coordination between the regional center, FMS provider and staff



Progressive Employment Concepts

All Individuals and/or families will be supported to make their own informed decisions and to set-up an individualized Self-Determination Program that meets their unique needs. All support, training, and coaching will be provided by one of the experienced Independent Facilitators at Progressive Employment Concepts. Our deep ties to our community and extensive knowledge of local resources will allow us to successfully support individuals in their transition into the Self-Determination Program.

Scope of Work Exhibit B: Project Milestones

Key Milestones:	Projected Completion Date:
• Contract with SDAC and ACRC to provide SDP Pre-Enrollment Transition Services	December 1, 2022
• SDAC and ACRC identify participants	On-going
• Referrals received	On-going
• Services begin	On-going
• Provide updates on project quarterly	January April July October

Scope of Work Exhibit C: Budget

Service	Projected Costs:
Pre-Transition Support Services	<p>\$1500 total per individual supported (\$100/hour, 15 hours of support).</p> <p>Additional support hours may be needed for individuals who require additional transition support. These may be individuals with complex support needs or individuals from culturally and/or linguistically diverse communities. PEC will send requests for these additional hours directly to ACRC for review and if approved, support will be \$100/hour.</p>