



EXECUTIVE COMMITTEE
NOTICE/AGENDA

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DATE: Tuesday, December 16, 2014
TIME: 1:00 p.m. – 4:00 p.m.
LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811

THE PUBLIC MAY LISTEN IN BY CALLING:	1-800-839-9416
PARTICIPANT CODE:	2982825

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AGENDA

		<u>Page</u>
1. CALL TO ORDER	A. Lopez	
2. ESTABLISH QUORUM	A. Lopez	
3. WELCOME/INTRODUCTIONS	A. Lopez	
4. PUBLIC COMMENTS		
<i>This item is for members of the public only to provide an opportunity to comments and/or present information to the Committee on matters not on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Committee will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.</i>		
5. APPROVAL OF OCTOBER MINUTES	A. Lopez	3

6.	AIDD COMPLIANCE TASK CHART	A. Carruthers	16
7.	BUDGET UPDATE	A. Carruthers	28
8.	DESIGNATED STATE AGENCY MEMORANDUM OF UNDERSTANDING STATUS	A. Carruthers	
9.	DD SYSTEM SUSTAINABILITY	M. Kennedy/M. Clark	
10.	FACILITATION POLICY	N. Bocanegra	29
11.	STRATEGIC PLANNING PROCESS	M. Kennedy	
12.	STREAMLINE CURRENT STATE PLAN OBJECTIVES	A. Carruthers	48
13.	DIRECTION FOR REGIONAL OFFICES AND ADVISORY COMMITTEES	M. Clark	
14.	LANTERMAN ACT: Update on Authorized Representative Issue	D. Forderer	55
15.	COUNCIL MEETING STRUCTURE AND AGENDA FORMAT	M. Kennedy	
16.	COMMITTEE 2015 WORKPLANS	A. Lopez	
17.	ESTABLISH JANUARY COUNCIL AGENDA	All	
18.	ADJOURN	A. Lopez	

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**Executive Committee Meeting Minutes
October 21, 2014**

Attending Members

April Lopez
Janelle Lewis
Molly Kennedy
Nancy Clyde
Ning Yang

Members Absent

Kecia Weller

Others Attending

Aaron Carruthers
Chris Arroyo
Mike Clark
Natalie Bocanegra
Nancy Dow
Robin Maitino

1. **Call to Order**

April Lopez called the meeting to order at 10:15 a.m. and established a quorum present.

2. **Welcome and Introductions**

Members and others introduced themselves.

3. **Public Comments**

There were no public comments.

4. **Approval of August Meeting Minutes**

It was moved/seconded (Kennedy/Yang) and carried to approve the August 12, 2014 Executive Committee minutes as presented.

5. **AIDD Compliance Task Chart**

Molly Kennedy went over both the AIDD Compliance Task Chart included in the packet and the AIDD Compliance Task Timeline that was handed out to Committee members. The new chart and timeline lays out information in a more user friendly manner. Molly would like to the timeline revised using plain language.

Aaron Carruthers, Chief Deputy Director added that the AIDD calls with our new Project Director, Allison Cruz will now be quarterly rather than monthly.

6. **Budget Update**

Aaron Carruthers presented a handout detailing the monthly budget projections for fiscal year 2013-14. This handout included expenditures through September 2014 which indicated a \$303,006 shortfall without filling current vacancies, or a \$990,409 shortfall if all vacancies were filled. .

There was much discussion surrounding the budget deficit including several suggestions on cost savings. The Committee took the below action to allow staff time to do the internal work necessary to bring ideas back to the Committee for approval before going onto the full Council.

It was moved/seconded (Kennedy/Lewis) and carried to give Council staff the authority to do internal work related to addressing the structural deficit and report back to the Executive Committee.

7. **Golden Gate Regional Center (GGRC) Sponsorship Request**

No action was taken on this item. GGRC withdrew their request due to time limitations.

8. **Jay Nolan Contract Update**

Aaron Carruthers reported that the Jay Nolan contract has been administratively extended to March 2015 in order to allow the contractor 12 full months to complete the second year of a two-year grant.

9. **Designated State Agency (DSA)**
Memorandum of Understanding Status (MOU)

Legal Counsel Natalie Bocanegra provided an update on the progress of the MOU development. The draft has been completed and staff is in the process of coordinating discussion of the MOU with the DSA. Due to the time needed to collaborate with the DSA on the MOU, the timeline has been pushed to July 2015.

10. **Developmental Disability (DD) System Sustainability**

Molly Kennedy and Interim Executive Director, Michal Clark, presented a letter to the Committee from Steve Miller of Tierra del Sol regarding frozen rates and cost control measures resulting in closing programs throughout the State. This issue brought about much discussion on sustainability within the DD system. The Committee felt very strongly that the Council needs to play a part in supporting sustainability and took the below action.

It was moved/seconded (Kennedy/Yang) and carried to recommend that the Council be the “conveners” for the meetings necessary with leadership and stakeholders to support DD System Sustainability.

11. Vision for the Council's Future

Council Leadership and Executive Management requested the Executive Committee's input in developing a roadmap by responding to the below questions. The following includes both questions and input.

QUESTION 1

PLEASE WRITE DOWN THREE RECENT COUNCIL ACCOMPLISHMENTS.

- Legislative success:
 - Self Determination
 - Employment First
 - AB 1595
 - Influence on SB 577
 - Good rapport with Legislative staff
- Progress on Corrective Action Plan; meeting AIDD goals; reestablishing strong collaboration with partners (UCEDD, DRC).
- Development of SSAN and SAAC.
- Filling vacancies both staff and Council appointments.
- Being in line with others states National Core Indicator's (NCI).
- Community Progress with mini-grants.

QUESTION 2

HOW CAN THE COUNCIL ESTABLISH ITSELF AS A MODEL LEADER IN CALIFORNIA AND THROUGHOUT THE NATION?

- Focus on public relations/representation in the public (i.e., hearings, etc.)
- Stimulate thinking and developing plans/ideas for moving support and services for people with intellectual developmental disabilities forward.
- Education and outreach for both the public and people with intellectual developmental disabilities.
- Emphasizing statewideness to ensure access to services by the State's diverse populations.
- Build a system that promotes individuality and equality (strong advocacy).
- Ensure the implementation of DD Laws.

QUESTION 3

WHAT UNIQUENESS CAN THE COUNCIL BRING TO IMPROVING THE CALIFORNIA DEVELOPMENTAL DISABILITIES SYSTEM?

- Fully support mandate of the Federal DD Act and the Lanterman Act.
- Training and education for regional center case managers on services available.
- System Monitoring
- Council makeup is unique in its diversity.
- Be the “convener” with leadership/stakeholders on DD System Sustainability.
- Be innovative, maintain autonomy as a system.
- Be a leader in self-advocacy.

QUESTION 4

HOW DOES THE COUNCIL WANT TO IMPROVE AND IMPACT THE LIVES OF PEOPLE WITH DISABILITIES AND THEIR FAMILY IN THE NEXT 10 YEARS?

- Train and educate the public, doctors, and first responders on using innovative methods such as social media, community outreach, and PSA's.
- Be the conveners in revitalizing the DD system.
- Truly implement Self-Determination and Employment First.
- Provide training (perhaps to ombudsmen) on resources for help in navigating the system and services.
- Think of the Council as being the one to call for resources.
- “Information Highway” for DD resources.
- Abuse education in the school districts (teachers and their aides)
- More integration in the DD/IDD and Mental Health Systems.
- Focus on public education in persons 3-22 years of age.

12. **Bylaw Review**

Natalie Bocanegra went through the proposed changes made to the Bylaws. Changes made were based on three (3) sources: 1) the MTARS findings; 2) Assembly Bill (AB) 1595; and 3) the Attorney General’s opinion regarding quorum issues.

It was moved/seconded (Kennedy/Clyde) and carried to recommend that the Council approve the September 8, 2014, version of Bylaws as amended.

13. **Central Valley Regional Center Conflict of Interest Waiver Request**
Natalie Bocanegra reported that on September 25, 2014, the Central Valley Regional Center (CVRC) notified SCDD of a conflict of interest waiver request involving CVRC Board Member Scot Miller. Area Board 8 will be convening their board meeting on November 12, 2014. Assuming the board has quorum, this item will be acted upon at that time and referred to the Council for further action. An update on this waiver request will be given at the November Council meeting.

14. **Establish November Council Agenda**
The following items will be included on the November 19, 2014 Council agenda:
 - Committee Reports (DD Sustainability issue as part of the Executive Committee report.)
 - Bylaw Review
 - AIDD Compliance/MTARS Update
 - Central Valley Regional Center Conflict of Interest Waiver Request
 - Leading the Charge Sponsorship Request
 - Strategic Planning

15. **Closed Session**
The Committee went into closed session.

16. **Reconvene Open Session**
There were no actions to report.

17. **Adjournment**
April Lopez adjourned the meeting at 3:15 p.m.

AIDD Compliance Task Timeline

<u>Date Due</u>	<u>Item No.</u>	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
December 1, 2014	A1.	AB 1595, Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of the Council Directors responsibilities of hiring, supervising and evaluating staff	E.D. Legal Council
December 1, 2014	B1.	Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of the Council's membership nomination and appointment process and procedures	E.D. Legal Council
December 1, 2014	C1.	Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of outreach efforts to recruit members that reflect the state's diverse geographic locations, race and ethnicity	E.D. Legal Council
December 1, 2014	C2.	Demographic analysis of Governor's appointees to the Council	Direct evidence that the Council's membership reflects the state's diverse geographic locations, race and ethnicity	H.R.
December 1, 2014	D1.	AB 1595, Bylaws	Policies and/or procedure with other documentation as necessary providing evidence of Council provisions to rotate membership	E.D. Legal Council
December 1, 2014	E1.	AB 1595, Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of Council provisions that allow continuation of membership until a new member is appointed	E.D. Legal Council
December 1, 2014	F1.	Bylaws, administrative procedure	Policies and/or procedures (with other documentation as necessary) providing evidence of appointment process to notify Governor of membership and vacancies	E.D. Legal C.D.D. Council
December 1, 2014	I5.	AB 1595, Bylaws	Policies and procedures (with other documentation as necessary) providing evidence of how the Council addresses Conflict of Interest, particularly findings in the MTARS	E.D.

AIDD Compliance Task Timeline

Date Due	Item No.	Task Description	Documentation/Evidence of Progress	Who
December 1, 2014	16.	Bylaws, Form 700, Gov't Codes 1090 and 87100	Direct evidence that the Council is following its policy and procedures with regards to conflict of interest	E.D. Legal
December 1, 2014	17.	Bylaws	Policies and/or procedures (with other documentation as necessary) regarding : (a) Council staff carrying out solely the responsibilities duties of the Council as described in the DD Act; (b) training on the DD Act, the DD Council's federal mandate to conduct and support advocacy, capacity building, and systemic change on a statewide level; (c) state plan implementation, data collection and analysis, supports to engage self-advocate members in council meetings and activities; (d) standard orientation tools for staff, policy manuals and trainings to learn Council programs and administrative requirements	CDD Legal HR
December 1, 2014	M2.	AB 1595	Policies and/or procedures revised (with other documentation as necessary) as a result of the Lanterman Act	ED Legal
December 1, 2014	N1.	Contract Manual	Policies and/or procedures (with other documentation as necessary) providing evidence the Council carries out appropriate subcontracting activities, accurate financial accounting and record keeping	CDD
January 1, 2015	A2.	Executive Director job description	Demonstration of the Director's ability to hire, supervise and annually evaluate the staff of the Council	H.R.
January 1, 2015	G1a.	Orientation binder, welcome letter	Since the MTARS visit, documentation of Council compliance with membership composition requirement, standard orientation or mentoring process for Chair and new members, including training in the DD Act, the Council program federal mandate, and organization governance	E.D., TA

AIDD Compliance Task Timeline

Date Due	Item No.	Task Description	Documentation/Evidence of Progress	Who
January 1, 2015	G3a.	Facilitation Policy	Direct evidence of supports for engaging self-advocate members of the Council in council meetings and council activities.	E.D.
February 1, 2015	G2.	Welcome letter for agency reps	Direct evidence of state agency representatives understanding their role and actively engaging in Council meetings	E.D., TA
February 1, 2015	I3.	DSS Invoices	Direct evidence that the DSA rates are charged to the Council consistent with documents	CDD
February 1, 2015	I4.	DSS Invoices	Direct evidence that DSA provided match to the Council.	CDD
February 1, 2015	L1.	State accounting policies, budget development directives	Policies and/or procedures (with other documentation as necessary) providing evidence of how the Council's budget is developed, executed, and how the expenditure data is calculated	CDD
February 1, 2015	L2.	Month's expenditures by object code for entire budget	Review of fiscal documents to assess whether the Council is following its policies and procedures and federal grant requirements	CDD
February 1, 2015	M1.	State accounting policies, budget development directives	Policies and/or procedures (with other documentation as necessary) providing evidence of how the Council's budget is developed, executed, and how the expenditure data is calculated	CDD

AIDD Compliance Task Timeline

<u>Date Due</u>	<u>Item No.</u>	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
February 1, 2015	01.	State accounting policies	Policies and/or procedures (with other documentation as necessary) providing evidence the DSA has promoted: Accurate receipt, accounting, and disbursement of funds; Provision of appropriate fiscal control and fund accounting procedures necessary to assure proper disbursement of, and accounting for, funds paid; Access to records as the Secretary and Council may determine necessary; and timely development and dissemination of financial reports regarding status of expenditures, obligations, and liquidation by agency or Council, and use of Federal and non-Federal shares	CDD Legal
April 1, 2015	B2.	Membership Committee meeting minutes & report to Council, list of organizations on distribution list, recruitment materials.	Direct evidence that the appointment process procedures are being implemented.	E.D. Committee
April 1, 2015	F2.	Membership Committee reports to Council	Direct evidence of notifying Governor of membership recommendations and vacancies	E.D. Committee
April 1, 2015	G1b.	Annual Councilmember training	Since the MTARS visit, documentation of Council compliance with membership composition requirement, standard orientation or mentoring process for Chair and new members, including training in the DD Act, the Council program federal mandate, and organization governance	E.D., TA
July 1, 2015	11.	MOU	Direct evidence/documentation of MOU between the Council and the Legal DSA in support of the Council	Legal
July 1, 2015	12.	MOU	Direct evidence/documentation of DSA's indirect policy	Legal

AIDD Compliance Task Timeline

<u>Date Due</u>	<u>Item No.</u>	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
July 1, 2015	18.	Breakdown of staff by funding source, training materials, staff orientation binder	Direct evidence that the policies and procedures above are being carried out consistent with the policy	CDD CCPP HR
July 1, 2015	J1b.	Evidence of periodic meetings and joint activities.	Policies and/or procedures (with other documentation as needed) providing evidence of how the Council will develop and address state plan goals on a statewide basis; plans for collaboration with the DD Network Partners	ED
July 1, 2015	M3.	Council reviews of monthly budget projections, Council votes on resource allocation, including cost-reductions	Direct evidence that the full Council is developing, approving and managing its budget	ED CDD Committee Council
July 1, 2015	O2.	DSA Annual Evaluation (possibly CalSTARS report)	Direct evidence that the DSA is carrying out the policies and procedures.	CDD, Comm
September 1, 2015	J1a.	State Plan work plan	Policies and/or procedures (with other documentation as needed) providing evidence of how the Council will develop and address state plan goals on a statewide basis; plans for collaboration with the DD Network Partners	ED DDP Committee TA
October 1, 2015	H1a	State Plan development process	Evidence of activities, process and/or procedures (with other documentation as necessary) to develop a 5 year strategic plan that addresses systems change, capacity building and advocacy on a statewide basis	DDPP, Comm, Council, TA
January 1, 2016	D2.	Council roster showing membership and changes for 2015	Direct evidence that the Council is rotating its members per the Council's policy	E.D.

AIDD Compliance Task Timeline

Date Due	Item No.	Task Description	Documentation/Evidence of Progress	Who
January 1, 2016	E2.	Council roster showing membership and changes for 2015	Direct evidence that the Council is following its members membership policy	E.D.
January 1, 2016	G3b.	SAAC packets and materials for 2015, evidence of facilitator attendance for 2015	Direct evidence of supports for engaging self-advocate members of the Council in council meetings and council activities.	E.D.
January 1, 2016	J2.	Amended plan and supporting documentation.	For the remainder of the 2011-2016 state plan, evidence of amended and implemented goals on a statewide basis.	DDPP Committee Council TA
January 1, 2016	K1.	Documentation of TA received and products based on TA	Policies and/or procedures (with other documentation as needed) providing evidence for the Council to develop a high quality cohesive and comprehensive PPR as described in the guidance provided by ITACC and AIDD	DDPP TA
January 1, 2016	N2.	RFP, Overview of RFP process, summary pages of selected vendor	Direct evidence that the Council is following its subcontracting policies.	CDD

AIDD Compliance Task Timeline

Date Due	<u>Item No.</u>	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
October 1, 2016	H1b.	Documentation of public outreach, meetings, surveys, use of available data sources (NCI, ICI, CDER, etc). Copies of staff products submitted to committees and Council to support integration of data and public input. Various other documents showing committee work and council review and revisions of state plan.	Evidence of activities, process and/or procedures (with other documentation as necessary) to develop a 5 year strategic plan that addresses systems change, capacity building and advocacy on a statewide basis	DDPP Committee Council Technical Assistance
October 1, 2016	H2.	Documentation of public outreach, meetings, surveys, use of available data sources (NCI, ICI, CDER, etc). Copies of staff products submitted to committees and Council to support integration of data and public input. Various other documents showing committee work and council review and revisions of state plan.	Direct evidence of process and/or procedures (with other documentation as necessary) for the Council to make data driven decisions and evaluate the progress and impact of state plan implementation	DDPP Committee Council Technical Assistance

AIDD Compliance Task Timeline

<u>Date Due</u>	<u>Item No.</u>	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
October 1, 2016	19.	See A (Staff), H (Five Year State Plan), and M (Fiscal Requirement)	Direct evidence the Council is functioning free of DSA interference as identified in the MTARS findings	ED CDD DDPP Legal Committee Council TA
October 1, 2016	K2.	Evaluation plan	Council evaluation plan submitted in the State Plan.	DDPP Committee Council TA
January 1, 2017	J3.	Approval of new state plan	Approval of new state plan for FY 2016-2021	DDPP Committee Council TA
January 1, 2018	J4.	PPR	Review of PPRs to assess the extent to which the Council is conducting and supporting advocacy, capacity building and systemic change activities consistent with the DD Act	DDPP Committee Council TA
January 1, 2018	K3.	PPR	Review of PPRs to assess whether the Council is utilizing its evaluation plan	DDPP TA

SCDD – AIDD Compliance Task Chart

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II. ORGANIZATIONAL ADMINISTRATION									
	<i>II.1 Staff</i>	<i>2013 MTARS Finding</i>	<i>Other Key Areas of Concern</i>	<i>Documentation/Evidence of Progress</i>	<i>Comments</i>	<i>Task (CA #1)</i>	<i>When</i>	<i>Who</i>	<i>Done</i>
A	The Director shall hire, supervise, and annually evaluate the staff of the Council. Sec. 125(c)(9)	The Council Director (not the Governor) should hire Council staff and supervise and annually evaluate them. Instead the: Council Director submits hiring recommendations to the Governor and the Governor has the final authority to hire two deputy level staff. The Council has the final approval for the hiring of other staff.	N/A	1. Policies and/or procedures (with other documentation as necessary) providing evidence of the Council Directors responsibilities of hiring, supervising and evaluating staff. 2. Demonstration of the Director's ability to hire, supervise and annually evaluate the staff of the Council	Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted	1. AB 1595, Bylaws 2. ED job description	1. 12/1/14 2. 1/1/15	1. ED, Legal, Council 2. HR	1. Submitted 2. No
III. MEMBERSHIP									
	<i>III.1 Membership policies</i>	<i>2013 MTARS Finding</i>	<i>Other Key Areas of Concern</i>	<i>Documentation/Evidence of Progress</i>	<i>Comments</i>	<i>Task (CA #2, 3)</i>	<i>When</i>	<i>Who</i>	<i>Done</i>
B	Membership recommendations solicited by Governor from a broad range of organizational sources including non-state agency members of the Council. Sec125(b)(1)(B)	The Council's membership nomination and appointment process has been historically inhibited by state bureaucracy. It is unclear if and how membership recommendations are solicited from a broad range of DD/ID organizational sources and non-state agency members of the Council.	N/A	1. Policies and/or procedures (with other documentation as necessary) providing evidence of the Council's membership nomination and appointment process and procedures 2. Direct evidence that the appointment process procedures are being implemented	Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted	1. Bylaws 2. Membership Committee meeting minutes & report to Council, list of organizations on distribution list, recruitment materials,	1. 12/1/14 2. 4/1/15	1. ED, Legal, Council 2. ED, Comm	1. Submitted 2. No

SCDD – AIDD Compliance Task Chart DRAFT DRAFT DRAFT DRAFT

C	Members reflect the state's diverse geographic locations, race, and ethnicity. Sec.125(b)(1)(C)	The appointment process for obtaining new Council members has hindered compliance with the DD Act. Currently, SCDD's membership composition does not meet the requirements for geographic, racial, and ethnic diversity.	N/A	1. Policies and/or procedures (with other documentation as necessary) providing evidence of outreach efforts to recruit members that reflect the state's diverse geographic locations, race and ethnicity 2. Direct evidence that the Council's membership reflects the state's diverse geographic locations, race and ethnicity	Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted	1. Bylaws 2. Demographic analysis of Governor's appointees to the Council	1. 12/1/14 2. 12/1/14	1. ED, Legal, Council 2. HR	1. Submitted 2.
III.1 Membership policies	2013 MTARS Finding	Other Key Areas of Concern	Documentation/Evidence of Progress	Comments	Task (CA #4, 5, 6)	When	Who	Done	
D	The Council has provisions to rotate membership. Sec.125(b)(2)	Each regional office (i.e. Area Board) representative has to be nominated by the governor. Membership rotation has been historically inhibited by the state's bureaucratic appointment process. For example, one regional office has not had representation on the Council for two years.	1. Policies and/or procedure with other documentation as necessary) providing evidence of Council provisions to rotate membership 2. Direct evidence that the Council is rotating its members per the Council's policy	Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted	1. AB 1595, Bylaws 2. Council roster showing membership and changes for 2015	1. 12/1/14 2. 1/1/16	1. ED, Legal, Council 2. ED	1. Submitted 2. No	
E	The Council has provisions that allow continuation of membership until a new member is appointed. Sec.125(b)(2)	The Council did not provide evidence of a policy for allowing the continuation of Council membership until a replacement member could be appointed.	1. Policies and/or procedures (with other documentation as necessary) providing evidence of Council provisions that allow continuation of membership until a new member is appointment 2. Direct evidence that the Council is following its members membership policy	Sufficient evidence must be provided to adequately meet this finding and be considered for terms and conditions status	2. Council roster showing membership	1. 12/1/14 2. 1/1/16	2. ED	1. Submitted 2. No	

Nov 26, 2014

Key: CA= Corrective Action Plan Corrective Action, ED= Executive Director, CDD=Chief Deputy Director, DDP=Deputy Director of Policy and Planning, Comm=Council Committee, TA=Technical Assistance

SCDD – AIDD Compliance Task Chart

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<p>F</p> <p>The Council has a process to notify Governor re: membership and vacancies. Sec. 125(b)(2)</p>	<p>The Council did not provide evidence of a transparent and effective process to notify Governor regarding membership vacancies.</p>	<p>N/A</p>	<p>1. Policies and/or procedures (with other documentation as necessary) providing evidence of appointment process to notify Governor of membership and vacancies</p> <p>2. Direct evidence of notifying Governor of membership recommendations and vacancies</p>	<p>Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted</p>	<p>and changes for 2015</p> <p>1. Bylaws, administrative procedure</p> <p>2. Membership Committee reports to Council</p>	<p>1.1/2/1/14</p> <p>2. 4/1/15</p>	<p>1. ED, Legal, CDD, Council</p> <p>2. ED, Comm</p>	<p>1. Submitted</p> <p>2. No</p>	
<p>III.2 Membership requirements</p>									
<p>G</p> <p>60% of membership represent individuals with DD in the following categories: Sec.125(b)(3); Sec.125(b)(5)</p> <p>1/3 individuals with DD</p> <p>1/3 parents and guardians of children with developmental disabilities or immediate relatives of guardians of adults with developmental disabilities, 1/3 combination at least one is immediate relative or guardian of an individual with developmental disabilities who resides or previously resided in an institutional or an individual with developmental disabilities who currently/previously resided in an institution in the State. Sec. 125(b)(6)</p>	<p>2013 MTARS Finding</p> <p>Historically the Council has had long term vacancies. Several membership rosters have been submitted since last year and four membership vacancies were filled just prior to the on-site monitoring visit. An updated membership roster is requested as part of the FY14 State Plan Amendment to AIDD to ensure compliance.</p>	<p>Other Key Areas of Concern</p> <p>1. The Council does not have a standard orientation or mentoring process for the Chair or new members. Council members expressed the need for training on the DD Act, the Council program federal mandate, and organization governance</p> <p>2. State agency representatives lack understanding of their role at Council meetings. While representatives attend full Council meetings, they do not actively engage with the committees.</p>	<p>Documentation/Evidence of Progress</p> <p>1. Since the MTARS visit, documentation of Council compliance with membership composition requirement, standard orientation or mentoring process for Chair and new members, including training in the DD Act, the Council program federal mandate, and organization governance.</p> <p>2. Direct evidence of state agency representatives understanding their role and actively engaging in Council meetings</p>	<p>Comments</p> <p>Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted</p>	<p>Task (CA #7)</p> <p>1a. Orientation binder, welcome letter,</p> <p>1b. Annual Councilmember training materials</p> <p>2. Welcome letter for Agency reps</p>	<p>1. 1/1/15</p> <p>1b. 4/1/15</p>	<p>1a. ED, Comm, TA</p> <p>1.b. ED, TA</p> <p>2. ED, TA</p>	<p>1a. No</p> <p>1b. No</p> <p>2. No</p>	

SCDD – AIDD Compliance Task Chart DRAFT DRAFT DRAFT DRAFT

	<p>activity. While AIDD does not question the merit of the projects and the quality of the work being done by Council staff, it raises serious questions about whether the state is directing the Council's State Plan or whether the Council is developing the State Plan.</p>		<p>2. Direct evidence of process and/or procedures (with other documentation as necessary) for the Council to make data driven decisions and evaluate the progress and impact of state plan implementation</p>		<p>other documents showing committee work and council review and revisions of state plan.</p>	<p>2. 10/1/16</p>	<p>2. DDPP, Comm, Council I, TA</p>	<p>2. No</p>
<p>I IV.1. Five Year State Plan Plan must include assurances related to: ➤ (B) USE OF FUNDS - <i>At the request of any State, a portion of such funds provided to such State under this subtitle for any fiscal year shall be available to pay up to 1/2 (or the entire amount if the Council is the designated State agency) of the expenditures found to be necessary by the Secretary for the proper and efficient exercise of the functions of the</i></p>	<p>The Council did not provide adequate evidence that the plan is supported by the assurances in Section 125(c)(5)(B - D) and (K - L). Regarding (B) <i>Use of Funds</i>, the review team could not draw any conclusions about the Council based on the information provided about the expenditures for the DSA. It was stated during interviews that:</p> <ul style="list-style-type: none"> The DSA charges the Council an indirect rate for the services it provides. The rate stated by Council staff was in excess of the 5% or \$50,000 limit. 	<p>Other Key Areas of Concern 1. The DSA plays a vital role supporting the development and implementation of the Council's budget. AIDD highly recommends the Council and DSA enter into a Memorandum of Understanding in support of the Council</p>	<p>Documentation/Evidence of Progress 1. Direct evidence/documentation of MOU between the Council and the DSA in support of the Council 2. Direct evidence/documentation of DSA's indirect policy 3. Direct evidence that the DSA rates are charged to the Council consistent with documents 4. Direct evidence that DSA provided match to the Council 5. Policies and procedures (with other documentation as necessary) providing evidence of how the Council addresses</p>	<p>Comments Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted</p>	<p>Task (CA #9) 1. MOU 2. MOU 3. DSS Invoices 4. DSS Invoices 5. AB 1595 Bylaws</p>	<p>When 1. 7/1/15 2. 7/1/15 3. 2/1/15 4. 2/1/15 5. 12/1/14</p>	<p>Who 1. Legal 2. Legal 3. CDD 4. CDD</p>	<p>Done 1. No 2. No 3. No 4. No 5. Submitted</p>

Nov 26, 2014 Key: CA=Corrective Action Plan Corrective Action, ED=Executive Director, CDD=Chief Deputy Director, DDPP=Deputy Director of Policy and Planning, Comm=Council Committee, TA=Technical Assistance

SCDD – AIDD Compliance Task Chart

DRAFT DRAFT DRAFT DRAFT DRAFT

<p>designated State agency, except that not more than 5 percent of such funds provided to such State for any fiscal year, or \$50,000, whichever is less, shall be made available for total expenditures for such purpose by the designated State agency</p> <p>(C) STATE FINANCIAL PARTICIPATION.— The plan shall provide assurances that there will be reasonable State financial participation in the cost of carrying out the plan</p> <p>(D) CONFLICT OF INTEREST.—The plan shall provide an assurance that no member of such Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest.</p> <p>(K) STAFF ASSIGNMENTS.—The plan shall provide assurances that the staff</p>	<ul style="list-style-type: none"> Staff did not know the DSA's indirect policy and no written policy were provided. The Council is required to pay the indirect rate. The Council staff stated it does so from two contracts the state awards to the Council. <p>In regards to (C) State Financial Participation, when the review team inquired about how the state provides state contract funds being factored in but there was a tremendous lack of clarity on this matter.</p> <p>In regards to (D) Conflict of Interest, the majority of the Council is comprised of non-agency representatives who are Area Board representatives. There are 13 Areas Board representatives on the Council and 7 "at large" members. The Area Board representatives sit on the State Council and on the Advisory Committee to the Area Boards. This dual role presents a conflict of interest and gives the appearance of a conflict of interest. The Council does not have a policy or procedure to address this.</p>	<p>Act, the DD Council's federal mandate to conduct and support advocacy, capacity building, and systemic change on a statewide level.</p>	<p>Conflict of Interest, particularly findings in the MTARS</p> <p>6. Direct evidence that the Council is following its policy and procedures with regards to conflict of interest</p> <p>7. Policies and/or procedures (with other documentation as necessary) regarding : (a) Council staff carrying out solely the responsibilities duties of the Council as described in the DD Act; (b) training on the DD Act, the DD Council's federal mandate to conduct and support advocacy, capacity building, and systemic change on a statewide level; (c) state plan implementation, data collection and analysis, supports to engage self-advocate members in council meetings and activities; (d) standard orientation tools for staff, policy manuals and trainings to learn Council programs and administrative requirements</p>	<p>Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted</p>	<p>6. Bylaws, Form 700, Gov't Codes 1090 & 87100</p> <p>7. Bylaws</p>	<p>6. 12/1/14</p> <p>7. 12/1/14</p>	<p>6. ED, Legal</p> <p>7.CDD, Legal, HR</p>	<p>6. Submitted</p> <p>7. Submitted</p>
<p>(K) STAFF ASSIGNMENTS.—The plan shall provide assurances that the staff</p>	<p>In regards to (K) Staff Assignments, it appears that Council staff is carrying out work directed by the state and not</p>		<p>8. Direct evidence that the policies and procedures above are being carried out consistent with the policy</p>		<p>8. Breakdown of staff by funding source, training materials,</p>	<p>8. 7/1/15</p>	<p>8. CDD, CCP, HR</p>	<p>8. No</p>

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SCDD – AIDD Compliance Task Chart DRAFT DRAFT DRAFT DRAFT

<p>and other personnel of the Council, while working for the Council, will be responsible solely for assisting the Council in carrying out the duties of the Council under this subtitle and will not be assigned duties by the designated State agency, or any other agency, office, or entity of the State.</p>	<p>necessarily the Council through the state funded Client Rights Advocacy and Volunteer Advocacy Services projects.</p> <p>Through these contracts, Council staff conducts assessments and monitoring in the State's developmental centers. Providing direct services is outside the purview of the Council's responsibilities. Furthermore, this work is in support of the two state contracts and therefore directs the work carried out by Council staff located in the regional office. Since it is work created by and for the state, it raises questions as to whether the Council staff is assisting the Council or the state.</p>	<p>9. Direct evidence the Council is functioning free of DSA interference as identified in the MTARS findings</p>	<p>staff orientation binder</p> <p>9. See A (Staff), H (Five Year State Plan), and M (Fiscal Requirement)</p>	<p>9. 10/1/16</p>	<p>9. ED, CDD, DDDP, Legal, Comm, Council, TA</p>	<p>9. No</p>
<p>➤ (L) NONINTERFERENCE —The plan shall provide assurances that the designated State agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State Plan development, or plan implementation of the Council, except that the designated State agency shall have the authority necessary to</p>	<p>In regards to (L) <i>Noninterference</i>, it is very difficult to conclude whether the Council is free of interference:</p> <ul style="list-style-type: none"> To avoid duplication, issues related to interference with the budget process are described under <i>VI.1 Fiscal Requirements</i> To avoid duplication, issues related to interference with personnel are described under <i>II.1 Staff</i> To avoid duplication, issues related to interference with State Plan development are described in the Section 					

SCDD – AIDD Compliance Task Chart

DRAFT DRAFT DRAFT DRAFT DRAFT

<p>carry out the responsibilities described in section 125(d)(3). Sec.124(c)(5)</p>	<p>above IV.1. Five Year State Plan.</p>							
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<p>IV.2 State Plan Implementation</p>	<p>2013 MTARS Finding</p>	<p>Other Key Areas of Concern</p>	<p>Documentation/Evidence of Progress</p>	<p>Comments</p>	<p>Task (CA #10)</p>	<p>When</p>	<p>Who</p>	<p>Done</p>
<p>The Council shall implement the State Plan by conducting and supporting advocacy, capacity building, and systemic change activities Sec.125(c)(5)</p>	<p>The Council's 5-year plan implementation does not promote advocacy, capacity building, and systemic change at the state level. As discussed above, the review team heard more about the two state funded projects implemented by the Area Boards. Since so much attention was paid to the two state funded projects, the review team did not hear about a coherent set of activities implemented by the Council at the state level.</p>	<p>1. Partnership efforts are evident however, there are no plans for collaboration between the DD Network Partners (the Council, the three UCEDDs and the P&A)</p>	<p>1. Policies and/or procedures (with other documentation as needed) providing evidence of how the Council will develop and address state plan goals on a statewide basis; plans for collaboration with the DD Network Partners</p> <p>2. For the remainder of the 2011-2016 state plan, evidence of amended and implemented goals on a statewide basis</p> <p>3. Approval of new state plan for FY 2016 – 2021</p> <p>4. Review of PPRs to assess the extent to which the Council is conducting and supporting advocacy, capacity building and systemic change activities consistent with the DD Act</p>	<p>This will require ongoing technical assistance and monitoring into the next state plan cycle (2016-2021) before considering whether to special terms and conditions are lifted</p>	<p>1a. State Plan work plan</p> <p>1b. Evidence of periodic meetings and joint activities</p> <p>2. Amended Plan and supporting documentation</p> <p>3. Approval of new plan.</p> <p>4. PPR</p>	<p>1a. 9/1/15</p> <p>1b. 7/1/15</p> <p>2. 1/1/16</p> <p>3. 1/1/17</p> <p>4. 1/1/18</p>	<p>1a. ED, DDPP, Comm, TA</p> <p>1b. ED</p> <p>2. DDPP, Comm, Council, TA</p> <p>3. DDPP, Comm, Council, TA</p> <p>4. DDPP, Comm, Council, TA</p>	<p>1a. No</p> <p>1b. No</p> <p>2. No</p> <p>3. No</p> <p>4. No</p>

SCDD – AIDD Compliance Task Chart

DRAFT DRAFT DRAFT DRAFT

V. EVALUATION AND REPORTS										
Program Performance Report		2013 MTARS Finding		Other Key Areas of Concern	Documentation/Evidence of Progress	Comments	Task (CA #11)	When	Who	Done
K	The Council annually prepares and transmits to the Secretary a report containing information about the progress made in achieving the goals. The report includes: <ul style="list-style-type: none"> Extent to which each goal of Council was achieved. Sec.125(c)(7)(A) Description of strategies that contributed to achieving goals. Sec.125(c)(7)(B) Extent to which each goal was not achieved, describes factors that impeded goal achievement. Sec.125(c)(7)(C) Separate information on self-advocacy goal. Sec.125(c)(7)(D) 	Overall the Council's Program Performance Report does not specifically describe how each Area Board is contributing to State Plan implementation. Because there are 13 regional offices implementing different parts of the Council State Plan, it is difficult to determine how State Plan achievement is being measured and evaluated.	N/A		1. Policies and/or procedures (with other documentation as needed) providing evidence for the Council to develop a high quality cohesive and comprehensive PPR as described in the guidance provided by ITACC and AIDD 2. Council evaluation plan submitted in the State Plan 3. Review of PPRs to assess whether the Council is utilizing its evaluation plan	This will require ongoing technical assistance and monitoring into the next state plan cycle (2016-2021) before considering whether to special terms and conditions are lifted	1. Documentation of TA received and products based on TA 2. Evaluation plan	1. 1/1/16 2. 10/1/16	1. DDPP, TA 2. DDPP, Comm, Council, TA 3. DDPP, TA	1. No 2. No
L	An accounting of the manner in which funds paid to the State for a fiscal year were expended. Sec.125(c)(7)(G)	The Council presented several documents that detailed different aspects of how the federal allotment is being spent, but overall the review team could not determine how the budget is developed and executed and how expenditure data is calculated.	N/A		1. Policies and/or procedures (with other documentation as necessary) providing evidence of how the Council's budget is developed, executed, and how the expenditure data is calculated 2. Review of fiscal documents to assess whether the Council is following its policies and procedures	Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted	1. State Accounting Policies, Budget Development Directives 2. Expenditures by Object	1. 2/1/15 2. 2/1/15	1. CDD 2. CDD	1. No 2. No

SCDD – AIDD Compliance Task Chart

DRAFT DRAFT DRAFT DRAFT

VI. FISCAL		and federal grant requirements		Code for entire budget	When	Who	Done	
<i>VI.1 Fiscal Requirements</i>	<i>2013 MTARS Finding</i>	<i>Other Key Areas of Concern</i>	<i>Documentation/Evidence of Progress</i>	<i>Comments</i>	<i>Task (CA #12)</i>	<i>When</i>	<i>Who</i>	<i>Done</i>
M	Council has authority to prepare, approve, and implement a budget to fund programs, projects, and activities. Sec125(c)(8)	The Council did not provide adequate evidence on how it developed or implemented its budget to fund programs, projects, and activities: <ul style="list-style-type: none"> Council members expressed a strong need for more fiscal transparency and training on state versus federal fiscal policy and the Council's budget development/implementation process. The Lanterman Act requires the Council to provide funding to Area Boards. The Lanterman Act provisions require the Council to hire staff at the deputy director level thereby interjecting a line item in the Council's budget and limiting its authority to develop a budget. 	1. Policies and/or procedures (with other documentation as necessary) providing evidence of how the Council's budget is developed, executed, and how the expenditure data is calculated 2. Policies and/or procedures revised (with other documentation as necessary) as a result of the Lanterman Act 3. Direct evidence that the full Council is developing, approving and managing its budget	Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted	1. State Accounting Policies, Budget Development Directives	1. 2/1/15	1. CDD	1. No
					2. AB 1595	2. 12/1/14	2. ED, Legal	2. Submitted
					3. Council reviews of Quarterly Budget Projections, Council votes on resource allocation, including cost-reductions	3. 7/1/15	3. ED, CDD, Comm, Council	3. No

Nov 26, 2014

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SCDD – AIDD Compliance Task Chart

DRAFT DRAFT DRAFT DRAFT DRAFT

	VI.2 Fiscal Policies	2013 MTARS Finding	Other Key Areas of Concern	Documentation/Evidence of Progress	Comments	Task (CA #13)	When	Who	Done
N	<p>Council has policies to carry out appropriate subcontracting activities. Sec.125(c)(8)(A)</p> <p>Council directs expenditures of funds for grants, contracts, interagency agreements that are binding contracts and other activities authorized by State Plan approval. Sec.125(c)(8)(C)</p> <p>Grantee shall keep records that disclose:</p> <ul style="list-style-type: none"> Amount and disposition of assistance by recipient Total cost of project or undertaking in connection with assistance given Amount of project costs supplied by other sources Such other records that will facilitate an effective audit Sec.103 	<p>The Council did not provide adequate evidence of that it has accurate financial accounting and record keeping:</p> <ul style="list-style-type: none"> At the time of the on-site visit, the Administrative Services Manager position was vacant and the Council did not have a staff person dedicated to managing the Council's finances. The Council could only provide limited information on the Council's fiscal policies during the on-site visit pertinent to the requirements in the DD Act. The Council experienced fiscal impropriety under the previous Executive Director (Board Resource contract) The state auditor's findings substantiate the immediate need for financial management systems. (Reference: <i>California Department of Finance Management Letter dated August 17, 2012</i>) 	N/A	<p>1. Policies and/or procedures (with other documentation as necessary) providing evidence the Council carries out appropriate subcontracting activities, accurate financial accounting and record keeping</p> <p>2. Direct evidence that the Council is following its subcontracting policies</p>	<p>Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted</p>	<p>1. Contract Manual</p> <p>2. RFP, Overview of RFP process, summary pages of selected vendor</p>	<p>1. 12/1/14</p> <p>2. 1/1/16</p>	<p>1. CDD</p> <p>2. CDD</p>	<p>1. Submitted</p> <p>2. No</p>

SCDD – AIDD Compliance Task Chart

DRAFT DRAFT DRAFT DRAFT

VII. DESIGNATED STATE AGENCY										
VII.2 Responsibilities of DSA		2013 MTARS Finding		Other Key Areas of Concern	Documentation/Evidence of Progress	Comments	Task (CA #14)	When	Who	Done
0	<ul style="list-style-type: none"> Receives, accounts for, and disburses funds under subtitle based on State Plan. Sec125(d)(3)(C)(i) Provides the appropriate fiscal control and fund accounting procedures as may be necessary to assure proper disbursement of, and accounting for, funds paid to the state. Sec125(d)(3)(C)(ii) Keeps and provides access to records as Secretary and Council may determine necessary and timely financial reports regarding status of expenditures, obligations, and liquidation by agency or Council, and use of Federal and non-Federal shares. Sec125(d)(3)(D) Provides required non-Federal share. Sec125(d)(3)(E) Assists in obtaining appropriate State Plan assurances and consistency with state law. Sec125(d)(3)(F) Enters into MOU at request of Council. Sec125(d)(3)(G) 	<p>As mentioned above the Council's recent experience with fiscal impropriety under the previous Executive Director (Board Resource contract) and the state auditor's findings substantiates the DSA's need to establish processes, policies, and procedures that promote:</p> <ul style="list-style-type: none"> Accurate receipt, accounting, and disbursement of funds Provision of appropriate fiscal control and fund accounting procedures necessary to assure proper disbursement of, and accounting for, funds paid Access to records as the Secretary and Council may determine necessary Timely development and dissemination of financial reports regarding status of expenditures, obligations, and liquidation by agency or Council, and use of Federal and non-Federal shares <p>The Council does not have a Memorandum of Understanding with the DSA.</p> <p>There was no evidence that the Council has conducted a formal evaluation of the DSA at any point and time.</p> <p>Several Council staff position and DSA functions appear duplicative. Several DSA functions are performed by Council staff at the central office, specifically in the areas of: contracting, budget, fiscal, and personnel.</p>	N/A	<p>1. Policies and/or procedures (with other documentation as necessary) providing evidence the DSA has promoted: Accurate receipt, accounting, and disbursement of funds; Provision of appropriate fiscal control and fund accounting procedures necessary to assure proper disbursement of, and accounting for, funds paid; Access to records as the Secretary and Council may determine necessary; and timely development and dissemination of financial reports regarding status of expenditures, obligations, and liquidation by agency or Council, and use of Federal and non-Federal shares</p>	<p>Sufficient evidence must be provided to adequately meet this finding and be considered for special terms and conditions to be lifted</p>	<p>1. State accounting policies</p>	<p>1. 2/1/15</p>	<p>1. CDD, Legal</p>	<p>1. No</p>	
			<p>2. Direct evidence that the DSA is carrying out the policies and procedures</p>	<p>2. DSA Annual Evaluation (possibly CAISTARS reports)</p>	<p>2. 7/1/15</p>	<p>2. CDD, Comm</p>	<p>2. No</p>			



MEMORANDUM

Date: December 2014
To: Non-Agency Members, State Council on Developmental Disabilities
From: SCDD Management
Subject: Facilitation/Attendant Policy and Materials

The following materials provide information on Council reimbursement for facilitation or attendant services that you may need in order to carry out your duties on behalf of the Council.

As explained in the attached policy, the Council will reimburse for expenses as allowed by the State of California rules. Individuals providing services that are reimbursable under this policy are independent contractors under the supervision of the individual Council member and are not employees of the Council.

A Council member receiving facilitation or attendant services to be reimbursed by the Council must submit a completed Support Services Expense Claim (attached). On this claim form, the Council member must certify that services were actually received and were essential to the performance of the Council member's duties.

"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."

QUICK SUMMARY
SCDD FACILITATION AND ATTENDANT SERVICES GUIDELINES
FOR NON-AGENCY MEMBERS

- SCDD reimburses non-agency members for facilitation and attendant services that are needed for the member to perform the function of their position.
- Member largely determines what services are needed.
- Member must send in documentation of the needed services
- SCDD reimburses the services on what has been considered reasonable. The rates of \$13.09 for facilitation and \$13.46 per hour for attendant care have been found to be reasonable.
- Facilitation is when a member gets help to understand what is happening in order for the member to develop his/her own informed decisions and express that decision during the meeting.
- Facilitators must accurately explain information in a way that it is easily understood without giving their opinions, thoughts or views.
- Facilitators may help with travel and getting or managing money need for attending Council related meetings.
- Attendants assist members to do activities of daily living and may include personal maintenance and hygiene, mobility and escort services.
- There are 2 task checklists to use to identify and document areas the member needs assistance to fully participate in Council related meetings. (Refer to Attachment B and C.)

Complete five copies to be distributed as follows:

- Copy 1, 2, 3 To accounting Systems Bureau
- Copy 4 To Provider
- Copy 5 To Employee

SUPPORT SERVICES EXPENSE CLAIM

MEMBER'S NAME		SOCIAL SECURITY NUMBER			
RESIDENCE ADDRESS (STREET NUMBER, CITY, STATE AND ZIP CODE)					
DEPARTMENT STATE COUNCIL ON DEVELOPMENTAL DIS.		DIVISION OR BUREAU		TELEPHONE (916) 322-8481	REPORTING UNIT CODE 1100
HEADQUARTERS ADDRESS (STREET NUMBER, CITY STATE AND ZIP CODE) 1507 21 st Street, Suite 210, Sacramento, CA 95811					
SUPPORT SERVICES PROVIDER'S NAME				SOCIAL SECURITY NUMBER	
RESIDENCE ADDRESS (STREET NUMBER, CITY, STATE AND ZIP CODE)					
DATE	TYPE OF SERVICE RENDERED (See Examples Below)	LOCATION (Where Expenses Were Incurred)	NUMBER OF HOURS	HOURLY RATE	\$ AMOUNT
TYPES OF SERVICES PROVIDED:			TOTAL AMOUNT		

- Child Care Services
- Interpreting Services
- Reading Services
- Driver Services
- Assistant Services (Performs note taking services and general aids to daily living)
- Facilitation Services (Provides assistance in understanding materials and participation)

<p>CERTIFICATION</p> <p>I hereby certify that the services itemized on the foregoing statement were actually received, and were essential to the performance of my duties.</p>
SIGNATURE OF MEMBER
<p>I hereby certify that the above member's statement is true and correct</p>
SIGNATURE OF SERVICE PROVIDER
SIGNATURE OF OFFICER APPROVING PAYMENT

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
FACILITATION AND ATTENDANT SERVICES GUIDELINES
FOR
NON-AGENCY MEMBERS**

INTRODUCTION

The Council recognizes that some members may require reasonable accommodations in order to remove barriers which would prevent their full participation. To address this issue, the Council has established guidelines for the provision of support services to non-agency members who require facilitation and/or attendant services.

When it has been determined that a need exists for facilitator and/or attendant services and the member is providing services for the Council, reimbursement is available for these services. Payments that are eligible for reimbursement include those for services provided by individuals working in the support classifications of facilitator or attendant.

Reimbursement for facilitation or attendant services must be reasonable and comply with the State of California reimbursement rules. For guidance, Attachment A identifies costs for Facilitators, Attendants, and Facilitator-Attendants that have been considered reasonable based on factors such as the Council's pay rate of the Support Services Assistant, Hospital Worker, and Psychiatric Technician Assistant classifications, respectively.

DEFINITIONS

The following are definitions for facilitation and attendant services:

1. Facilitation refers to a service wherein the facilitator aids a member to perform the essential functions of his/her position. Assistance is provided based on the needs of the member, and may include some or all of the following:
 - a. Interpretation of policy related information, either written or oral, into a form that is more easily understood by the member.
 - b. Providing, as necessary, an impartial analysis of the relevant issues. The analysis may include, but not necessarily be limited to, alternative positions and the implications and potential consequences for supporting or proposing any particular position. The intent is to provide the member with the knowledge necessary to make informed decisions.

- c. Assisting the member to effectively communicate both positions and questions on relevant issues.
 - d. Support to accomplish other related tasks, such as making travel arrangements and scheduling committee activities on behalf of the member.
2. Attendant service refers to assistance from others which compensate for a person's inability to independently perform activities of daily living. Services may include assistance with maintenance and hygiene, mobility and escort responsibilities, and to a lesser degree, assistance with related cognitive tasks.
3. Both facilitation and attendant services are defined as assisting the member to perform the essential functions of his/her official position. For example, while an individual may require nearly identical assistance from an attendant both in his/her home and while away on Council related travel, these guidelines address only those services directly related to fulfilling the responsibilities of a member.

RESPONSIBILITIES OF FACILITATORS AND ATTENDANTS

The need for, and level of, facilitation or attendant service should be determined largely by the member. During the new member's orientation to the Council, it is critical that the availability and significance of assistance be clearly explained. The new member must be able to make an informed decision as to whether an accommodation is necessary.

It is important to stress that accommodations may include those other than facilitation or attendant services. While these guidelines address only these two forms of accommodation, other forms may be more relevant, such as enlarged print, modified seating arrangements, and travel modalities.

A. FACILITATORS - RESPONSIBILITIES

Facilitators are responsible for providing services that enable the person to function as an integral member of the Council. The following list, though not exhaustive, includes examples of activities with which the facilitator may assist:

1. Developing and maintaining a calendar of Council related meetings and activities that the member must attend. This may include assistance with reconciling subsequent commitments.
2. Making transportation/travel arrangements for Council related meetings.
3. Obtaining and/or managing funds required for taking part in Council related meetings. This may also include follow-up in reconciling any necessary documentation. Examples, if applicable, may include cash advances and travel claims.
4. Preparation prior to Council related meetings through review and interpretation of agenda items. Should the facilitator not understand an issue, he/she is responsible for obtaining any information necessary for clarification.
5. Support during meetings through interpretation of actions or discussions on agenda items. As with preparing for the meeting, if the facilitator does not understand an issue, he/she is responsible for making sure that it is clarified. Assistance may also be provided in following relevant group process rules, such as Parliamentary Procedure.
6. Reviewing after the meeting any actions taken or discussions held.

In addition to the preceding examples of responsibilities, there are two fundamental guiding principles that a facilitator should follow when providing services.

The first principle is that while interpreting, the facilitator must accurately convey both the content and spirit of any spoken or written communication, while at the same time assuring that the information is in a format that is more easily understood. This may be especially difficult when the facilitator disagrees with what has been said or written. The facilitator is not responsible for the content of the communication, only for presenting it accurately.

The second principle is a natural extension of the first. While the person being served is an appointed member of the Council, the facilitator, is not. For this reason, the facilitator should not counsel, advise, or interject personal opinions while assisting the member in carrying out his or her official duties. Doing so may result in inappropriate participation and a likely impermissible exercise of authority by the facilitator.

B. ATTENDANTS - RESPONSIBILITIES

Responsibilities of attendants may include, but are not limited to, the following examples:

1. Assistance with personal maintenance and hygiene, which may include some or all of the following: dressing, grooming, eating, bathing, respiration equipment maintenance, and toilet functions such as bowel, bladder, catheter and menstrual tasks. Assistance assumes knowledge of the member's needs related to these tasks, and of other needs that may require only periodic assistance, such as what to do if the member experiences a seizure.
2. Assisting the Council member with traveling to and from Council related activities.
3. Assistance with mobility tasks, which may include helping the Council member to move from place to place within confined settings. Examples could include movement from a meeting room to a local restaurant or from one chair to another.
4. Assistance with some cognitive tasks, such as reading, money handling, making travel arrangements, simple clerical tasks, and some interpretation of difficult to understand information.

NOTE: Although attendants and facilitators may occasionally provide similar assistance with regard to cognitive tasks, the attendant does so to a much lesser degree, and typically would not interpret issues related to policy development.

PERFORMANCE

Each member is responsible for determining and assessing the performance of the facilitator or attendant providing services to the member. Job performance of a facilitator or attendant is primarily determined by the unique needs of the Council member being served. Based on a self-assessment, the member specifies the type(s) of assistance that will be expected of the facilitator and/or attendant. Expectations are to be in precise terms and must be documented in writing. Each expectation, or task, once clearly defined, must be included in a checklist of tasks.

The task checklist will aid in identifying and documenting specific areas the Council member needs help with. For example, if the Council member indicates the need for a facilitator, the specific task(s) are also to be identified. Examples are assistance with making transportation/travel arrangements, interpretation of agenda items, and/or handling/managing funds. Similarly, a member may determine that he/she requires the

aid of an attendant with three tasks: eating, bathing, and toileting. Further specificity may indicate that this member, for bathing, may require help with undressing and dressing, but not with washing, drying, or other remaining steps.

Additional information, worksheets, and sample checklists may be found in the Council's publication, "Facilitation: Purpose, Planning, and Practice." This publication may be accessed at: <http://www.scdd.ca.gov/res/docs/pdf/SSAN/Facilitation.pdf>

**ATTACHMENT A
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
FACILITATOR AND ATTENDANT SERVICES AND TRAVEL
REASONABLE AND REIMBURSABLE PAYMENTS**

SERVICES

When a non-agency member of the Council has determined that facilitator or attendant services are needed to assist them in performing his/her essential Council functions, the Council will authorize payment for facilitator or attendant services if those payments are reasonable under the State's reimbursement rules. For example, the following pay rates based on 2013 information compiled by the Department of Developmental Services have been determined to be reasonable and reimbursable:

<u>SERVICE</u>	<u>PAY RATE</u>
Facilitator	\$13.09 per hour
Attendant	\$13.46 per hour

The above pay rates are based on the mid-range monthly salaries of comparable state classifications. Each relevant salary was converted to an hourly rate and adjusted by 28.1 percent (the cost of state benefits) in order to recognize the self-employment cost to private vendors. Payment of these rates were limited to two hours before, during, and two hours after a Council related meeting.

Services Provided by Employees or Other Compensated Persons: If the facilitator or attendant is an employee of the Council, developmental center or regional center, or is already being compensated for the facilitation or attendant services, the Council will reimburse only for allowable travel related expenses.

Services Provided by Volunteers: If a member requires facilitation or attendant services and the facilitator or attendant is a volunteer, the council will authorize payment of travel related expenses for the volunteer.

TRAVEL

In accordance with PML 1986-001 entitled, "Travel Expenses of Non-State Employees," travel expenses of individuals providing facilitation or attendant services to a member may be reimbursed at rates equal to the rates allowed the member. Reimbursement for such travel expenses may be claimed on a travel expense claim which references the services provided and the name of the disabled member.

**ATTACHMENT B
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
FACILITATOR SERVICES TASK CHECKLIST**

The task checklist will be used in determining the reasonableness of costs for facilitator and/or attendant services used by the member.

This facilitator services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable him/her to fully participate in Council related meetings.

Definition: Facilitation refers to a service wherein one person aids another to understand policy issues, to develop his/her own informed decisions regarding the issues, and to effectively express those decisions. A facilitator also assists with making transportation/travel arrangements, obtaining and/or managing funds required for attending Council related meetings, reviewing and interpreting agenda items, and providing support during meetings through interpretation of actions or discussions on agenda items.

In order to determine if the member requires the assistance of a facilitator, please indicate yes or no to the following list of Council related activities or functions:

1. Assistance is needed with the interpretation of policy related information, either written or oral, into a form that is more easily understood.
YES ___ NO ___
2. Assistance is needed in making travel and transportation arrangements to attend Council related meetings and related functions.
YES ___ NO ___
3. Assistance is needed in obtaining and/or managing funds required for taking part in Council related meetings.
YES ___ NO ___
4. Assistance is needed in the interpretation of agenda items prior to meetings.
YES ___ NO ___
5. Assistance and support is needed during meetings with the interpretation of actions or discussions of agenda items.
YES ___ NO ___

**ATTACHMENT C
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
ATTENDANT SERVICES TASK CHECKLIST**

The task checklist will be used in determining the reasonableness of costs for facilitator and/or attendant services used by the member.

This attendant services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable him/her to fully participate in Council related meetings.

Definition: Attendant services refer to assistance from others which compensates for a person's inability to independently perform activities of daily living. Services may include assistance with personal maintenance and hygiene, mobility, and escort services.

In order to determine if the member requires the assistance of an attendant, please indicate yes or no to the following list of activities:

1. Mobility and escort services to and from meetings.
 2. Activities of daily living (specify)
 - a. Dressing YES ___ NO ___
 - b. Bathing YES ___ NO ___
 - c. Eating YES ___ NO ___
 - d. Tilting YES ___ NO ___
 - e. Grooming YES ___ NO ___
 - f. Respirator equipment maintenance YES ___ NO ___
 - g. Other
-
3. Reading of materials YES ___ NO ___

PLAIN LANGUAGE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES FACILITATION AND ATTENDANT SERVICES GUIDELINES FOR NON-AGENCY MEMBERS

INTRODUCTION

The State Council on Developmental Services (Council) understands that some members may need reasonable accommodations to help them participate in meetings. To address this issue, the Council has set up guidelines on the support services for certain members who need facilitation and/or attendant services. These guidelines apply to all members except members who represent a government agency. Therefore, the following guidelines apply to non-agency members.

When a member needs support, reimbursement is available for these services. The Council will pay for services provided by individuals working as a facilitator or an attendant, or who provide both facilitator and attendant services to the member.

Reimbursement for facilitation or attendant services must be reasonable and follow the State of California reimbursement rules. Attachment A helps with shows costs for Facilitators and Attendants that have been considered reasonable.

DEFINITIONS

The following are definitions for facilitation and attendant services:

1. Facilitation is help a member gets to perform the necessary functions of his/her position. Help is provided based on the needs of the member, and may include some or all of the following:
 - a. Help explaining policy related information so it is more easily understood. This help can be either written down or explained orally.
 - b. Providing a breakdown of the important issues without taking any sides. This may include different positions and suggestions for voting for and against any particular position. The intent is to provide the member with the knowledge needed to make informed decisions.

- c. Helping the member to effectively communicate both positions and questions on important issues.
 - d. Support to accomplish other related tasks, such as making travel arrangements and scheduling committee activities on behalf of the member.
2. Attendant service is help from others to independently perform activities of daily living. Services may include assistance with care and hygiene, mobility and escort responsibilities, and to a lesser degree, help with cognitive tasks such as help with reviewing and processing certain information.
 3. Both facilitation and attendant services are defined as help the member receives to perform the important functions of his/her official position. For example, although an individual may need almost the same assistance from an attendant both in his/her home and while away on Council related travel, these guidelines address only those services directly related to doing the official job of a member.

RESPONSIBILITIES OF FACILITATORS AND ATTENDANTS

The need for, and level of, facilitation or attendant service should mainly be decided by the member. During the new member's orientation to the Council, it is important for the member to clearly explain what type of help he or she needs. The new member must be able to make an informed decision as to whether an accommodation is necessary.

Accommodations also may include help other than facilitation or attendant services. These guidelines only talk about two types of accommodation – facilitation and accommodation. However, other forms of accommodation might be needed, such as enlarged print, modified seating arrangements, and ways of traveling.

A. FACILITATORS - RESPONSIBILITIES

Facilitators are responsible for providing services that enable the person to function as an important member of the Council. The following list shows some examples of activities that a facilitator may help with:

1. Making and updating a calendar of Council related meetings and activities for the member. This may include assistance with following up on commitments.
2. Making transportation/travel arrangements for Council related meetings.
3. Obtaining and/or managing payments needed for taking part in Council related meetings. This may also include follow-up in filling out paperwork. An example may be sending in receipts for cash advances or travel reimbursement claims.
4. Preparation before Council related meetings by going through agenda items. Should the facilitator not understand an issue, he/she is responsible for obtaining any information necessary for clarification.
5. Support during meetings through interpretation of actions or discussions on agenda items. As with preparing for the meeting, if the facilitator does not understand an issue, he/she is responsible for making sure that the issue is clarified. The member may also need help with group or meeting rules, such as Parliamentary Procedure.
6. Reviewing Council actions or discussions after the meeting.

In addition to the examples listed above, there are two important ideas that a facilitator should follow when providing services.

The first idea is that while interpreting, the facilitator must accurately convey information in a more easily understood way. This may be especially difficult when the facilitator disagrees with what has been said or written. The facilitator is not responsible for the content of the communication, only for presenting it accurately.

The second idea is that the member's ideas and decisions are important in order for the member to do Council work. While the person being served is an appointed member of the Council, the facilitator is not. For this reason, the facilitator should not counsel, advise, or interject personal opinions while helping the member in carrying out his or her official duties. Doing so may result in inappropriate participation by the facilitator.

B. ATTENDANTS - RESPONSIBILITIES

Responsibilities of attendants may include, but are not limited to, the following examples:

1. Helping with personal maintenance and hygiene, which may include some or all of the following: dressing, grooming, eating, bathing, respiration equipment maintenance, and toilet functions such as bowel, bladder, catheter and menstrual tasks. An attendant must know of the member's usual needs in addition to other needs that may come up from time to time, such as what to do if the member experiences a seizure.
2. Helping the Council member with traveling to and from Council related activities.
3. Helping with mobility tasks, which may include helping the member to move from place to place within confined settings. Examples could include movement from a meeting room to a local restaurant or from one chair to another.
4. Helping with some cognitive tasks, such as reading, money handling, making travel arrangements, simple clerical tasks, and some interpretation of difficult to understand information.

NOTE: Although attendants and facilitators may occasionally provide similar help with regard to cognitive (or "thinking") tasks, the attendant provides less of this help and typically would not interpret issues related to policy development.

C. FACILITATOR/ATTENDANT - RESPONSIBILITIES

The Council recognizes that a person may be capable of performing a dual role as facilitator and attendant. The responsibilities and duties for these individuals would include those outlined above for the facilitator and attendant.

PERFORMANCE

Each member is responsible for deciding and judging the performance of the facilitator or attendant providing services to the member. Job performance of a facilitator or attendant is mainly decided by the unique needs of the member being served. Based on a self-assessment, the member specifies the type(s) of assistance that will be expected of the facilitator and/or attendant. Expectations are to be in specific and must be in writing in order to provide information for reimbursement. Each expectation, or task, once clearly explained, must be included in a checklist of tasks.

The task checklist will help in identifying and documenting specific areas with which the member needs help. For example, if the member says he/she needs a facilitator, the specific task(s) are also to be identified. Some examples are assistance with making transportation/travel arrangements, interpretation of agenda items, and/or handling/managing funds. Similarly, a member may determine that he/she needs an attendant's help with three tasks: eating, bathing, and toileting. A more specific description, for example, may explain that, in order for the member to bathe, the member may need help with undressing and dressing, but not with washing, drying, or other remaining steps.

Additional information, worksheets, and sample checklists may be found in the Council's publication, "Facilitation: Purpose, Planning, and Practice." This publication may be accessed at: <http://www.scdd.ca.gov/res/docs/pdf/SSAN/Facilitation.pdf>

ATTACHMENT A

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES FACILITATOR AND ATTENDANT SERVICES AND TRAVEL REASONABLE AND REIMBURSABLE PAYMENTS

SERVICES

When a non-agency member of the Council has determined that facilitator or attendant services are needed to assist them in performing his/her essential Council functions, the Council will authorize payment for facilitator or attendant services if those payments are reasonable under the State's reimbursement rules. For example, the following pay rates based on 2013 information compiled by the Department of Developmental Services have been determined to be reasonable and reimbursable:

<u>SERVICE</u>	<u>PAY RATE</u>
Facilitator	\$13.09 per hour
Attendant	\$13.46 per hour

The above pay rates are based on the mid-range monthly salaries of comparable state classifications. Each relevant salary was changed to an hourly rate and adjusted by 28.1 percent (the cost of state benefits) in order to deal with the self-employment cost to private vendors. Payment of these rates were limited to two hours before, during, and two hours after a Council related meeting.

Services Provided by Employees or Other Compensated Persons: If the facilitator or attendant is an employee of the Council, developmental center or regional center, or is already being compensated for the facilitation or attendant services, the Council will reimburse only for allowable travel related expenses.

Services Provided by Volunteers: If a member requires facilitation or attendant services and the facilitator or attendant is a volunteer, the council will authorize payment of travel related expenses for the volunteer.

TRAVEL

In accordance with PML 1986-001 entitled, "Travel Expenses of Non-State Employees," travel expenses of individuals providing facilitation or attendant services to a member may be reimbursed at rates equal to the rates allowed the member. Reimbursement for such travel expenses may be claimed on a travel expense claim which references the services provided and the name of the disabled member.

ATTACHMENT B

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES FACILITATOR SERVICES TASK CHECKLIST

The task checklist will be used in determining the reasonableness of costs for facilitator and/or attendant services used by the member for purposes of reimbursement.

This facilitator services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable him/her to fully participate in Council related meetings.

Definition: Facilitation refers to a service wherein one person aids another to understand policy issues, to develop his/her own informed decisions regarding the issues, and to effectively express those decisions. A facilitator also assists with making transportation/travel arrangements, obtaining and/or managing funds required for attending Council related meetings, reviewing and interpreting agenda items, and providing support during meetings through interpretation of actions or discussions on agenda items.

In order to determine if the member requires the assistance of a facilitator, please indicate yes or no to the following list of Council related activities or functions:

1. Assistance is needed with the interpretation of policy related information, either written or oral, into a form that is more easily understood.
YES ___ NO ___
2. Assistance is needed in making travel and transportation arrangements to attend Council related meetings and related functions.
YES ___ NO ___
3. Assistance is needed in obtaining and/or managing funds required for taking part in Council related meetings.
YES ___ NO ___
4. Assistance is needed in the interpretation of agenda items prior to meetings.
YES ___ NO ___
5. Assistance and support is needed during meetings with the interpretation of actions or discussions of agenda items.
YES ___ NO ___

ATTACHMENT C

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES ATTENDANT SERVICES TASK CHECKLIST

The task checklist will be used in determining the reasonableness of costs for attendant services used by the member.

This attendant services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable him/her to fully participate in Council related meetings.

Definition: "Attendant services" refers to assistance from others which compensates for a person's inability to independently perform activities of daily living. Services may include assistance with personal maintenance and hygiene, mobility, and escort services.

In order to determine if the member requires the assistance of an attendant, please indicate yes or no to the following list of activities:

1. Mobility and escort services to and from meetings.
2. Activities of daily living (specify)
 - a. Dressing YES ___ NO ___
 - b. Bathing YES ___ NO ___
 - c. Eating YES ___ NO ___
 - d. Tilting YES ___ NO ___
 - e. Grooming YES ___ NO ___
 - f. Respirator equipment maintenance YES ___ NO ___
 - g. Other

3. Reading of materials YES ___ NO ___

State Plan

Goals	Objectives	<p>Met Partially Met Not Met Smatney FY 2013 PPR</p>
Goal 1	SELF-ADVOCACY	<p>Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self-determination, independence, productivity, integration and inclusion in all facets of community life.</p>
	1.1	<p>All met</p> <p>The Council will promote the stability and expansion of a statewide self-advocacy network through financial and in-kind support, which includes ensuring that local delegates are able to participate effectively in statewide meetings and events.</p>
	1.2	<p>Partially Met</p> <p>The Council will strengthen existing self-advocacy groups and promote establishment of new groups at the local level. At least 5 new self-advocacy groups will be developed in new geographic areas. The number of self-advocates who participate in self advocacy activities as a result of this support will increase by 150 statewide annually.</p>
	1.3	<p>Partially Met</p> <p>The Council will help to educate self-advocates so they are better able to assert their human, service and civil rights, prevent abuse, neglect, sexual and financial exploitation and be better informed on issues that affect them. At least 1450 self-advocates will be reached annually.</p>
	1.4	<p>Not Met</p> <p>Council will collaborate with, promote and support the efforts of cross disability and youth disability organizations to expand and strengthen their leadership network</p>
	1.5	<p>Not Met</p> <p>Individuals with developmental disabilities are supported and trained to become effective trainers of other individuals with developmental disabilities who may become leaders</p>
	1.1	<p>The Council will train, support and empower 1,450 self-advocates and continue to promote stability and expansion of the statewide self-advocacy network through financial and in-kind support. This will include cross-disability and youth disability organizations.</p>

Goals	Objectives	Met Partially Met Not Met Smatney FY 2013 PPR	
Goal 2	RIGHTS TRAINING & ADVOCACY		Individuals with developmental disabilities and their families become aware of their rights and receive the supports and services they are entitled to by law across the lifespan, including early intervention, transition into school, education, transition to adult life, adult services and supports, and senior services and supports.
	2.1	All Met	On an annual basis, the Council will provide advocacy regarding education, early intervention, community-based services and other services and supports to at least 1,700 individuals and/or families, at least 100 of whom are non-English speaking or limited English proficiency.
	2.2	All Met	Individuals with developmental disabilities, their families and their support and/or professional staff will increase their knowledge and skills so as to effectively access needed educational and/or community-based services through at least 50 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, rights under California's Lanterman Act annually.
	2.3	All Met	The Council will participate in cross-training, outreach, resource fairs and other forms of collaboration with a minimum of 25 local schools, Special Education Local Plan Areas (SELPA), Community Advisory Committee (CAC)s, Family Resource Centers, provider organizations and others in order to improve outcomes for youth and adults with developmental disabilities.
	2.4	All Met	2.4 The Council will collaborate with federal developmental disability partners and other key stakeholders to protect the rights of residents in Developmental Centers and other large facilities. The Council will be involved in the planning and implementation of any closure process of a Developmental Center.
	2.1		At least 1,700 individuals with developmental disabilities and their families (100 of whom will be non-English speaking) and support/professional staff will increase knowledge and skills so as to effectively access needed educational and/or community-based services through at least 50 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, California's Lanterman Act, etc. annually. Training outreach efforts will reach a minimum of 25 local schools, Special Education Local Plan Areas (SELPA), Community Advisory Committee (CAC)s, Family Resource Centers, provider organizations and others in order to improve outcomes for youth and adults with developmental disabilities.

Goals	Objectives	<p style="text-align: center;">Met Partially Met Not Met Smatney FY 2013 PPR</p>	
Goal 3	QUALITY ASSURANCE & INNOVATION		<p>Individuals with developmental disabilities and their families express the degree to which they are satisfied with their services and the extent to which they feel their needs are being met.</p>
	3.1	All Met	<p>The Council will implement the Quality Assurance Program, in accordance with the requirements of the Council's contract with the Department of Developmental Services and participate in analyses of its findings and implications for system improvement.</p>
	3.2	Not Met	<p>On a statewide and local level, the Council will advocate and promote innovation in service delivery including but not limited to self-determination.</p>

	3.1		<p>On a statewide and local level, the Council will advocate and promote innovation in service delivery including but not limited to self-determination.</p>
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Goal 4	PUBLIC SAFETY OUTREACH		<p>Public safety agencies, other first responders and the justice system get information and assistance to be knowledgeable and aware of the needs of individuals with developmental disabilities so they can respond appropriately when individuals with developmental disabilities may have experienced abuse, neglect, sexual or financial exploitation or violation of legal or human rights.</p>
	4.1	Partially Met	<p>The Council will maintain or develop collaborative relationships with local law enforcement agencies and others to improve the awareness and education of public safety personnel and the justice system on the unique needs of individuals with developmental disabilities.</p>
Goal 5	EMERGENCY PREPAREDNESS		<p>Individuals with developmental disabilities and their families get the information to be prepared for emergencies.</p>
	5.1	All Met	<p>At least 300 individuals and families will be prepared in case of an emergency through the efforts of the Council in collaboration with others.</p>
Goal 6	ADULT TRANSITION		<p>Young adults with developmental disabilities and their families get the information and support to be prepared for and experience a successful transition to adult life.</p>
	6.1	Partially Met	<p>Students with developmental disabilities and their families will receive information, advocacy and support during transition to adult life.</p>

Goals	Objectives	Met Partially Met Not Met Smatney FY 2013 PPR	
Goal 7	EARLY START		Children birth to 3 who are at risk of, or have, a developmental delay and their families receive the early intervention services they need to achieve their potential.
	7.1	Not Met	Parents of young children and professionals who work with them will learn to navigate the service system and understand their rights through trainings and materials presented by the Council.
	7.2	Partially Met	Families of young children who experience barriers to accessing early intervention services and child welfare workers, medical personnel and others who serve them will receive technical assistance, information and advocacy through the Council in partnership with Family Resource Centers and others.

7.1	Parents of young children and professionals who work with them will learn to navigate the service system and understand their rights through 5 annual trainings and materials presented by the Council. The Council will continue to work with its federal partners and other community-based advocacy organizations to provide advocacy to parents who face barriers in accessing education and community-based services.
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Goal 8	EMPLOYMENT FIRST	
	8.1	Partially Met
		The State of California will adopt an Employment First policy which reflects inclusive and gainful employment as the preferred outcome for working age individuals with developmental disabilities. The State Council's Employment First Committee will continue to identify strategies and monitor progress towards implementation of the employment first policy.

Goals	Objectives	Met Partially Met Not Met Smatney FY 2013 PPR	
Goal 9	EMPLOYMENT/PSE ADVOCACY		Working age adults with developmental disabilities have the necessary information, tools and supports to succeed in inclusive and gainful work opportunities.
	9.1	Partially Met	The Council will collaborate locally with others to expand employment and self-employment opportunities for individuals with developmental disabilities.
	9.2	Partially Met	The Council collaborates with colleges, federal partners and others to develop and expand post-secondary educational (PSE) options, work training programs, National Service, internships and other opportunities that lead to inclusive and gainful employment.
	9.3	Not Met	Individuals with developmental disabilities, their families and others who support them are informed about the benefits and opportunities of employment through trainings, workshops and conferences.

	9.1		Individuals with developmental disabilities, their families and others who support them are informed about the benefits and opportunities of employment and post-secondary educational (PSE) options through 10 trainings, workshops, webinars, and/or conferences, annually.
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Goal 10	HEALTH		Individuals with developmental disabilities understand their options regarding health services and have access to a full range of coordinated health, dental and mental health services in their community.
	10.1	Partially Met	Self-advocates, family members and advocates will receive information/training on, Medi-Cal (Medicaid) managed care and the implementation of the 1115 waiver and other health related initiatives, including the availability of alternative sources for free or low cost health care services.
	10.2	Not Met	The Council will monitor the transition to Medi-Cal (Medicaid) managed care at the county level, and advocate and assist individuals in the process so as to ensure effective access to needed services.

	10.1		Self-advocates, family members and advocates will receive information/training on, Medi-Cal (Medicaid) managed care and the implementation of the 1115 waiver and other health-related initiatives, including the availability of alternative sources for free or low cost health care services.
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Goals	Objectives	Met Partially Met Not Met Smatney FY 2013 PPR	
Goal 11	HOUSING ACCESS		Individuals with developmental disabilities have access to affordable and accessible housing that provides control, choice and flexibility regarding where and with whom they live.
	11.1	Not Met	The Council will participate in regional centers' resource development and implementation of their Community Placement Plan to facilitate the movement of residents of developmental centers into community based living arrangements of their choosing.
	11.2	All Met	At least 100 individuals with developmental disabilities and their families will receive information on available housing options.

	11.1		At least 100 individuals with developmental disabilities and their families will receive information on available housing options, annually.
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Goal 12	HOUSING DEVELOPMENT		Affordable and accessible housing units are developed in local communities to expand housing options for individuals with developmental disabilities.
	12.1	Partially Met	The Council will collaborate with local non-profit housing corporations to monitor and influence the housing plans of municipalities to reflect the needs of individuals with developmental disabilities.
	12.2	Not Met	The Council will identify and advocate for legislative and regulatory changes designed to increase the availability of affordable housing, including the opportunity for home ownership by individuals with developmental disabilities.
	12.3	Not Met	The Council will publicize and oppose incidents of "not in my back yard" (NIMBY). The Council will collaborate with federal partners, advocates, public interest law firms, and others to ensure that the media and government officials are aware of these incidents.

	12.1		The Council will collaborate with local non-profit housing corporations to monitor and influence the housing plans of municipalities to reflect the needs of individuals with developmental disabilities. This will include publicizing and opposing any incidents of "not in my back yard" (NIMBY) that are made known to the Council, which will then collaborate with federal partners, advocates, public interest law firms, and others to ensure that the media and government officials are aware of such incidents.
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Goals	Objectives	Met Partially Met Not Met Smatney FY 2013 PPR	
Goal 13	GENERIC SERVICES		Individuals with developmental disabilities and their families have access to community based services and supports available to the general population (such as recreation, transportation, childcare, etc.) that enable them to live productive and inclusive lives.
	13.1	Partially Met	The Council will collaborate with and provide advice to local community agencies and organizations –including child care, recreation, transportation and others - to protect the rights of individuals with developmental disabilities and ensure their inclusion in the community.

Goal 14	PUBLIC POLICY		Public policy in California promotes the independence, productivity, inclusion and self-determination of individuals with developmental disabilities and their families.
	14.1	All Met	The Council will take a position on proposed state and federal legislation and proposed regulations that impact people with developmental disabilities, will communicate those positions to legislators and their staff, and will disseminate this information to all interested parties.
	14.2	All Met	Legislators and local officials will be educated and informed on issues that impact the lives of individuals with developmental disabilities. Legislative staff will be encouraged to utilize the expertise of the Council on issues that impact the community.
	14.3	Partially Met	The Council will use media, internet, arts and entertainment and social networking to educate the general public about individuals with developmental disabilities.

	14.1		In taking and communicating the Council's position on proposed state and federal legislation and proposed regulations that impact people with developmental disabilities, legislators and local officials will be educated and informed on issues that impact the lives of individuals with developmental disabilities. Legislative staff will be encouraged to utilize the expertise of the Council and staff on issues that impact the community.
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Goal 15	MULTI-CULTURAL		Individuals with developmental disabilities and their families have access to information and resources in ways that reflect their language and cultural preferences.
	15.1	Partially Met	Materials developed by the Council will be translated into threshold and plain languages.

Lanterman Act Concerns

1. How are we to maintain our role to help people in residential treatment who don't have family involved?
2. Are we going to be allowed to deal with advocacy on an individual basis regarding, education as well as other parts of the system?
3. What are our duties going to be regarding oversight of the Regional Centers?
4. How are we to maintain our role as an oversight body of the Regional Centers? Or do we lose that?