



**SELF-ADVOCATES ADVISORY COMMITTEE MEETING
NOTICE /AGENDA**

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

DATE: Monday, November 30, 2015
TIME: 1:00 p.m. – 5:00 p.m.
LOCATION: Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
Phone: (916) 924-4700

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Mary Agnes Nolan by email at maryagnes.nolan@scdd.ca.gov or by phone at (916) 322-8481. Requests must be received by 5:00 pm, November 23, 2015

Page

- | | |
|---------------------------------|--------------------|
| 1. CALL TO ORDER | D. FORDERER |
| 2. ESTABLISH QUORUM | D. FORDERER |
| 3. WELCOME/INTRODUCTIONS | D. FORDERER |

For additional information regarding this agenda, please contact Robin Maitino, 1507 21st Street, Ste. 210, Sacramento, CA 95811, (916) 322-8481. Documents for an agenda item should be turned into SCDD no later than 12:00 p.m. the day before the meeting to give members time to review the material. The fax number is (916) 443-4957.

4. PUBLIC COMMENTS

D. FORDERER

*This item is for members of the public only to provide comments and/or present information to the Council 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 Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*

- | | | |
|--|----------------------|-----------|
| 5. APPROVAL OF September 14, 2015
MEETING MINUTES | D. FORDERER | 3 |
| 6. EMERGENCY PREPAREDNESS | ALL | |
| a. Presentation – Vance Taylor, CalOES | | |
| b. Other Resources | | 6 |
| 7. SSAN (Statewide Self-Advocacy Network)
REPORT | D. FORDERER | 24 |
| 8. EFC (Employment First Committee)
REPORT | K. WELLER | 26 |
| 9. CECY (California Employment Consortium for Youth)
REPORT | S. KAPP | 27 |
| 10. SPONSORSHIP REQUEST APPLICATION CHECKLIST | D. FORDERER | 34 |
| 11. REVIEW COUNCIL PACKET | A. CARRUTHERS | |
| 12. TOPICS FOR FUTURE DISCUSSION | D. FORDERER | |
| 13. ADJOURN | D. FORDERER | |

**5. APPROVAL OF
SEPTEMBER 14, 2015
MEETING MINUTES**

SELF-ADVOCATES ADVISORY COMMITTEE MEETING MINUTES
September 14, 2015

Members Present

David Forderer (Chair, SA)
Jenny Yang (SA)
Robert Taylor (SA)
Kerstin Williams (SA)
Rebecca Donabed (SA)
Charles Horne-Nutt (SA)
Sandra Aldana (SA)

Members Absent

Nancy Clyde (SA)
Steven Kapp (SA)
Kecia Weller (SA)

Others Attending

Aaron Carruthers
Sarah May
Angela Lewis
Wayne Glusker
Francis Lau (FA)
Dena Hernandez
Mary Agnes Nolan

1. CALL TO ORDER

Chairperson David Forderer called the meeting to order at 1:06 p.m.

2. ESTABLISHMENT OF QUORUM

A quorum was established.

3. WELCOME AND INTRODUCTIONS

Everyone present introduced themselves.

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MAY 19, 2015 MINUTES

It was moved/seconded (Horne-Nutt/Donabed) and carried to approve the July 14, 2015 SAAC meeting minutes as presented. Council members Jenny Yang (SA), Kerstin Williams (SA), David Forderer (SA), Robert Taylor (SA), Rebecca Donabed (SA), Charles Horne-Nutt (SA) and Sandra Aldana (SA) voted 'Aye'. There were no "nays".

6. SSAN (STATEWIDE SELF-ADVOCACY NETWORK) REPORT

Chairperson David Forderer (SA) prepared a SSAN report that included highlights from a Leadership Conference that four SSAN members attended in Seattle, Washington. The next SSAN meeting is September 23-24, 2015 in Sacramento.

7. REPORT ON EMPLOYMENT FIRST COMMITTEE MEETING

SCDD Executive Director gave a brief update on Employment First as Kecia Weller was absent.

8. CECY REPORT:

SCDD Executive Director gave a brief update on CECY as Steven Kapp was absent.

9. DISCUSSION ON RESEARCH MATERIALS

No additional research materials were identified by members for this meeting.

10. FACILITATION MANUAL INPUT

Mary Agnes Nolan, Self-Advocacy Coordinator, provided background information of the Work Group assignments related to current State Plan Goals and Objectives. Sarah May, Dena Hernandez and Mary Agnes Nolan are working together on Work Group #1 (Self-Advocacy) and are charged with revising the current Facilitation Manual and Facilitation Policy Standards. The first phase of this project was to gather input from SAAC members regarding current Facilitation Manual. This was accomplished. The staff team is focusing on revising Facilitation Policy which is staff responsibility and due end of September. The staff team will be requesting further feedback from SAAC members about the revised Facilitation Manual at future meetings.

11. PACIFIC ALLIANCE ON DISABILITY SELF ADVOCACY REPORT

Chairperson David Forderer (SA) and Member Charles Horne-Nutt (SA) presented a power point presentation on the Leadership Training that four SSAN members went to in Seattle, Washington. The training was

put on by Pacific Alliance on Disability Self Advocacy (PADSA). PADSA is a Project of National Significance. SAAC members David Forderer (SA), Charles Horne-Nutt (SA), and Rebecca Donabed (SA) are members of SSAN and attended the training along with SSAN member Robert Levy (SA), the SSAN representative from UCEDD –MIND Institute.

There was discussion on a couple of the topics that were presented at the Pacific Alliance training. One topic was on a training about “SMART Goals” that was well liked. They plan to discuss this topic at a future SSAN meeting. SMART stands for Specific, Measurable, Achievable, Realistic and Timely. The California group used SSAN as an example for an activity during the leadership meeting and identified the outcome of the project as SSAN being established as a Non Profit and becoming an independent organization at some point in the future. Another example used was looking into having School Districts to implement bullying policies but it was determined that this has already occurred in California.

12. REVIEW OF COUNCIL PACKET

Executive Director Aaron Carruthers reviewed the Council Packet with committee members. During the review SAAC members expressed a request that SCDD staff develop a Sponsorship Request Application Checklist and have it available on the website.

13. TOPICS FOR FUTURE DISCUSSION

Members discussed the focus of the next meeting be Emergency Preparedness.

14. ADJOURNMENT

The meeting was adjourned at 2:59 p.m.

6b. OTHER RESOURCES

EMERGENCY PREPAREDNESS

Emergency preparedness starts with you!

Know where to go for help and get prepared!



Find out about emergency preparedness in your area by contacting the Community Emergency Response Team (CERT) Program: <http://www.citizencorps.fema.gov/>

46%

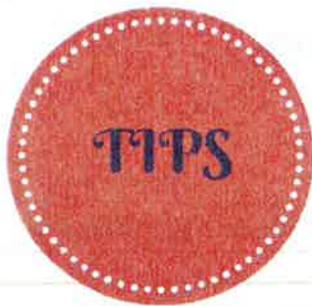
don't know who to contact in an emergency

19%

or 56.7 million people with disabilities in America

61%

have no emergency plans to safely evacuate



Top four personal preparedness steps:

1. Get informed
2. Make a plan
3. Create a kit
4. Maintain your emergency plan and kit

MAKE AN EMERGENCY

KIT

- Water & Food
- Radio
- Clothes
- First Aid Kit
- Medication
- Flashlight
- Whistle
- List of Contacts
- Cash
- Garbage Bags

TOP RESOURCES

EMERGENCY PREPAREDNESS

FOR PERSONS WITH DISABILITIES

FOR FIRST RESPONDERS & SERVICE PROVIDERS

Offers webinars, guides, brochures, and toolkits primarily for first responders

Emergency Planning for First Responders and Their Families Toolkit

<http://www.ready.gov/sites/default/files/documents/files/RRToolkit.pdf>

Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations (two hour web-based course)

<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-368>

FOR PERSONS WITH DISABILITIES

Free printable toolkits designed to help people with disabilities maximize their independence in an emergency by planning ahead. Identifies the various emergency and disaster situations, knowing when to evacuate, personal ability self-assessments, and worksheets

California DDS "Feeling Safe, Being Safe" booklet

<http://www.dds.ca.gov/ConsumerCorner/docs/FeelingSafeBeingSafe.pdf>

Ready.gov "How to Make a Plan & Create a Support Network"

<http://www.ready.gov/individuals-access-functional-needs>

Alaska Health & Social Services "Get Ready!"

<http://www.dhss.alaska.gov/dph/wcfh/Documents/disability/GetReadyWebaccessible.pdf>

Oregon Office on Disability and Health "Ready Now!"

<http://www.ohsu.edu/xd/outreach/occyshn/upload/ReadyNowToolkit.pdf>

OTHER RESOURCES

Red Cross - "Preparing for Disaster for People with Disabilities & other Special Needs" booklet

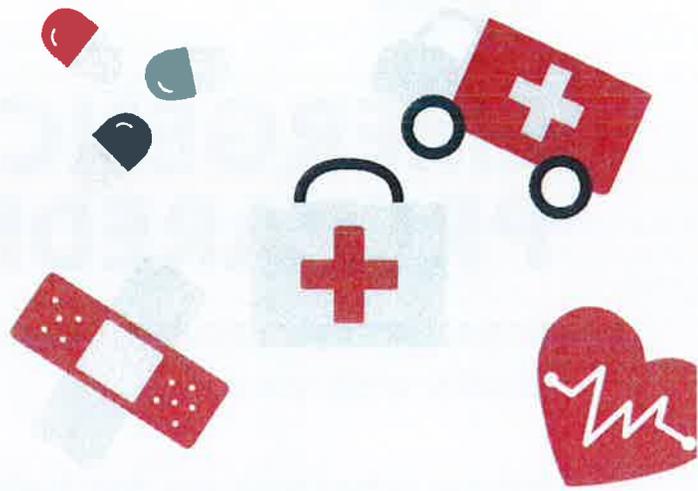
<http://www.redcross.org/prepare/location/home-family/disabilities>

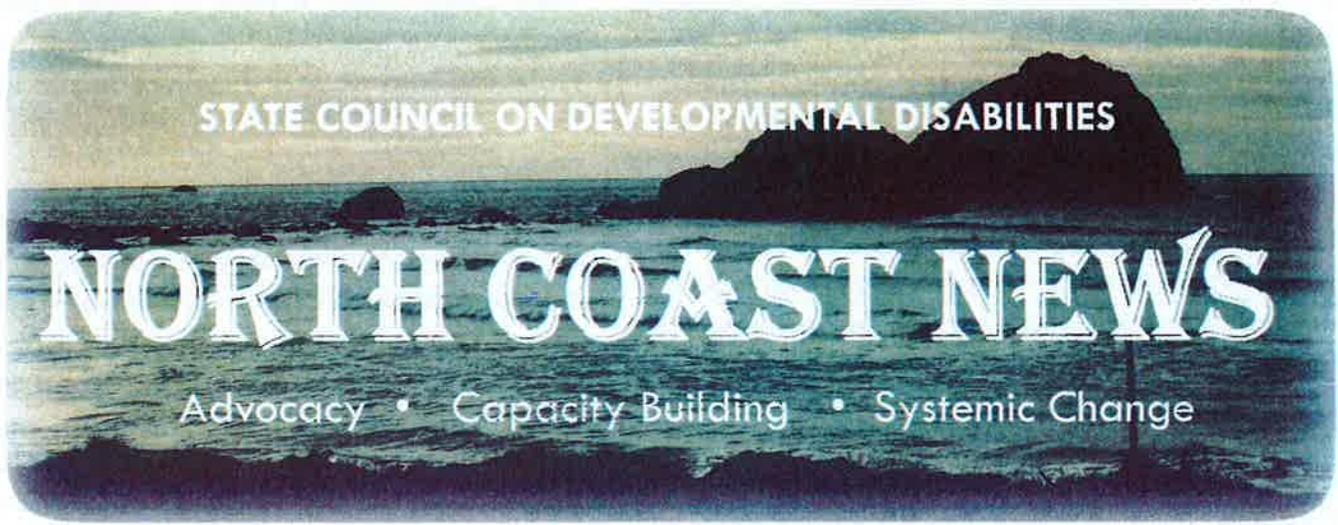
Cal OES - Offers tips, tricks, brochures, and videos to help you learn what you can do around your home to prepare - <http://www.caloes.ca.gov/for-individuals-families>

Videos - <http://www.caloes.ca.gov/for-individuals-families/access-functional-needs>

CDC Emergency Readiness - <http://www.cdc.gov/features/emergencypreparedness/index.html>

June Isaacson Kailes - offers guides, checklists, presentations, and training materials for persons with disabilities, their support network, and first responders - www.jik.com





INSIDE THIS ISSUE



Be Prepared!

7 steps for getting yourself ready for any disaster
- Pg. 1-2

Thank You

Kudos to the Mendocino County Sheriff's Dept. & Tom Allman - Pg. 2

Emergency Card

Fill out our form to get your **FREE In Case of Emergency** card. - Pg. 3

Think About What May Happen During or After an Earthquake or Other Disaster

Consider your daily activities. Think about how a disaster will impact your life. Take into consideration what you do independently and where you may need assistance. Keep in mind that your regular sources of assistance may not be available after a disaster. Plan now for how you will meet your needs.

- What if power, gas, and phone lines are not working?
- What if roads and sidewalks are impassible or your means of transportation is unavailable?
- How will you maintain supplies of water, food, medications, and other critical needs?

Right now: Make a list of equipment and medication you may need if you had to leave your home. Store extras, labeled with your name and contact information, in your disaster supplies kit. (See Step 3, below) The content has been specially adapted for people with disabilities and other access and functional needs.

STEP 1 – Secure Your Space by identifying hazards and securing moveable items. When you enter a room, look for safe places to Drop, Cover, and Hold On. Create safe spaces by bolting heavy furniture to wall studs, moving heavy items to low shelves, securing hanging art to walls with closed hooks, or taking other measures.

STEP 2 – Plan to Be Safe by creating a disaster plan and deciding how you will communicate in an emergency. Develop your Personal Support Team (PST) at home, work, and every place where you spend a lot of time. A PST is made up of at least three people who are within walking distance and can assist you immediately, such as family, neighbors and co-workers. Have an evacuation plan – identify a meeting place just outside your home where you can make sure everyone has gotten out safely. Identify a second meeting place outside of your neighborhood in case you cannot return home. Share this information with your PST and family members.

North Coast Office: 505 South State St., Ukiah, CA 95482
Phone: (707) 463 4700

Quality Assurance Program: (800) 821-1613

STEP 3 – Organize Disaster Supplies in convenient locations. Create a kit specific to your needs. Include the following: • Food (consider specific dietary needs) • Water • Medications and medical supplies • Medical information and medication list • Emergency contact information • Communication supplies • Flashlight with extra batteries • Supplies for your specific needs: Examples- Hearing aid batteries, glasses, oxygen or nebulizer supplies, blood glucose tester • Radio with extra batteries. • Cash • Set of clothes, appropriate for the season • Heavy gloves (suitable to clean debris and chemicals) • Hygiene Supplies • First Aid Kit • Face mask to protect from debris • Copy of photo ID/driver's license and utility bill for identification and proof of address • Attach a Go Bag to your bedpost or bed frame with flashlight, batteries, sturdy close-toed shoes, heavy gloves, a whistle or noise maker, and an emergency information list. • Service animal/pet owners need to make a kit containing supplies for these animals.

STEP 4 – Minimize Financial Hardship by organizing important documents, strengthening your property, and considering insurance.

STEP 5 – Drop, Cover, and Hold On when the ground shakes. Do NOT try to exit a building during an earthquake. **Drop** under a sturdy piece of furniture or against an inside wall.

Take **Cover** under a desk or table if possible and protect your head and neck with one arm/hand. **Hold On** to a desk or furniture leg to keep it from shifting or uncovering you until the shaking completely stops.

STEP 6 – Improve Safety after earthquakes by evacuating if necessary, helping the injured, and preventing further injuries or damage. Check yourself for injury, paying extra attention to areas where you have reduced sensations. A tsunami may be possible for coastal regions that experience shaking for more than 20 seconds. In those instances you should move inland to a nearby hill or to a higher floor of a large building. Do not wait for an official warning.

STEP 7 – Reconnect and Restore: Restore daily life by reconnecting with others, repairing damage, and rebuilding community. Follow your disaster plan. Notify your out of area contact of your status, then keep phone lines clear. Text messaging may be more reliable than phone calls.

Sited from *Seven Steps to Earthquake Safety*, featured in *Putting Down Roots in Earthquake Country*: www.earthquakecountry.org/sevensteps.

Learn more about emergency preparedness at: www.fema.gov • www.ready.gov • www.ccadt.org

A Special Thank You - North Coast Staff

KUDOS to Tom Allman and the Mendocino County Sheriff's Department for donating a card printer to the State Council on Developmental Disabilities North Coast Office. The printer will be used to make In Case of Emergency Identification cards or "I.C.E. Cards" for seniors and people with disabilities in our community. This card is helpful if police, fire or health personnel respond to an emergency and the individual is unable to tell them who they are or who to call. We are so grateful to have this new equipment and have already produced 125 I.C.E. cards!

To get your own I.C.E. card complete our application on page 3, mail it back with a photo of yourself either by mail or email. Don't have a photo to send? That's okay, call the North Coast office at: (707) 463 - 4700 to make an appointment to have your photo taken.

October is National Disability Employment Awareness Month

Find out more at:
www.whatcanyoudocampaign.org

**My disability
is one part of
who I am.**

At work, it's what people
can do that matters.

National Disability Employment
Awareness Month --
Celebrating 70 Years!

 OFFICE OF DISABILITY EMPLOYMENT POLICY
DEPARTMENT OF LABOR
11/11/2011





In Case of Emergency Card Application

1) Your Information

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____

2) Emergency Contacts

Name: _____	Name: _____	Name: _____
Relationship: (For example: Mom, Friend, Service Provider) _____	Relationship: (For example: Mom, Friend, Service Provider) _____	Relationship: (For example: Mom, Friend, Service Provider) _____
Phone: () _____	Phone: () _____	Phone: () _____

3) Special Needs (For example: "Allergic to penicillin," "Runs when afraid," "Diabetic," "Dislikes being touched," "Uses sign language" or "Hard of hearing")

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

It is helpful for emergency responders to know if you receive services from Redwood Coast Regional Center. Do you want your card to say, "I receive services from Redwood Coast Regional Center" Please check Yes or No

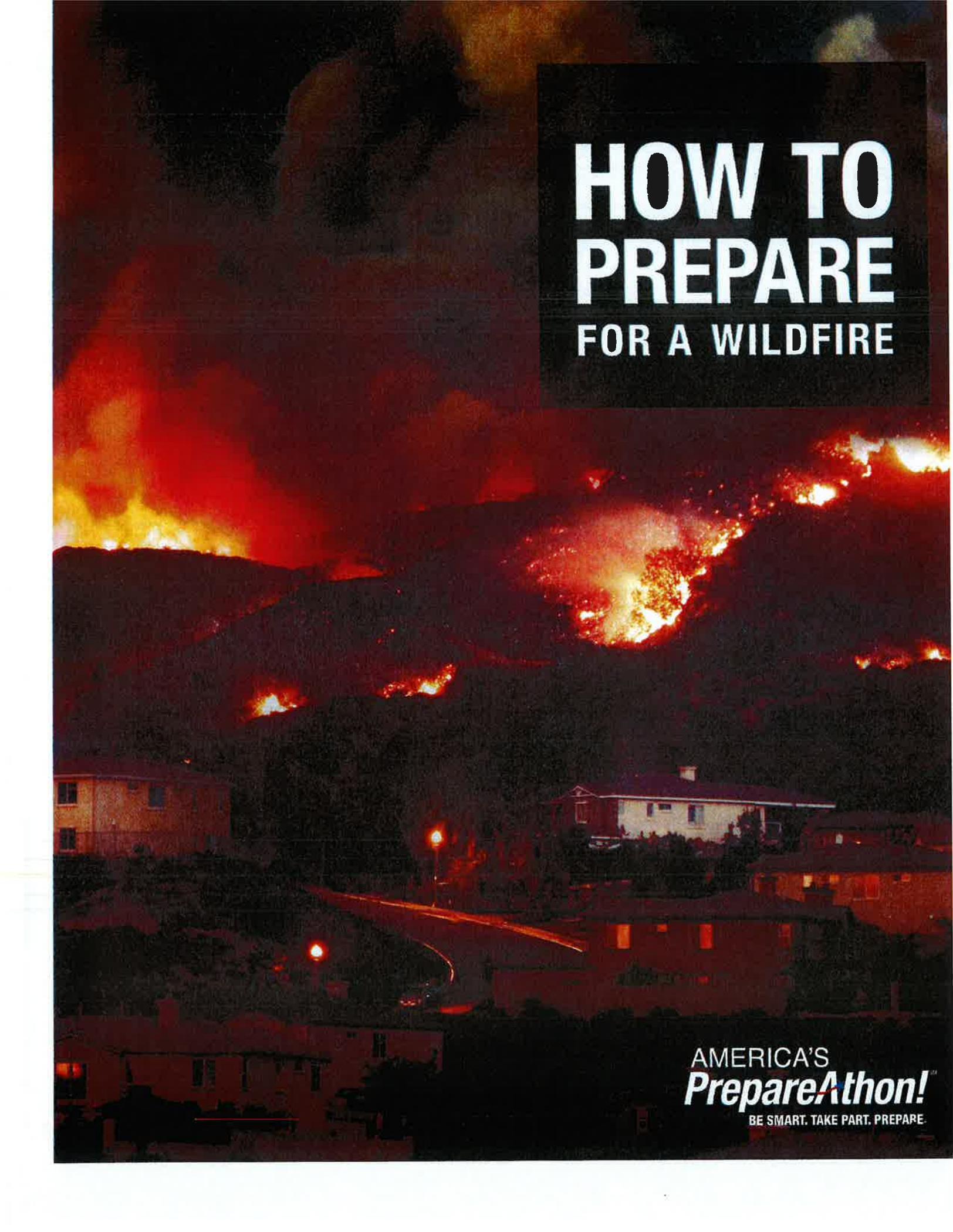
Mail applications and photos to:

SCDD North Coast- PO Box 245 Ukiah, CA 95482

Email: northcoast@scdd.ca.gov

Completed By: _____

Phone: _____



HOW TO PREPARE FOR A WILDFIRE

AMERICA'S
PrepareAthon!
BE SMART. TAKE PART. PREPARE.

WILDFIRE BASICS

Wildfires can occur anywhere and can destroy homes, businesses, infrastructure, natural resources, and agriculture. *How to Prepare for a Wildfire* explains how to protect yourself and your property, and details the steps to take now so that you can act quickly when you, your home, or your business is in danger.

WHAT

A wildfire is an unplanned, unwanted fire burning in a natural area, such as a forest, grassland, or prairie. As building development expands into these areas, homes and business may be situated in or near areas susceptible to wildfires. This is called the wildland urban interface. Wildfires can damage natural resources, destroy homes, and threaten the safety of the public and the firefighters who protect forests and communities.

WHEN

Wildfires can occur at any time throughout the year, but the potential is always higher during periods with little or no rainfall, which make brush, grass, and trees dry and burn more easily. High winds can also contribute to spreading the fire. Your community may have a designated wildfire season when the risk is particularly high.

WHERE

Wildfires can occur anywhere in the country. They can start in remote wilderness areas, in national parks, or even in your backyard. Wildfires can start from natural causes, such as lightning, but most are caused by humans, either accidentally—from cigarettes, campfires, or outdoor burning—or intentionally.

IMPACT

Federal suppression costs typically range from \$1 billion to nearly \$2 billion each year.¹ The destruction caused by wildfires depends on the size of the fire, the landscape, the amount of fuel—such as trees and structures—in the path of the fire, and the direction and intensity of the wind.

- Wildfires can cause death or injury to people and animals.
- Structures may be damaged or destroyed.
- Transportation, gas, power, communications, and other services may be disrupted.
- Flying embers can set fire to buildings more than a mile away from the wildfire itself.
- Smoke can cause health issues for people, even for those far away from the fire.
- Extensive acreage can be burned, damaging watersheds and critical natural areas.
- Flash flooding and mudslides can result from fire damage to the surrounding landscape.
- Wildfires can affect the land for many years, including causing changes to the soil that increase the risk of future floods.

¹ National Interagency Fire Center, www.nifc.gov/fireInfo/fireInfo_documents/SuppCosts.pdf

KNOW THE RISK

Wildfire Activity by County: 1994–2013

Frequency of Wildfires
Greater or Equal to
300 Acres

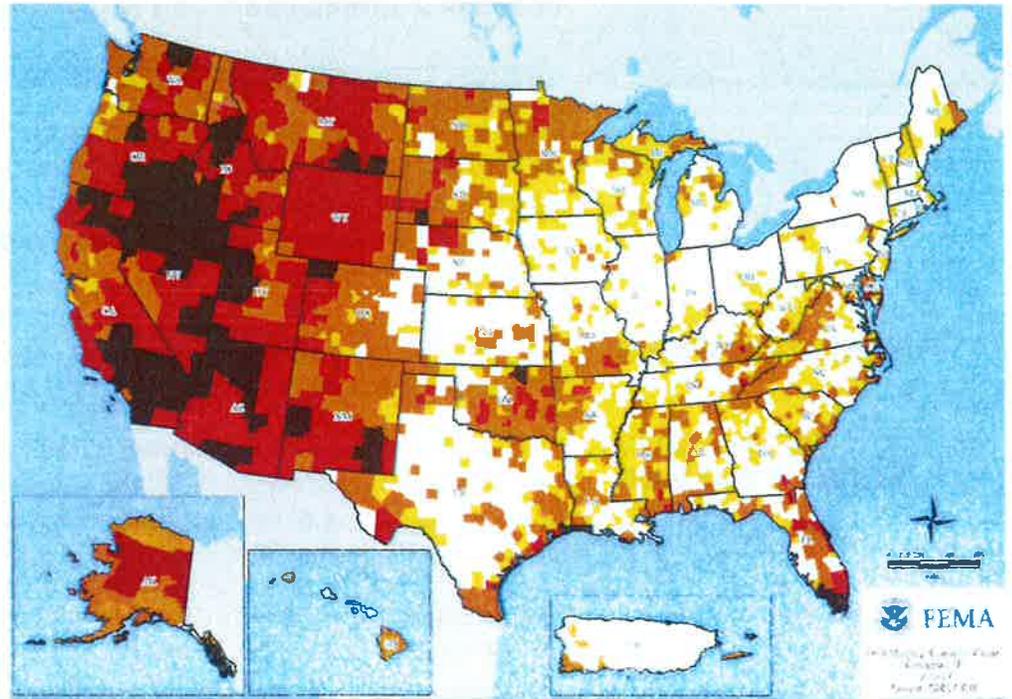
101–1,308

21–100

1–20

Counties where
largest wildfires
were less than
300 acres

Counties with
no recorded
wildfires



YOUR GOAL FOR PROTECTION

PERSONAL PROTECTION

EVACUATE

When a wildfire threatens your area, the best action to protect yourself and your family is to evacuate early to avoid being trapped. If there is smoke, drive carefully because visibility may be reduced. Keep your headlights on and watch for other vehicles and fleeing wildlife or livestock.

PROPERTY PROTECTION

DEFENSIBLE SPACE AND FIRE-RESISTANT MATERIALS

Your goal now, before a fire happens, is to make your home or business and the surrounding area more resistant to catching fire and burning. This means reducing the amount of material that can burn easily in and around your home or business by clearing away debris and other flammable materials, and using fire-resistant materials for landscaping and construction.

RISK MANAGEMENT

INSURANCE

Review your homeowners or renters insurance policy to ensure that you have adequate coverage for your property and personal belongings.

EMERGENCY NOTIFICATIONS

The National Weather Service (NWS) of the National Oceanic and Atmospheric Administration (NOAA) issues notices when weather conditions such as strong wind, low relative humidity, and high temperatures make wildfires more likely. During these dangerous periods, NWS urges everyone to use extreme caution because a simple spark can cause a major wildfire.

Watches, warnings, and evacuation notices are science-based predictions that are intended to provide adequate time for evacuation. Individuals who delay leaving may find themselves trapped. Download the *Be Smart. Know Your Alerts and Warnings* document at www.ready.gov/prepare for a summary of available notifications.

FIRE WEATHER WATCH

NWS issues a **fire weather watch** when potentially dangerous fire weather conditions are possible over the next 12 to 72 hours.

FIRE WEATHER/ RED FLAG WARNING

NWS issues a **fire weather warning** or **red flag** when fire danger exists and weather patterns that support wildfires are either occurring or expected to occur within 24 hours. Authorities may issue a fire weather watch before a warning, but a warning may also be the initial notification.

Your community may also use the National Fire Danger Rating System to provide a daily estimate of the fire danger (i.e., low, moderate, high, very high, and extreme). For more information, visit: www.fs.usda.gov/detail/invo/home/?cid=stelprdb5173311.

EVACUATION NOTICE

If the danger is imminent, local authorities may issue an evacuation notice to alert residents that a fire is nearby and it is important to leave the area. Evacuation orders vary by state and community and may range from voluntary to mandatory. When authorities issue a mandatory evacuation notice, leave the area immediately.

PROTECT YOURSELF BEFORE A WILDFIRE

TAKE ACTION NOW!

Protecting yourself today means having sources for information, preparing your home or workplace, developing an emergency communications plan, and knowing what to do when a wildfire is approaching your home or community. Taking action today can save lives and property.

KNOW

Know how to stay informed. Receiving timely information about weather conditions or other emergency events can make all the difference in knowing when to take action to be safe.

- Monitor the weather reports provided by your local news radio and TV stations.
- Many communities have text or email alerting systems for emergency notifications. To find out what alerts are available in your area, do an Internet search with your town, city, or county name and the word "alerts."

- Consider buying a NOAA Weather Radio (NWR) All Hazards receiver, which receives broadcast alerts directly from NWS. You can purchase these at many retail outlets, such as electronics and big box stores, or online. Some NWR receivers are designed to work with external notification devices with visual and vibrating alerts for people who are deaf or hard of hearing. For more information on NWR receivers, visit www.nws.noaa.gov/nwr/nwrrcvr.htm#programming.
- Think about how you will stay informed if there is a power outage. Have extra batteries for a battery-operated radio and your cell phone. Consider having a hand crank radio or cell phone charger.

Know your evacuation routes; plan your transportation and a place to stay.

To ensure you will be able to act quickly should you need to evacuate, you need to plan ahead.

- Know your community's local evacuation plan and identify several escape routes for your location in case roads are blocked; include plans to evacuate people with disabilities and others with access or functional needs, as well as pets, service animals, and livestock.
- If you will evacuate by car, keep your car fueled and in good condition. Keep emergency supplies and a change of clothes in your car.
- If you will need to share transportation, make arrangements now. If you will need to use public transportation, including paratransit, contact your local government emergency management agency to ask how an evacuation will work, how you will get current information during an evacuation, the location of staging areas, and other information.
- If you need to relocate for an extended period of time, identify a place away from home where you could go if you had to leave. Consider family or friends who live outside of the local area.
- If you expect to go to a shelter after evacuating, download the American Red Cross Shelter Finder App at www.redcross.org/mobile-apps/shelter-finder-app. This app displays a map of all open American Red Cross shelters and provides the capacity and the current population of each shelter. You can also text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area.
- If you have pets and plan to go to a shelter, call to inquire whether it can accommodate pets. Shelters will accept service animals.

PRACTICE

Practice how you will communicate with family members. In a dangerous situation, your first thoughts will be the safety of your family and friends. In case you are not together when authorities issue a fire weather watch or fire weather/red flag warning, practice how you will communicate with each other. Remember that sending texts is often faster than making a phone call. Keep important numbers written down in your wallet, not just on your phone. It is sometimes easier to reach people outside of your local area during an emergency, so choose an out-of-town contact for all family members to call or use social media. Decide where your household members will meet. Visit www.ready.gov/make-a-plan for instructions on developing a Household Communications Plan.

Practice how to use an ABC-type fire extinguisher. Make sure that each family member knows how to use an ABC-type fire extinguisher and knows where it is kept in the house. ABC fire extinguishers use a chemical to extinguish ordinary combustibles, flammable liquids, and electrical fires. Be sure to inspect them periodically and replace them as frequently as indicated in the owner's manual.

Practice fire prevention

- Use caution any time you use fire. Dispose of charcoal briquettes and fireplace ashes properly, never leave any outdoor fire unattended, and make sure that outdoor fires are fully extinguished and cold to the touch before leaving the area.
- Do not use welders or any equipment that creates sparks outside on dry, windy days.
- Do not park vehicles in tall, dry grass if a fire weather watch or fire weather/red flag warning has been issued. Exhaust systems are very hot and can ignite dry grass.
- Store combustible or flammable materials in approved safety containers away from the house.
- Keep the gas grill and propane tank at least 15 feet away from any structure. Clear a 15-foot area around the grill. Do not use the grill during potentially dangerous fire weather conditions. Always have a fire extinguisher or hose nearby.
- Learn how you and your family can prevent a wildfire by using fire and equipment responsibly at www.SmokeyBear.com

Practice first aid skills and emergency response actions through training classes.

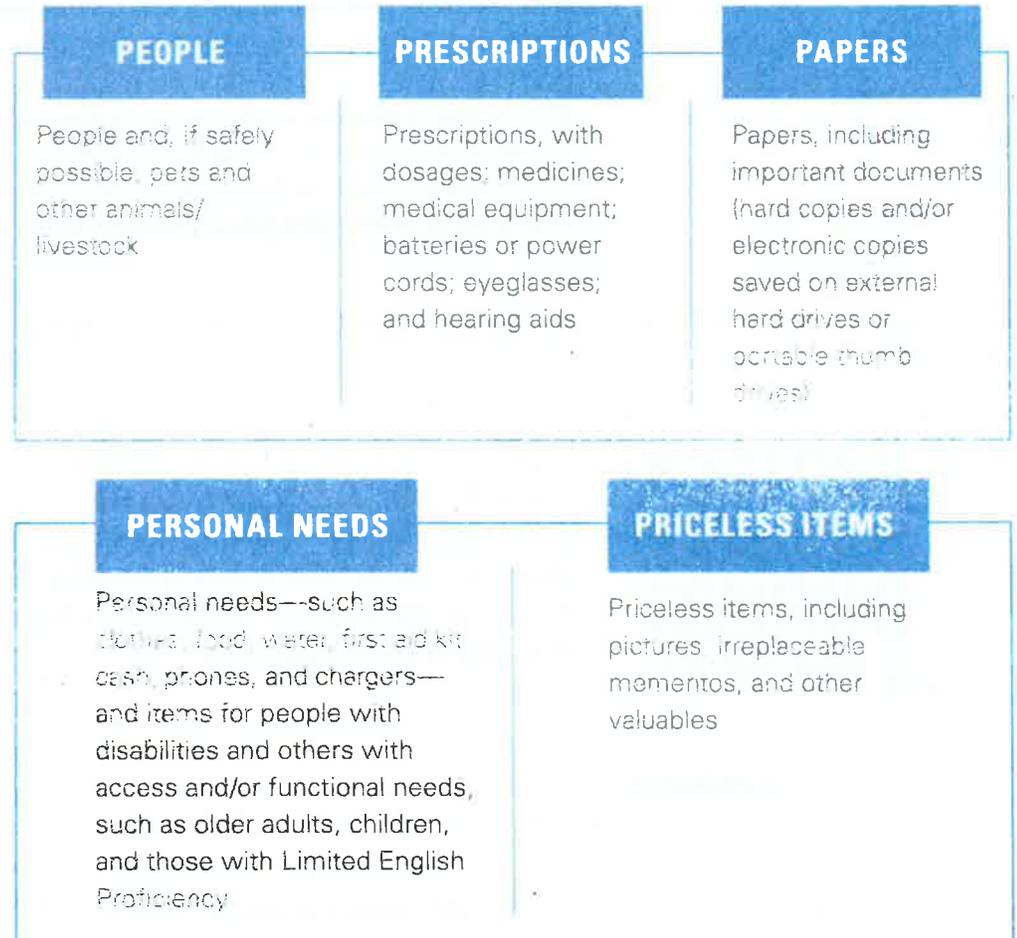
In most circumstances, when someone is hurt, a person on the scene provides the first assistance, before professional help arrives. Learn and practice response skills now so you will know what to do.

- Each year, more than 3 million people gain the skills they need to prepare for and respond to emergencies through American Red Cross training classes, including first aid, automated external defibrillator (AED), and cardio-pulmonary resuscitation (CPR) training. Visit www.redcross.org/take-a-class to find out about classes in your area. Download the American Red Cross First Aid App at www.redcross.org/mobile-apps/first-aid-app.
- The Community Emergency Response Team (CERT) Program expands the emergency response network by providing training in basic response skills to community members. CERT Basic Training educates people about disaster preparedness for hazards that may affect their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Visit www.fema.gov/community-emergency-response-teams to find your local program.

STORE

Store supplies so you can grab them quickly if you need to evacuate; know in advance what else you will need to take. Take time now to make a list of the things you would need or want to take with you if you had to leave your home quickly. Store the basic emergency supplies in a “Go Bag” or other container and be ready to grab other essential items quickly before leaving. Remember to include specialized items for people with disabilities and others with access or functional needs, such as older adults, children, and those with Limited English Proficiency. For a full list of supplies for your emergency supply kit, visit www.ready.gov/build-a-kit

When making your list, consider the **Five Ps of Evacuation**:



Store the important documents you will need to start your recovery.

Review your homeowners or renters insurance policy and also prepare or update a list of your home’s contents by photographing or videotaping each room in the house. If your home or business sustains significant damage, you will need access to insurance and rental or mortgage agreements to file a claim or request assistance from government programs. During recovery, you may also need access to personal information such as medical insurance and prescriptions or warranties for durable medical equipment. The Emergency Financial First Aid Kit (EFFAK) can help you identify the records you will want to keep safe. This document is available at www.ready.gov/financialpreparedness. Keep papers in a fireproof, waterproof box. If records are stored electronically, keep a backup drive in your fireproof, waterproof box or store files using a secure cloud-based service.

PROTECT

Protect your property. Take steps now to reduce the sources of fuel in and around your home or business and use fire-resistant construction materials when possible. The National Fire Protection Association recommends a defensible space of up to 200 feet from a structure.

DISCUSS

Discuss what you have done to prepare with your family, friends, neighbors, and colleagues. Talking about preparedness with others will help you think through your plans, share information about alerts and warnings, and share tips for protecting property. Talking about disasters and helping others prepare makes everyone safer.

Discuss how your community can reduce risk. Work with others in your community to improve community resilience planning. Find out if your community has a *Community Wildfire Protection Plan* or is a *Fire Adapted Community*. Work with others to discuss ways to prevent fires and support community firefighters. For more information on mitigation options for reducing your community's risk, see *Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards* at www.fema.gov/media-library/assets/documents/30627?id=6938.

PROTECT YOURSELF DURING A WILDFIRE

If you see a fire nearby or approaching, call 911 to report the fire. Do not assume that someone else has reported it. If the danger is significant, local authorities may issue an evacuation notice to alert residents that a fire is nearby and it is important to leave the area. Evacuation orders vary by state and may range from voluntary to mandatory.

EVACUATE

- If authorities advise or order you to evacuate, do so immediately. Be sure to remember the **Five Ps of Evacuation**: People, Prescriptions, Papers, Personal Needs, and Priceless Items.
- While your safety and your family's safety are most important, there are things you can do before evacuating that can help firefighters. If there is time before you need to evacuate, do the following:
 - ✓ Turn on lights outside and in every room to make the house more visible in heavy smoke.
 - ✓ Close all windows, vents, doors, and fireplace screens. This will help reduce drafts in the home and reduce radiant heat.
 - ✓ Disconnect automatic garage door openers so doors can be opened by hand if you lose power.
 - ✓ Move flammable furniture, including outdoor furniture, into the center of the home away from windows and sliding glass doors. Remove flammable curtains and window treatments.

- ✓ Connect garden hoses. Fill garbage cans, tubs, or other large containers with water. Shut off natural gas from the source, and move propane or fuel oil supplies away from the house.
- ✓ Follow any additional guidance provided by local authorities.

- When driving away from a fire:

- ✓ Roll up windows and close air vents because smoke from a fire can irritate your eyes and respiratory system.
- ✓ Drive slowly with your headlights on because smoke can reduce visibility
- ✓ Watch for other vehicles, pedestrians, and fleeing animals.
- ✓ Avoid driving through heavy smoke, if possible.

IF TRAPPED IN YOUR HOME

If you do not leave before the fire reaches your immediate area and you are trapped in your home, take the following actions:

- Call 911, provide your location, and explain your situation.
- Turn on the lights to increase the visibility of your home in heavy smoke.
- Keep doors, windows, vents, and fire screens closed. Keep your doors unlocked
- Move flammable materials (e.g., curtains, furniture) away from windows and sliding glass doors.
- Fill sinks and tubs with water.
- Stay inside, away from outside walls and windows.

IF TRAPPED IN A VEHICLE OR OUTDOORS

Researchers are examining guidance to provide the best advice for last resort actions if you are trapped in a vehicle or outdoors. If you are in a vehicle, base your decision to stay in the vehicle or to take cover outside on your specific circumstances, including your distance from the fire, the direction of the fire, whether there is fuel (e.g., brush and trees) near your vehicle, and the potential for rescue. Try to stay away from fuel sources; stay in a rocky area or roadway, or near a water source. Stay low to reduce the effects of heat and smoke, breathe through cloth to avoid inhaling smoke, and cover yourself with a wool blanket or coat, or even dirt. If you are trapped by the fire, immediately call 911, if possible, to provide your location and explain your situation.

PROTECT YOURSELF AFTER A WILDFIRE

Once the local fire or law enforcement authorities say that it is safe, you may return to your home. Because fire damages the stability of a structure, have a professional examine your home or office and certify that it is safe before you go in.

INSIDE SAFETY

- Use caution when entering burned areas. Hazards may still exist, including hot spots that can ignite or trees that can fall without warning.
- Be careful: avoid walking on smoldering surfaces. After a fire, the ground may contain heat pockets that can cause severe injury or spark another fire.
- Check the attic. If you see smoke or fire, get out of the house and call 911.
- Wear leather gloves to protect your hands and heavy, thick-soled shoes to protect your feet.

OUTSIDE SAFETY

- Look out for power poles that may be unstable due to the fire. Stay away from downed power lines and report them to 911 or the power company's emergency number.
- Watch for ash pits (holes created by burned tree roots that are filled with lightweight, charred trees, smoldering debris, and live embers), and mark them for safety. Warn family and neighbors to keep clear.
- Check the roof and gutters. If possible, wet them down to completely put out any smoldering sparks or embers. If you see that fire is still present, call 911.

COMMUNICATIONS

- Use local alerts, radio, and other information sources, such as FEMA or American Red Cross apps, to get information and advice as soon as it is available.
- Use text messaging or social media to communicate with family and friends. Telephones and cellular phone systems are often overwhelmed following a disaster, so use phones only for emergency calls.

HEALTH AND SANITATION

- Call 911 and seek help immediately if you or someone you're with has been burned. Cool and cover burns to reduce the chance of further injury or infection.
- Discard food exposed to heat, smoke, or soot. When in doubt, throw it out.
- Do not drink, brush teeth, prepare food, or wash/bathe in water until officials indicate the water source is safe.
- Follow the recommendations from your local health department. For example, authorities may recommend tetanus shots because bacteria may be present in contaminated soil.

CARE FOR LOVED ONES

- Look for signs of depression or anxiety related to this experience, such as feeling physically and mentally drained; having difficulty making decisions or staying focused; becoming easily frustrated on a more frequent basis; feeling tired, sad, numb, lonely, or worried; and changes in appetite or sleep patterns. Seek help from local mental health providers if you detect these signs in yourself or others.
- If you have animals, watch them closely and keep them under your direct control. Hidden embers and hot spots could burn their paws or hooves.

INSURANCE

- Photograph damage to your property and contact your insurance agent. Do what you can to prevent further damage (e.g., putting a tarp on a damaged roof) that insurance may not cover.

PROTECT YOUR PROPERTY

CONSTRUCTION AND MATERIALS

Whenever possible, use fire-resistant materials for construction, renovation, or repairs, and practice good maintenance.

- Use Class A roof material, such as tile, slate, or asphalt with an underlayment, or Class B pressure-treated shakes and shingles to reduce risk.
- Use wood treated with fire-retardant chemicals.
- Ensure that the driveway or other access is wide enough for emergency vehicles to enter, as well as being clear of flammable vegetation.
- Mark the entrance to your property with address signs that are clearly visible from the road.
- Install dual-sensor smoke alarms on each level of your home, especially near bedrooms, test monthly and change the batteries at least once a year.
- Install fire sprinklers.
- Install spark arrestors in chimneys and stovepipes and inspect chimneys at least twice a year.
- Enclose or box in eaves, soffits, decks, and other openings in the structure.
- Use fine wire mesh to cover vents, crawl spaces, and the space underneath porches and decks.
- Install multi-pane windows or tempered safety glass.
- Use fireproof shutters to protect large windows and glass doors from radiant heat.

LANDSCAPING ZONES

Firewise, a program from the National Fire Protection Association, defines the Home Ignition Zone as an area extending up to 200 feet from a structure. This is the area where the primary goal is limiting the level of flammable vegetation and materials surrounding the home and increasing the moisture content of the remaining vegetation. Think about creating three zones around your house or property, as described below. For more information, see www.firewise.org/.

ZONE 1

A minimum 30-foot defensible space surrounding the house that should be well irrigated and fire resistant. Because fire travels quickly on a hill, the steeper the slope, the more open space you will need to protect your home. If you live on a hill, extend the zone on the downhill side.

- Clear away all combustible materials—including leaves or needles and other debris—from the roof, gutters, and decks (on top and below), and around the foundation.
- Remove vines from the exterior of the house. Move shrubs and other vegetation away from the sides of the house. Prune branches and shrubs within 15 feet of chimneys, stove pipes, or the structure. Avoid using bark and wood chip mulch next to any structure.
- Remove tree limbs within 15 feet of the ground. Create a 15-foot space between tree crowns.
- Replace highly flammable vegetation, such as pine, eucalyptus, juniper and fir trees with plants that do not burn as readily. Less flammable options include trees with low sap or resin content like many deciduous species, or those that have high moisture content, like succulents and some herbaceous species. For more information on "firewise" landscaping, go to www.firewise.org/wildfire-preparedness/firewise-landscaping-and-plant-lists.aspx
- Replace or prune any plants that would help fire move from the ground into the treetops.
- Ask the power company to clear branches from or near power lines.
- Store outdoor furniture cushions, brooms, or other flammable items when not in use.

ZONE 2

From 30 to at least 100 feet around the house

- In this zone, reduce or replace as much of the most flammable vegetation as possible.
- Create "fuel breaks," such as driveways, gravel walkways, and lawns.
- Prune tree limbs 6 to 10 feet from the ground.
- As in Zone 1, if you live on a hill, you may need to extend this zone further than 100 feet for additional safety.

ZONE 3

From 100 to 200 feet from the house

- Keep vegetation thinned to remove underbrush and keep tall trees from creating touching canopies.
- Stack firewood at least 100 feet away from the structure.

- Identify and maintain water sources, such as hydrants, ponds, swimming pools, and wells, and ensure that they are accessible to the fire department.
- Have a garden hose(s) that is long enough to reach any area of the house and other structures. When evacuating, leave hoses connected to a water source so that they are available for firefighters.

RESOURCES

If you would like more information, the following resources may be helpful.

- Fire Adapted Community: www.fireadapted.org
- Forests and Rangelands, Community Wildfire Protection Plans, www.forestsandrangelands.gov/communities/cwpp.shtml
- *Home Builders' Guide to Construction in Wildfire Zones*, Technical Fact Sheet Series (FEMA P-737, September 2008) www.fema.gov/media-library/assets/documents/15962?id=3646
- Inter-Agency Wildfire Information: <http://inciweb.nwcg.gov/>
- International Association of Fire Chiefs (IAFC); Ready, Set, Go! Program: www.wildlandfirersg.org
- National Fire Protection Association (NFPA): www.nfpa.org
- NFPA's Firewise Communities Program: www.firewise.org
- National Interagency Fire Center: www.nifc.gov
- National Weather Service Fire Weather: www.srh.noaa.gov/ridge2/fire/
- Ready: www.Ready.gov/wildfires
- Substance Abuse and Mental Health Services Administration (SAMHSA), Disaster-Specific Resources: Annotated Bibliography www.samhsa.gov/dtac/dbhis/dbhis_specific_bib.asp#disaster
- U.S. Department of Agriculture, U.S. Forest Service: www.fs.fed.us/fire/
- U.S. Fire Administration (USFA): www.usfa.fema.gov

7. SSAN (Statewide Self- Advocacy Network) REPORT



Report from SSAN Meeting TO SCDD by David Forderer
Highlights from the September 23-24, 2015 SSAN Meeting in Sacramento

There were three presentations:

- Robert Levy, UCEDD MIND Institute representative prepared and presented a power point presentation on services at the MIND Institute.
- Joe Meadours, PFCA Representative prepared and presented a power point presentation on what People First is.
- Desiree Boykin SSAN ARCA CAC representative introduced Amy Westling, Director of Policy who presented on the Nuts and Bolts of ARCA and explained why they are needed.

Members received information from SCDD Member David Forderer on what happened at the SCDD SAAC and Council meeting on September 14-15, 2015. David also provided information on the Pacifica Alliance Leadership Training and the NACDD Conference he attended.

Members received information on what happened at the SCDD Employment First Committee's June 30, 2015 meeting.

SCDD LA Office member, Julie Gaona presented information provided by DDS Member Nicole Patterson. Members watched a short video produced by DDS on Self-Determination, received the "Blueprint for Reform" handout again that was also handed out at the last meeting. Information as shared on the Sonoma Developmental Center Closure and surveys were handed out to members that will help DDS CAC produce a new publication.

Members presented their Member Action Reports

Aaron Carruthers, SCDD Executive Director provided some information on Self-Determination and led a discussion on what is currently occurring.

Members David Forderer and Cheryl Hewitt led a discussion on the Memo of Understanding (MOU) and Bylaws. Members voted and decided that the current leadership will remain in place until 2017.

A Legislative Update was provided by Bob Giovati, SCDD Deputy Director of Policy and Planning. Members received documents on current SCDD supported legislation and a sheet on legislative definitions. There was a discussion on what is happening with the 10% cut and Bob explained about the special session that is still going on. North Valley Hills Representative is willing to be trained by Bob Giovati to track the bills.

The SSAN Workgroups met and wrote information on the work they have accomplished for the SSAN annual report and also updated their workgroup meeting calendars.

Members received a verbal report by Lisa Cooley, SCDD Sacramento office representative on the Webinar that was hosted by CFILC member Ted Jackson. Tarjan Member, Kecia Weller and Lisa Cooley participated in the webinar.

Members received a presentation on the Pacifica Alliance Leadership training that 4 SSAN members attended in Seattle Washington in August 2015. Charles Horne-Nutt, SCDD North Valley Office member presented with help from members Robert Levy, Rebecca Donabed, and David Forderer.

The next SSAN meeting is tentatively set for March 2-3, 2015 in Sacramento

8. EFC (Employment First Committee) REPORT



Employment First Committee

Report to the SAAC/Council meetings

November 30, 2015 / December 1, 2015

Kecia Weller



I last reported on the June 30, 2015 EFC meeting. Since that time the EFC met on September 29, 2015 and adopted the CECY policy priorities as their platform for the coming year.

EFC members prioritized 3 key elements which could be addressed through legislative action and legislative language.

- 1) Incentivize competitive integrated employment by increasing the rate for individual placements in supported employment programs.
- 2) California should commit to stopping new placement of individuals with I/DD in sheltered work and establishing bridge funding (transition funding) for sheltered work facilities to transition into competitive integrated employment.
- 3) Address the barrier in the trailer bill language prohibiting regional center day services for students 18 to 22 years old.

At the meeting, Amy Westling, ACRA representative, outlined the different funding structures that regional centers have to work with. There was an insightful discussion between the representatives from Department of Rehabilitation, Department of Developmental Services and Association of Regional Center Agencies of the different rules each agency must follow. The EFC agrees to incorporate the above priorities into legislative language that will be presented to the EFC as a whole and to be forwarded to the SCDD Legislative and Public Policy Committee.

The EFC will meet again on January 12, 2016

9. CECY (California Employment Consortium for Youth) REPORT

**CECY Policy Priorities for Consideration
by Employment First Committee
September 29, 2015**

The California Employment Consortium for Youth (CECY) is a five-year systems change grant from the Administration on Intellectual and Developmental Disabilities (AUCD) to promote changes in policy and practice which will advance the employment of youth with intellectual and developmental disabilities (IDD). The State Council on Developmental Disabilities (SCDD) is a lead agency in the grant, along with the Departments of Developmental Services, Rehabilitation, and Education. Over 40 people from government, the federal partners, education, and the stakeholder community have been working in CECY for four years to identify barriers to employment and solutions. The CECY Policy Committee is issuing policy briefs that identify the need for policy change and other actions that are necessary for California to better support people with IDD to achieve Competitive Integrated Employment (CIE).

Below are listed several policy solutions and other actions, identified by CECY, that are consistent with the State Council's statutory responsibilities under the Employment First Policy. The Council may consider leading the effort to implement or actively support these proposals.

Goal 1. Establish goals, benchmarks, and measurable outcomes for the implementation of the Employment First Policy.

Good data drives policy and performance. To effectively implement the Employment First Policy, California needs an established outcome measurement



CECY is administered by the Tarjan Center at UCLA, a University Center for Excellence in Developmental Disabilities.

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time; and (3) goals, if appropriate, for target populations and geographic areas. Consideration of employment measures could include: income earned, hourly earnings, hours worked, level of integration, type of job, access to employer benefits, duration of employment, advancing on the job, and other employment measures.

Goal 2. Align and incentivize funding for CIE.

There is consensus among stakeholders that the current regional center rates for day and employment services do not support CIE outcomes. In addition, the statutory formula for funding supported employment programs (SEP), which is also used by the California Department of Rehabilitation (DOR), discourages CIE as an outcome. Accordingly, in keeping with the implementation of California's Employment First Policy, existing funding needs to be realigned to better support services that lead to CIE.

2.1 Incentivize CIE by increasing the rate for Individual Placement SEP.

Individual Placement (IP) SEP supports people to work at regular job sites integrated into the work site and earning competitive wages. IP SEP is therefore considered CIE and consistent with the Employment First Policy. The rate level for IP SEP has long been recognized as leading to a contraction in the supply of service providers, as the rate is not adequate for the hiring and retention of qualified job coaches. In 2014, the California Disability Services Association (CDSA) reported the results from a survey of their members: they found that SEP agencies on average lose close to \$700 per year per person served in supported employment. Agencies were only able to maintain these services by subsidizing from other parts of their operations, leading to greater stress on the entire

Goal 3. Phase out sheltered work and subminimum wage.

Increasingly, federal policy is finding that sheltered work and payment of subminimum wage are not appropriate employment outcomes. For example, the Workforce Innovation and Opportunities Act (WIOA) places limits on the use of sheltered work and subminimum wage jobs for youth with disabilities. The U.S. Department of Justice ruled that unnecessary segregation in sheltered workshops is considered discrimination under the Americans with Disabilities Act. Additionally, the new Centers for Medicare & MEDICAID Services (CMS) Settings Rule for Medicaid waiver services requires states to transition from segregated day settings, such as sheltered workshops, to integrated community settings by March 2019. Consistent with these developments, the SCDD policy on sheltered work and subminimum wage calls for the phasing out of these services.

3.1 California should commit to stop new placements of individuals with IDD in sheltered work.

An important part of phasing out sheltered work is to limit new admissions. Options could include a complete ban on new placements or a ban on new placement of transition age youth, ages 16-30. This could be accomplished through policy changes at the state or local level. For example, Orange County Regional Center has stopped new admissions to sheltered workshops in their catchment area.

3.2 Establish bridge funding for sheltered work facilities to transition to CIE.

Faced with the need to transition to community integrated services, sheltered work providers need the knowledge and the resources to downsize existing operations and start up new operations to support CIE. All of this costs money.

However, the TPP serves very few students with IDD, in part because follow-on services may not be available from the regional center until age 22.

This prohibition also limits the ability of schools to prepare students for employment, since it is difficult for them to collaborate with supported employment providers funded by DOR and DDS. It also discourages regional centers to engage in transition planning with schools and to support students with ancillary services such as support for summer jobs and transportation to work sites during the transition years.

4.1 Address the barrier in the trailer bill language prohibiting regional center day services for students 18-22 years old.

Data from DDS indicates that repealing the prohibition will not be a significant cost to the state, and that enabling students to transition directly to CIE will create significant long-term savings.

Goal 5. Raise and align expectations toward CIE.

Historically, we have underestimated the abilities and interests of people with disabilities, especially those with IDD, to succeed in educational and employment settings. Professionals and families are not familiar with the Employment First Policy. Professionals from different departments often discourage youth and their families from considering CIE.

Security Administration (SSA) work incentives. The Council could develop this curriculum through the direct work of staff or through grant funding.

Goal 6. Improve availability of benefits planning information.

Professionals from within education, rehabilitation, and developmental services have long reported that the fear of losing public benefits, such as SSI and Medi-Cal, cause many individuals to never enter the workforce or decide to stay with subminimum wage jobs. Also, family members often discourage individuals from getting work because of their belief that earnings would disqualify them from public benefits.

6.1 Develop a tool on benefits planning resources.

Through the direct work of staff or through grant funding, SCDD could develop a tool that summarizes all the benefits planning resources available to individuals with IDD, family members, and service providers throughout the person's lifespan.

California Employment Consortium for Youth and Young Adults with Intellectual & Developmental Disabilities

(CECY) is a collaboration of 23 state agencies, centers, and organizations, families, and self-advocates with responsibilities for the education, rehabilitation, employment, and support of youth with disabilities. CECY is a five-year (2011-2016) Project of National Significance Partnerships in Employment Systems Change grant (#90DN0284) by the Administration on Intellectual and Developmental Disabilities (AIDD). The Tarjan Center at UCLA, a University Center for Excellence in Developmental Disabilities, provides its administrative leadership.

OUR VISION

In 2017, when we have successfully begun to increase the number of youth and young adults with intellectual and other developmental disabilities (IDD) in integrated competitive employment (ICE), we will see:

- A system that ensures successful transition into adulthood for youth and young adults with IDD.
- Pathways to employment for youth and young adults with IDD that are coordinated, widespread, and available.
- Youth and young adults with IDD, and their families, who envision success.
- Youth and young adults with IDD making informed choices about their future in post-secondary education and employment.
- Youth and young adults with IDD who transition into adult life prepared for real work for real pay.

OUR MISSION

To stimulate policy change and build capacity in California state systems and local communities to increase the number of youth and young adults with intellectual and other developmental disabilities in integrated competitive employment.

OUR GOALS

CECY goals to increase opportunities for youth and young adults to achieve ICE:

- strengthen interagency collaborations and practices between and among local and state agencies.
- enhance the understanding of youth and young adults with IDD, family members, and professionals of effective practices.
- affect policy change at a state and local level.

CECY's Strategic Directions and Activities

Strengthening Ties within CECY and with its Partnering Agencies, Families and Youth/Young Adults with IDD	Raising Expectations for ICE and Expand Youth and Family Involvement	Increasing CECY Impact on Public Policies and Practices that Support ICE at Local and State Levels	Establishing Cross-System Accountability and Indicators of Progress	Spreading What Works
Deepen CECY member knowledge and expertise about policy and practice for ICE	Communicate a consistent message across all groups for ICE	Engage state leadership and policy-makers to implement Employment First and Self Determination policies	Expand Data Dashboard to centralize employment data and indicators of progress	Create a road map to ICE for families, students, and educators
Share successful and replicable practices that correspond to elements of the High Performing States Framework for transition and ICE	Convene seven Community Conversations to raise awareness, identify local solutions, and build capacity for ICE	Develop and disseminate five policy briefs to policymakers, state officials, and stakeholders with recommendations for policy changes within and across state systems to achieve ICE	Increase use of Local Employment Collaborative Teams (LECT) data to demonstrate effective practices for achieving ICE	Grow distribution of CECY E-News, CECY products including Data Dashboard, and create a centralized website repository
Cultivate and engage leadership at state and local levels who champion policy and practice for ICE	Distribute information about Employment First and ICE to the community	Develop an interagency blueprint for school-to-work transition, including funding structures	Establish targets and benchmarks for transitioning youth	Provide training and technical assistance to improve community level policies, plans and practices for ICE
Strengthen inter-agency collaboration for data sharing, transition, and well-sequenced funding amongst state and local agencies for ICE		Disseminate stories of success	Distill information about the effective policies, practices, and outcomes from the Golden Gate and Orange County Regional Centers and their communities as they implement Employment First	Disseminate creative solutions from Community Conversations and CECY partnering agencies for improving employment outcomes in local communities

**10. SPONSORSHIP
REQUEST APPLICATION
CHECKLIST**



Sponsorship Request Application Checklist

The checklist below will help you identify the information needed to complete the sponsorship request application. We suggest you print this page to use while you gather information for the sponsorship application.

To allow sufficient time for processing and review, we recommend that sponsorship requests be submitted at least 3 months before an event. Please submit this checklist with the sponsorship request application.

Information Checklist

- Name of your Company/Organization
- Name of Project/Event/Program
- Project/Event Date
- Contact Name
- Contact Email, Address and Phone Number
- Amount of Funding Requested
- Approximate Total Cost of Project/Event
- The answer to this question: How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized
- Event/Program Objectives
- Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members
- The answer to this question: How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers
- A list of other sponsors/major contributors
- The answer to this question: How you will conduct outreach to increase consumer and family involvement in the conference
- Have you included a complete and total budget, including the amount you are requesting (\$999 limit), details on the amount and sources of other funds solicited or obtained

- Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received
- Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy