

**STATE INTERAGENCY COORDINATING COUNCIL
ON EARLY INTERVENTION**



Together, we make a difference!

***WestEd, CPEI
SACRAMENTO***

May 16 & 17, 2013

Interagency Coordinating Council On Early Intervention

Mission Statement

The mission of the ICC is to promote and enhance a coordinated family service system for infants and toddlers, birth to three years, who have a developmental delay or disability, and their families, utilizing and encouraging a family centered approach, family-professional partnerships, and interagency collaboration.

The History of the ICC

California has a long history of providing early intervention services to infants and toddlers, ages birth to 3 years old, and their families. In the 1960s and 1970s, special education services for infants and toddlers were provided in public schools and funded through various local, state and federal sources. With the advent of the Lanterman Developmental Disabilities Services Act in 1982, California demonstrated its support of young children for prevention and early intervention services for infants with developmental disabilities through the regional center system. This was a huge effort and viewed as a major investment in California's children.

In 1988, the first Interagency Coordinating Council (ICC) was developed to provide advice and assistance to the Department of Developmental Services regarding implementation of a coordinated early intervention system in California. In 1993, after five years of state and local planning activities in preparation for full implementation of Part C of the Individuals with Disabilities Education Act (IDEA), the Governor signed the California Early Intervention Services Act (CEISA: Title 14, Government Code, Section 95000 et seq.). CEISA established state authority to enhance California's early intervention service system to meet the new federal requirements under Part C. It was CEISA that assigned DDS as lead agency in collaboration with California Department of Education (CDE). Other collaborative partners involved in the ICC include Department of Mental Health (DMH), Department of Social Services (DSS), Department of Alcohol & Drug Programs (DADP), Department of Managed Healthcare (DMHC), and First 5 of California.

Although the early intervention landscape has changed over the years in California, the ICC has continued to follow and advise and assist DDS on the state of the early intervention community. The changes have included amendments to CEISA which included the addition of provision of family support services by Early Start Family Resource Centers (FRCs) which include, but are not limited to, parent-to-parent support, information dissemination and referral, public awareness, family-professional collaboration activities and transition for families. CEISA also clarified state coordination and collaboration with families and communities, service coordinator competencies and caseload size, evaluation and assessment, parent rights, referral to local FRCs and monitoring efforts. Lastly, CEISA was also amended to clarify that the Part C program is based on existing systems and that regional centers must comply with the Lanterman Developmental Services Act including regulations related to vendorization and rate setting as long as the application of state law does not conflict with early intervention statute.



Interagency Coordinating Council on Early Intervention
1600 Ninth Street, Room 330, Sacramento, CA 95814
 (916) 654-1590 • FAX (916) 654-3255 • TDD 654-2054



DATE: April 26, 2013

TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES

SUBJECT: May 16 & 17, 2013 ICC MEETING

The following is information regarding the May 16th and 17th, 2013 ICC Meeting which will be held at the offices of WestEd Center for Prevention & Early Intervention. Directions, parking, and airport shuttle information to WestEd are included in this notice. WebEx connection information for the meeting is also included.

Individuals who require accommodations in order to attend the meeting (i.e., assistive listening devices, interpreting services, material in alternative format) should notify Patric Widmann at (916) 654-3722 or pat.widmann@dds.ca.gov or call (916) 654-2054 (TDD) ten days in advance of the meeting. The meeting location is accessible to individuals with disabilities. Visit our website at www.dds.ca.gov/earlystart to view previous ICC meeting minutes and additional information about California Early Start.

PROPOSED AGENDA

DATE: THURSDAY, MAY 16, 2013
TIME: 10:00 A.M. - 4:30 P.M.

Executive Committee Strategic Planning Meeting:

The ICC Executive Committee will revisit and operationalize the strategic planning priorities identified at the February meeting. Priorities include member recruitment, system review/annual performance report, immediate priorities, ICC by-laws and ICC/committee structure

DATE: FRIDAY, MAY 17, 2013
TIME: 8:30 A.M. - 1:30 P.M.

Full ICC Strategic Planning Meeting:

The ICC will finalize strategic planning and approve by consensus. State agency representatives will provide reports, and the ICC will receive public input from those interested in early intervention.

INFORMATION TO ASSIST YOU WITH TRAVEL ARRANGEMENTS:

MEETING LOCATION: WestEd Center for Prevention & Early Intervention
1000 G Street, 5th Floor
Sacramento, CA 95814
Telephone: 916-492-4011

LODGING INFORMATION: Holiday Inn Express Sacramento Convention Center
728 16th Street
Sacramento, CA 95814
Telephone: 877-410-6667

I-5 NORTH:

Take I-5 North. Take J Street Exit. Right off of ramp onto J Street. Take left onto 10th Street. The WestEd offices are located at 10th & G Street.

I-5 SOUTH:

Take I-5 South. Take J Street Exit. Take a right off of ramp onto J Street. Take a left onto 10th Street. The WestEd offices are located at 10th & G Street.

FROM HWY 99 North:

Take Business 80/Capital City Freeway split toward San Francisco. Take 10th Street Exit. The WestEd offices are located at 10th & G Street.

FROM HWY 50:

Take the Business 80/Capital City Freeway split toward San Francisco. Take 10th Street Exit. The WestEd offices are located at 10th & G Street.

PARKING:

Below are the recommended parking garages nearby the WestEd CPEI offices. Please note that with the daily rates, vehicles are not allowed to come and go. A ticket must be pulled and paid each time entering and exiting. Please note that some garages offer tandem parking arrangements.

Parking Garage/Lot	Early Bird (Before 9:00A.M.)	Daily Rate (maximum)
City Hall Garage 10 th & I Street 11 th & I Street	N/A	\$18
Priority Parking 1117 J Street	\$10	\$20
Lot 297 7 th & G Street	N/A	\$9
Priority Parking Lot 12 th & F Street	N/A	\$6

There are 10 hour parking meters on the street in and around the WestEd offices. You will need \$8 in quarters to max out at 10 hours. Note: Be very cognizant of street sweeping signs as the meter attendants are consistent about issuing parking tickets.

SUPER SHUTTLE:

Reservations: 1-800-BLUE-VAN

Super Shuttle is located directly outside the baggage claim area at each terminal. Reservations are not required for large parties or private charters. Go to the Super Shuttle service center, and purchase either a round-trip or a one way ticket.

WEBEX INSTRUCTIONS FOR JOINING THE EXECUTIVE COMMITTEE AND ICC Meetings:

For those who cannot participate in person, the ICC Executive Committee Strategic Planning Meeting (Thursday, May 16, 2013 at 10:00A.M.) and the ICC General Strategic Planning Meeting (Friday, May 17, 2013 at 8:30A.M.) will be offered in the WebEx format. **Participants need to call into the teleconference line AND login and to view any online materials.**

To join the meetings by phone:

Dial-in number: (877) 413-2826

Conference code: 9306089663

To login to the WebEx online conference site
go to <https://wested.webex.com>.

Once logged in, you will see a list of meetings for that day. Select the meeting name (ICC Executive Committee Meeting, May 16, 2013, or ICC Teleconference Meeting, May 17, 2013). There is no password; just click on the link. Enter your name, and you will access the WebEx conference.

Please contact **Debbie Pollard at (916) 492-4011**, or dpollar@wested.org, with any logistical problems or issues.

CALIFORNIA INTERAGENCY COORDINATING COUNCIL
“Together We Make A Difference”

EASY TIPS for SUCCESSFUL WEBEX and CONFERENCE CALLS*

PARTICIPANT COURTESIES

1. **Use a landline if possible for the least static interference.**
2. **Avoid cellular and cordless phones.** The potential static and poor or broken connections reduce the sound quality for all conference call participants. If you must use a cell phone, find a quiet location with excellent reception and limit moving around during the call.
3. **Know your phone’s features and how to use them.** Don’t wait until the call to figure them out.
4. **Turn off call waiting.** It’s very disruptive to the call. Most call waiting features can be deactivated by pressing 70# or *70 before dialing the conference number. (Check with your carrier.)
5. **Use the speaker feature on your phone only if the room is quiet and others in the room are participating on the call with you.** Speakerphones can add to the overall noise of the teleconference and create a hollow sound on the call.
6. **Choose a quiet location.** Avoid background noises such as a radio, TV, pets, or side conversations with others.
7. **Stay focused and participate on the call.** Avoid using this time to answer email, eat, clear off your desk, file papers, or talk to others.
8. **Be on time.**
9. **Introduce yourself when you join the call.** If you join the call late, wait for a break in the conversation to announce that you’ve joined or until the moderator asks who joined.
10. **Introduce yourself each time you speak.** Not everyone will be familiar with your voice.
11. **Mute your phone (*6) if you are not participating at the time, need to talk to someone else, or need to leave the call for any reason. Unmute your phone (#6) when you’re able to return to the call.**
12. **Never put the call on hold.** Either mute your phone (*6) and unmute your phone (#6) to rejoin. Hang up and call in again if you must leave the call.

FACILITATOR/CHAIRPERSON COURTESIES

1. **Be familiar with the audio controls.**
2. **Start—and end—at the scheduled time.**
3. **Have an agenda—preferably one that’s been distributed prior to the conference.**
4. **Identify yourself when you first connect to the conference call.**
5. **Identify yourself each time you speak.** Others may not know your voice. Speak clearly and at a moderate speed.
6. **Take roll call at the conference start so that everyone knows who is involved and listening.**
7. **Review the rules of etiquette and ask that each participant identify him or herself before speaking.**
8. **Allow only one individual to speak at any given time during the conference.**
9. **As much as possible, when appropriate, address questions to individuals by name.**
10. **Mute the microphone or speakerphone (*6) if you must speak to others in the room with you during the conference. Unmute by pressing #6.**
11. **Address agenda items in their specified order.**

*Thank you to the Family Resource Center Network of California, the source for many of these tips, for sharing its teleconference etiquette.

**INTERAGENCY COORDINATING COUNCIL
MAY 2013**

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Additional materials can be found at:

<http://www.dds.ca.gov/EarlyStart/ICCOverview.cfm>

Public Notice
Member Rosters
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STATE INTERAGENCY COORDINATING COUNCIL
THURSDAY, MAY 16, 2013

Executive Committee Meeting.....10:00 a.m. – 4:30 p.m.

FRIDAY, MAY 17, 2013
AGENDA

1. Introductions and Announcements.....8:30 a.m.....Theresa Rossini, Acting Chair
2. Agenda Review.....Theresa Rossini, Acting Chair
3. Approval of November 16, 2012 Minutes.....Theresa Rossini, Acting Chair
4. Chair’s Report.....Theresa Rossini, Acting Chair
5. ICC Staff Report.....Anastacia Byrne-Reed
6. ICC Recruitment Update.....Theresa Rossini, Acting Chair
7. Strategic Planning.....Theresa Rossini, Acting Chair
8. Public Input.....10:00 a.m.Interested Parents & Members of the Public
9. Family Resource Center Network of CA Report.....Linda Landry
10. Agency Reports:
 - Department of Social Services.....Cheryl Treadwell
 - Department of Health Care Services..... Jill Abramson, M.D.
 - Department of Managed Health Care.....Susan Burger
 - Department of Mental Health.....Vacant
 - First 5 California.....Renee Hawkins
 - California Department of Education-Special Education.....Vacant
 - California Department of Education
 - Office of Homeless Education.....Leanne Wheeler
 - Department of Developmental Services.....Don Braeger
11. Other Business.....Theresa Rossini, Acting-Chair
12. Adjournment1:30 p.m.....Theresa Rossini, Acting-Chair

ICC Contact List

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Full ICC Roster Information can be found at:
<http://www.dds.ca.gov/EarlyStart/ICCRosters.cfm>

**ICC STAFF CHECKLIST & DUE DATES
2013 DEADLINES FOR ICC MEETING MATERIALS**

ICC MEETING ACTIVITY ALL MATERIALS ARE SUBMITTED TO ANASTACIA BYRNE-REED (AREED2@DDS.CA.GOV) AND/OR PATRIC WIDMANN (PAT.WIDMANN@DDS.CA.GOV)	2013 MEETING DATES			
	FEBRUARY 28 & MARCH 1	MAY 16 & 17	SEPTEMBER 19 & 20	NOVEMBER 14 & 15
ALL MINUTES (PRIOR MEETING NOTES) & DOCUMENTS (This includes all minutes and notes, handouts, work plan updates, agendas, electronic reports from each Department) 2 WKS AFTER ICC	12/03/2013	03/15/2013	05/31/2013	11/29/2013
DEVELOPMENT OF ICC/EC AGENDAS: 45 DAYS PRIOR TO ICC	01/18/2013	04/02/2013	08/05/2013	10/02/2013
MASTER CALENDAR ITEMS	01/18/2013	04/02/2013	08/05/2013	10/02/2013
ACTION ITEMS (30 DAY NOTICE!!)	01/28/2013	04/16/2013	08/19/2013	10/14/2013
PUBLIC NOTICE TO DDS COPY CENTER/Posted on DDS website NO LATER THAN 30+5 DAYS PRIOR TO ICC	01/28/2013	04/16/2013	08/19/2013	10/14/2013
PACKET DUE DATES: Final Packet Preparation <ul style="list-style-type: none"> • Don's Message • Final ICC minutes and agenda • Final EC minutes and agenda 1 WK PRIOR TO COMPLETED PACKET	01/28/2013	04/16/2013	08/19/2013	10/14/2013

**ICC STRATEGIC PLANNING
MEETING MINUTES**

OF MARCH 1, 2013

DRAFT-TO BE APPROVED

**STATE INTERAGENCY COORDINATING COUNCIL
GENERAL COUNCIL MEETING
MINUTES**

Friday, March 1, 2013

MEMBERS PRESENT

Theresa Rossini,* Acting Chair
Don Braeger, Designee for the Director, DDS
Susan Burger, Designee for the Director, DMHC
Arleen Downing, M.D.
Gretchen Hester*
Beverly Morgan-Sandoz
Marie Kanne Poulsen, Ph.D.
Elaine Fogel Schneider, Ph.D.
Cheryl Treadwell, Designee for the Director, DSS

MEMBERS ABSENT

Jill Abramson, Designee for the Director, DHCS
Leanne Wheeler, Designee for Superintendent Tom Torlakson, CDE
Rene Hawkins-Webster, Designee for the Director, First 5 California

STAFF

Anastacia Byrne-Reed,* ICC Coordinator, DDS
Angela McGuire,* WebEx Host, WestEd
Carolyn Walker, ICC Recorder, WestEd
Patric Widmann, ICC Supervisor, DDS

OTHERS PRESENT

Refer to Attachment A for a list of other attendees.

*Parent

CALL TO ORDER

Theresa Rossini called the meeting to order at 8:30.

OPENING ROLL CALL

Anastacia Byrne-Reed took roll call.

DRAFT-TO BE APPROVED

INTRODUCTIONS AND ANNOUNCEMENTS

Theresa reported that there are two new State Designees on the Council. Leanne Wheeler of the Office of Homeless Education and Renee Hawkins-Webster of First 5 California are the new representatives. Leanne was not able to attend today, but will be on board in May 2013. Meredith Cathcart from the Office of Special Education is attending as a guest.

AGENDA REVIEW

Theresa indicated that due to the need to continue Strategic Planning, the agenda was modified as follows:

- Only basic items will be covered.
- State agency reports will be submitted electronically rather than verbally.
- The addition of approval of the November 2012, Executive Committee minutes.

APPROVAL OF NOVEMBER 15 & 16, 2012 MINUTES

The Joint Executive and Standing Committee and General Council minutes were approved as submitted.

CHAIR'S REPORT

In lieu of the Chair's Report, Theresa asked Elaine Fogel Schneider to share stories about the early days of the ICC. Theresa suggested the stories be collected and shared on the DDS website.

ICC STAFF REPORT

Anastacia Byrne-Reed reported that those who traveled to the meeting should submit travel expense claims and original receipts to her or Patric Widmann. She will send an email reminder.

ACTION ITEM: SPEECH AND LANGUAGE PATHOLOGY ASSISTANTS BEST PRACTICES GUIDELINES FOR EARLY INTERVENTION

Elaine Fogel Schneider thanked DDS for giving speech and language pathologists a voice and Jim Knight for facilitating the conversation between California Speech and Hearing Association and DDS. She recommended a change in the title to *Guidelines for the Role of Speech and Language Pathology Assistants for Early Intervention Services*. She also recommended having a distribution plan and tracking method for its impact on local service delivery. The motion passed to amend the title and to adopt the guidelines.

Following the vote, concern was expressed about natural environment language and whether it might cause confusion in the field regarding federal requirements.

DRAFT-TO BE APPROVED

Language was changed to reflect the services that the SLPA provides rather than where the services are provided. The motion was amended and the ICC voted unanimously to endorse the guidelines with these changes.

STRATEGIC PLAN: ICC PRIORITIES AND COMMITTEE STRUCTURE

Cheryl Treadwell and Diane Brown continued to facilitate the final phase of the Strategic Planning process:

Council members reviewed the information recorded during the Thursday afternoon meeting and prioritized the tasks into three categories:

High Priority – immediate action (marked with red dots)

Identified as high priority, to do immediately, and assigned a lead for each task:

Task	Assigned to:
<i>Membership</i>	
Send letters to various State Departments to solicit membership on the ICC	ICC
Obtain a legal interpretation of FRCNCA and submit a recommendation to the Governor’s office to appoint them as voting members on the ICC	Theresa
Draft a letter to DDS re: Community Representatives Travel. Clarify fiscal support for their travel	Theresa
Review the current list of community reps to identify any interested in joining the ICC as voting members	ICC and individuals
Reach out to elected officials	All
Clarify the process for appointees (Governor’s office)	DDS

High Priority (red dots)

Identified as high priority, but without assigning a lead for the task:

<i>Membership</i>	
Transition planning of new members	
Membership structure	
Leverage partnerships	
<i>Assessment</i>	
Follow up on CDE’s use of DRDP for ages Birth-3 and potential application	
Review measures of social and emotional progress. Best practice for assessment – all indicators	
<i>System Review</i>	
Target indicators needing improvement	
Address monitoring	
Review the Early Start Report	

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Strategies for best practice improvement activities for APR	
Review provision of ES services in relation to foster children	
Speech Pathology	
Submission of <i>Guidelines for the Role of Speech & Language Pathology Assistants in Early Intervention</i> to the DDS as a recommendation	
Develop guidelines for rates and reimbursement for OT, Speech and etc. providers	
Bylaws	
Review/update bylaws	EC
Clarification of functions – Standing committees, roles, etc.	

Medium Priority (green dots)

Identified as second priority tasks to accomplish

Increase parent participation	
Include parent voice – how to engage parents	
Disseminate:	
Information for zero to five groups (young children)	ICC
<i>Guidance for Early Start Service Coordinators to Request Authorization from Private Insurance</i>	
Develop document, similar to the one above, to assist families in pursuit of private insurance authorizations for payment of Early Start services	
Other	
White papers: feedback, tracking, etc.	
Request report of children served by DHCS (i.e. number of children served, services provided – especially number of children in California Children’s Services and data from CHPD)	

The Strategic Planning was adjourned to provide time for Public Input at 10:00a.m.

PUBLIC INPUT

Arleen Downing, M.D., ICC Member, Orange County, shared on behalf of Community Representative Peter Michael Miller, M.D., information regarding the 12th Annual Developmental Disabilities Training for Health Professionals at UCSF is March 7–8, 2013. Please find more information on this event at: <http://www.slideshare.net/mdconferencefinder/12th-annual-developmental-disabilities-an-update-for-health-professionals>

Robin Millar, Community Representative, Child Development Center at Simi Valley Hospital, reported that there will be Infant Development Association (IDA) sponsored breakfast meetings held in Valencia, Sacramento, and Los Alamitos. Topics include the importance of breastfeeding; family-friendly hospitals, tips and strategies for working with families, and understanding infant-vision development.

DRAFT-TO BE APPROVED

The IDA regional conference is in April 2013. Find out more about these IDA conferences at: <http://www.idaofcal.org/doc.asp?id=26>

FAMILY RESOURCE CENTERS NETWORK OF CALIFORNIA REPORT

Linda Landry reported on the following:

The Family Resource Centers Network of California (FRCNCA) Steering Committee met via conference call in January and February.

Under the auspices of our **Capacity Building Grant** from Strategies we held several meetings to review and update our Strategic Plan which was developed during our Family Support Planning Grant from the Administration on Developmental Disabilities in 2004. The Steering Committee prioritized items via an online survey and then met for a face to face meeting on February 27th with a facilitator from Strategies to develop new goals.

Outreach and collaboration activities included participation at the Early Start Technical Assistance Network, UC Davis MIND Institute Center for Excellence in Developmental Disability Consumer Advisory Committee, the UCLA Tarjan Center University Center for Excellence in Developmental Disability Consumer Advisory Committee, USC UCEDD CCAB, Network of Networks Steering Committee, Lanterman Coalition, California Network of Family Strengthening/Support Networks Training and Technical Assistance Collaborative, California Standards for Family Strengthening & Support Committee, California Family Resource Association, and Arc California Board of Directors.

The FRCNCA is participating in the **California Employment Consortium for Youth and Young Adults with Intellectual and Other Developmental Disabilities (CECY)** (pronounced SEE SEE).

Six FRCNCA representatives participated in a trainer of trainers to become certified to train on the **California Family Strengthening and Support Standards**.

13 FRCNCA representatives are participating as a part of the **CAPTAIN (California Autism Professional Training and Information Network)**.

The FRCNCA continued the **implementation of Prevention Resource and Referral Services (PRRS)**

- Bimonthly 1800 Second PRRS calls continue to be held for all PRRS staff and provide a forum to ask questions, raise issues, express needs or make comments on general program, budget, data, outreach, training or other items related to PRRS.

DRAFT-TO BE APPROVED

- Individualized technical assistance and training is ongoing.
- Regional Meetings are being held in April in Northern and Southern

the Westside Family Empowerment Center for a PRRS meeting and training in the Family Strengthening and Support Standards. The same two day meeting will be held in Sacramento on April 22nd and 23rd for regions 1 - 9.

We continue to seek additional funding sources to maintain the coordination of the Network.

AGENCY REPORTS

Department of Developmental Services (DDS)

Don Braeger reported on the following:

- The Part C application for FFY 2012/13 was approved by OSEP in January 2013.
- The Part C application for FFY2013/14 was posted on the DDS website on February 22, 2013. To meet federal requirements, the application will be posted for 60 days. There will be a 30 day public comment period from February 22 – March 22, 2013 and two public hearings scheduled for March 28 and April 4, 2013 from 9:00 a.m. – 12:00 p.m. in the DDS headquarters building at 1600 Ninth Street, Room 360, at anna.luc@dds.ca.gov.
- The Annual Performance Report FFY 2011/2012 was submitted to OSEP on February 15, 2013. OSEP will review and allow states an opportunity to make clarifications in April 2013.

Department of Social Services (DSS)

Cheryl Treadwell reported the following:

- **HEALTHCARE OVERSIGHT AND COORDINATION PLAN:** Requires states to develop, in coordination and collaboration with the state Medicaid agency and in consultation with pediatricians and other experts, a plan for the ongoing oversight and coordination of health care services for any child in foster care. CDSS has made the following efforts to fulfill this requirement:
 - A System Change Request was implemented in November 2012 to add a screening page to the child welfare services case management system (CWS/CMS). The screening page allows social workers to enter the date the child is screened, whether or not an assessment was required, and the services the child was

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referred to. The Department will be issuing an All County Information Notice which will announce this feature.

- The assurance that children's physical and mental health needs are identified and addressed is largely accomplished through the Health Care Program for Children in Foster Care (HCPCFC).
- Public Health Nurses update medical information into the Health and Education Passport
- The PHNs consult with medical and nonmedical professions on the appropriate treatment of children
- As part of the implementation of the Katie A settlement, and Accountability Communication and Oversight Committee will be formed to increased data collection and matching between CDSS and CDHCS.

Relevant Budget Update

- The Governor's proposed 2012/2013 budget does not include the major budget reductions the Department has seen in prior years. The budget includes funding and positions to begin the replacement of the Child Welfare Services/Case Management System, and preliminary planning work is in process for the new system.

In addition, the Department plans to convene a stakeholder workgroup to assess opportunities for streamlining child care delivery and other improvements. The group will include representatives from the California Department of Education, child care advocates, provider organizations, counties, welfare advocates and legislative staff. The hope is that this process will result in recommendations which will improve the efficiency and effectiveness of the state's subsidized child care funding. This workgroup will also look for opportunities to connect the families most in need with optimal levels of child care.

Interagency collaboration activities relevant to children birth to three

- **The Child Welfare Council (White Paper on Children Zero to Five)**
 - *Subcommittee on Child Development and Successful Youth Transition Committee* – the work of this committee reviews recommendations from initiatives that are specific to children and families involved in the child welfare system. Currently, the committee is working on the final revisions to a white paper and fact sheet regarding children age zero to five, which will be presented to the Council for consideration. The goal is to bring awareness of the effects of "toxic stress" (neglect, exposure to violence, etc.) on young children's development, and to recommend that the courts and child welfare agencies collaborate to reduce the

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number of placements and promote greater opportunities for stable relationships for young children in foster care.

Two agencies – *Zero to Three* and *The Family Wellness Court* will be presenting information about their organizations to the committee at the June 5, 2013 meeting.

Announcements

- **Core Practice Model**

- Regional orientations are scheduled throughout the state to provide information to counties on the implementation of the Core Practice Model (CPM), which was developed in response to the Katie A. lawsuit. A CPM Guide is now available, which provides practical guidance and direction for county child welfare, mental health agencies, other service providers, and community/tribal partners who will be implementing the CPM when working with children and families involved with child welfare who have or may have mental health needs.

Department of Managed Health Care (DMHC)

Susan Burger reported the following:

- The California Department of Managed Health Care (DMHC) submitted the Autism Advisory Task Force Report to the Governor and Legislature as required by Senate Bill 946 (Chapter 650, Statutes 2011). For more information and to view the report, please visit:
http://healthhelp.ca.gov/dmhc_consumer/br/br_autismtf.aspx
- As of February 2013 managed care enrollees can complete and submit a complaint and Independent Medical Review application to the DMHC's Help Center online. Online application forms are currently available in English and Spanish. A link to the forms is:
http://www.dmhc.ca.gov/dmhc_consumer/pc/pc_forms.aspx.
- The Department's Help Center provides a free consumer service that is available 24 hours a day, seven days a week to answer consumers' questions regarding accessing health care services. The Help Center receives and resolves complaints from managed care enrollees to ensure that enrollees receive all the necessary medical and mental health care to which they are entitled. (Managed care enrollees have coverage with an HMO or PPO with Anthem Blue Cross or Blue Shield). The Help Center also provides referrals to communities and other government organizations, when applicable. If medical treatment has been delayed, denied, or modified, managed care enrollees have the right to an

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Independent Medical review (IMR). If families are uncertain about how to proceed with a health plan dispute or are having other problems involving a health plan, please contact the Help Center at **1-888-466-2219, TDD: 1-877-688-9891**. The Help Center can provide help to consumers who speak any of 100 different languages.

The DMHC's website provides information regarding patient rights in California, the grievance system process, and the Department's Independent Medical Review (IMR) process. The DMHC website is located at <http://www.healthhelp.ca.gov>.

- The DMHC continues outreach efforts to inform the public on how the Help Center can assist Californians with questions on health care reform and how to resolve a dispute with their health plan. Help Center staff provided in-person presentations and/or webinars to the Association for Regional Center Agencies (ARCA) in June 2012, to the California Mental Health Planning Council in October 2012, and at the Family Resources and Support Institute in March 2013.

Office of Homeless Education (CDE)

Leanne Wheeler reported the following:

- The State Coordinator for Homeless Education from the California Department of Education (CDE) will co-present with the Department of Developmental Services (DDS) on Friday, March 15 at the 15th Annual Family Resources and Supports Institute (FRSI.) In the presentation, Outreach to Families Who Are Homeless, Leanne Wheeler, CDE, and Elise Parnes, DDS, will discuss statute, strategies, and resources for people working with homeless families.
- In addition, the California Head Start State Collaboration Office (CHSSCO) Advisory Committee met on Wednesday, March 6. The Committee was updated on current activities, workgroups, and the CHSSCO survey and spent time on the workload for CHSSCO upcoming year.

Department of Health Care Services

No Report

Department of Public Health

No Report

Department of Alcohol & Drug Programs

No Report

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Department of Mental Health
No Report

First 5 California
No Report

California Department of Education
No Report

OTHER BUSINESS

There was no other business.

CLOSING ROLL CALL

Anastacia Byrne-Reed took the closing roll.

ADJOURNMENT

Theresa adjourned the meeting at 1:34 p.m.

OTHER ICC GENERAL MEETING TELECONFERENCE PARTICIPANTS

Friday, March 1, 2013

Community Representatives

Brigitte Ammons
Terry Colburn
Toni Doman*
Linda Landry*
Robin Millar
Sherry Torok
Julie Kingsley Widman*

Guests

Diane Brown, DSS
Meredith Cathcart, CDE
Jim Knight, DDS
Karla Lannon, DDS
Patty Moore*, Alpha Resource
Center-Family First

Department Liaisons

Michele Donahue
Michael Miguelgorry
Erin Paulsen
Elise Parnes

WestEd

Debbie Benitez
Monica Mathur-Kalluri
Angela McGuire*
Virginia Reynolds

*Parents

EXECUTIVE COMMITTEE STRATEGIC PLANNING MINUTES & AGENDA

- **AGENDA**
 - ▶ MAY 16, 2013

- **JOINT EXECUTIVE & STANDING
COMMITTEES MINUTES**
 - ▶ FEBRUARY 28, 2012

**STATE INTERAGENCY COORDINATING COUNCIL
STRATEGIC PLANNING AGENDA**

**Thursday, May 16, 2013
10:00 a.m. ~ 4:30 p.m.**

1. Welcome and Introductions.....Theresa Rossini
2. Review May 2013 Agenda.....Theresa Rossini
3. Approval of February 28, 2013 Strategic Planning Minutes.....Theresa Rossini
4. DDS Update.....Don Braeger
5. Strategic Planning Follow-Up.....Theresa Rossini
 - Membership & Recruitment
 - System Review/Annual Performance Report
 - Immediate Priorities (Next Steps)
 - Review & Revision of ICC By-Laws
 - Committee Structure
6. Lunch.....12:00 pm – 1:30 pm
7. Strategic Planning Follow-Up (Continued).....Theresa Rossini
8. Other Business.....Theresa Rossini
9. Adjournment (4:30 p.m.).....Theresa Rossini

**STATE INTERAGENCY COORDINATING COUNCIL
EXECUTIVE COMMITTEE AND STRATEGIC PLANNING
MINUTES**

Thursday, February 28, 2013

MEMBERS PRESENT

Theresa Rossini,* Acting Chair
Don Braeger, Designee for the Director, DDS
Susan Burger, Designee for the Director, DMHC
Arleen Downing, M.D.
Gretchen Hester*
Beverley Morgan-Sandoz
Marie Kanne Poulsen, Ph.D.
Elaine Fogel Schneider, Ph.D.
Cheryl Treadwell, Designee for the Director, DSS

MEMBERS ABSENT

Jill Abramson, Designee for the Director, DHCS
Leanne Wheeler, Designee for Superintendent Tom Torlakson, CDE
Renee Hawkins-Webster, Designee for the Director, First 5 California

STAFF

Anastacia Byrne-Reed,* ICC Coordinator, DDS
Angela McGuire,* WebEx Host, WestEd
Patric Widmann, ICC Supervisor, DDS

OTHERS PRESENT

Refer to Attachment A for a complete list of attendees.

*Parent

WELCOME AND INTRODUCTIONS

After welcoming comments and the roll call, Theresa Rossini turned the meeting over to Cheryl Treadwell of the Department of Social Services to facilitate a strategic planning session, which constituted the agenda for the day.

OPENING ROLL CALL

Anastacia Byrne-Reed took roll call.

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STRATEGIC PLANNING

Cheryl Treadwell and Diane Brown led the group in Strategic Planning discussions and exercises:

Accomplishments

- ICC webpage-Redesign in Draft
- Public information/outreach publications –
- Council's involvement in
 - Revised Recommended ES Personnel Manual
 - Training Guidelines for Infant Family Mental Health
 - Parent Rights
 - Transition
- FRCNCA Membership
- FRC personnel standards (Abilities, Skills, and Knowledge) developed as a 'side benefit' to FRC leadership getting together during ICC meeting
 - Other side benefits include getting more work done while networking at ICC
- ICC Placemat
 - ICC Parent Leader Award including national recognition

Issues for Further Discussion

- Follow up on CAPTA, homeless population, etc.
- FRCNCA Membership
- Budget workgroup, need more visibility; ensure ICC representation
- Honor public input by providing follow-up to input
- Appointment of a permanent ICC Chair
- Role of community reps: formerly had 25-30, lost many, how to involve them again
- Meeting federal requirements for ICC membership
- Attendance of State agency designees
- Enhance and promote interagency agreements
- Focus on children being served by both CCS [DHCS] and Early Start [DDS]

Afternoon Strategic Planning Discussion

Cheryl Treadwell and Diane Brown resumed the strategic planning discussion after the lunch break. The following are brief notes of the discussion.

Membership & Structure

1. Appointments by Governor
 - Reach out to potential members
 - Copy DDS on all apps/confirmations
 - Take advantage of current list of community reps, determine if any are interested in applying for appointment
 - Reach out to elected officials

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- Create better relationship with Governor's office (i.e. annual report to Governor, Early Start month)
- Contact federal senators
- Write letters as individuals and as the ICC
- Clarify process for Governor's appointments
- Target recruitment to meet federal requirements
- Keep recruitment a standing item on Executive Committee agendas
- Since April 2011, DDS has received six Community Representative applications. ICC needs to reconnect with individuals who applied
- Review ICC placemat and recruitment packet
- Replace inactive members and community representatives

NEXT STEPS

- Share written procedures for appointment of community representatives by the ICC Chair
 - Update bylaws – members section, identify process for de-designation
 - ICC submits a written recommendation to Governor to add FRCNCA as voting member. Get legal clarification
 - FRCNCA submit application to Governor's Office. Question: Does an association have to apply as an individual?
2. State agency representation
- DDS has recruited representation from CDE (Special Education and Homeless Education of Children and Youth) and First 5 California
 - DDS needs to recruit from ADP and MH (Note: Both Departments are being transitioned into other Departments)
 - ICC send letters to the Departments required to have a designee
 - Request that designees attend regularly or that Departments assign someone who can attend meetings
 - Legislative designee - need to draft letter requesting assignment to ICC
3. Community Representatives
- Determine how many active now
 - Determine how many the ICC can support. Identify issues around this support
 - Look at grant and funding. Has ICC allocation been exceeded in past?
 - Look at who the current community representatives represent and their demographics
 - Identify how many participated in the strategic planning session
 - Discuss why community reps are necessary
 1. Voices of diversity
 2. Voice from the field
 3. Bring additional expertise that members don't have
 4. Allows more parent representation
 5. Includes RC and LEA representation
 6. Ground-level/grass roots level perspective
 7. Let us know what works

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4. Clarification of ICC role

- How can ICC help DDS in the implementation of Part C?
- Address national initiatives
- Address field issues/initiatives
- Articulation from DDS - Provide or collect expertise from the community
- Continue ongoing responsibilities, such as CSPD and monitoring
- Ask the Department to explain how they see their role in convening the ICC
- Ask members to describe their role in participating on the ICC
- Regulations: Advise and assist lead agency
- What is “assignment of financial responsibilities to appropriate agencies?”
- Clarification of functions (By-laws E2, A1)
- Establish Ad Hoc committee to analyze and summarize roles, what is working, what needs improvement
- Engage with larger EI community so that they know where we are
- Fiscal/budget support – Determine how this relates to ICC/DDS
- Examine the impact of advice/assistance
- Develop a feedback system for how recommendations (white papers) are implemented at the local level. ICC has part of the responsibility to help disseminate information and assess impact
- ICC can assist with getting information to other birth-to-three coalitions for broad dissemination and adoption
- ICC can provide the parent’s voice... and can relay messages from families
- Important to include parent voice, to engage families and hear their stories
- Need to know current issues from DDS

Group Discussion/Exercise

Discussion/exercise regarding the current work of the ICC; what is working and what needs improvement. The following is a list of items captured on the sticky wall during the exercise:

Meeting Structure	Membership	Community Representatives	Clarify Role of ICC and DDS	Other
Face to face meetings	Recruitment	Role and input	How can ICC help DDS?	Lack of direction and focus
Public input enhanced by varying the meeting location	Clarify Roles	Support of community reps	ICC role related to decision-making	Need to have 3-5 reasonable priorities
Hearing parent/public input	No appointed ICC chair	Increase the involvement of community reps	Include ICC when making federal applications, i.e. opt out policy	Ensure problems identified are resolved and identified in public comment

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Community reps attend meetings in person	Community representatives			Update bylaws
	FRCNCA membership (look at making this a Governor appointment)			
	Lack of diversity			
	Parents of children 0-3 yrs.			
	State Agency Representation			
	Member of Legislature			
	Appointments by Governor			

ADJOURNMENT

The meeting adjourned at 4:30 p.m.

EXECUTIVE COMMITTEE WEBEX MEETING PARTICIPANTS

**Thursday, February 28, 2012
10:00A.M. - Noon**

COMMUNITY REPRESENTATIVES

Brigitte Ammons
Maurine Ballard-Rosa
Terry Colborn
Toni Doman*
Laurie Jordan*
Linda Landry*
Robin Millar
Connie Moreland-Bishop
Debbie Sarmento*
Julie Kingsley Widman*

DEPARTMENT LIAISONS

Michele Donahue
Erin Paulsen
Elise Parnes

WESTED STAFF

Debbie Benitez
Monica Mathur-Kalluri
Angela McGuire
Virginia Reynolds

GUESTS

Meredith Cathcart, CDE
Jim Knight, DDS
Patty Moore, *Alpha Resource
Center-Family First

*Parents

TRAVEL FORMS

WORKSHEET FOR CLAIMING TRAVEL EXPENSES

This form is for identifying the travel expenses for which you are claiming reimbursement. Complete this form, sign the Travel Expense Claim – STD 262 (on the last line of the form) and provide the last four digits of your social (top of the form), **leave the rest of the form blank**, and submit both forms to Patric Widmann, Department of Developmental Services, Children & Family Services Branch, Interagency Coordinating Council, 1600 Ninth Street, Room 330, Sacramento, CA 95814. Reimbursement for expenses is limited to the amounts and by the conditions specified in the Summary of Allowed Travel Expenses which you have received. We will complete and submit your Travel Expense Claim form based on the information you provide. Please include Travel Claim Expense form with **original** signature and the last four digits of your social security number. Please attach all original receipts (including airline itinerary) except those incurred for meals (keep those for your records).

ICC Member Completes:

Left Home: _____
 Date _____ Time _____ am / pm (circle one)

Returned: _____
 Date _____ Time _____ am / pm (circle one)

PLEASE ATTACH ORIGINAL RECEIPTS

Airline Receipt (RECEIPT REQUIRED, even if prepaid) PREPAID BY ICC/DDS _____ PAID _____ (check one)	\$			
Miles Traveled by Own Car _____ at 0.565 cents per mile	\$			
Car Rental Receipt (RECEIPT REQUIRED, even if prepaid) PREPAID BY ICC/DDS _____ PAID _____ (check one)	\$			
Lodging Receipt (must have original lodging receipt with a "0" balance)	\$			
Taxi or Shuttle (over \$10.00, include receipts)	\$			
Parking and Bridge Tolls (over \$10.00, include receipts)	\$			
Child Care Receipt (ICC parent representative)	\$			
Miscellaneous Expense (need receipt[s])	\$			
MEALS (NO RECEIPTS NEEDED)				
DATE	BREAKFAST (\$6)	LUNCH (\$10)	DINNER (\$18)	MEAL TOTALS
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
EXPENSE GRAND TOTAL				\$

 ICC Member Name Print or Type last four of SSN# _____ Signature

 Telephone _____ Car License Plate Number

 Street Address City State Zip Code

 Location of Meeting Purpose of Meeting

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION SUMMARY OF ALLOWED TRAVEL EXPENSES

ICC Members will be reimbursed for the actual cost, up to the maximum allowance, for each meal, lodging, and incidental expense for each complete 24 hours of travel. Original receipts with zero balance are required to substantiate actual lodging expenses.

The State of California has policies and regulations regarding expenditure of state funds on travel, which includes transportation, meals, and lodging. The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. **If in doubt about any expense, consult with ICC Staff Manager prior to incurring expense.**

MEALS

It is important to remember there are **NO FLAT RATE** reimbursements. All meals claimed are to be for the actual amount of expense, up to the maximum allowed. Since no provision requires submission of meal receipts, it is the traveler's responsibility to retain receipts and other records of expense in case of an audit. **No lunch or incidental may be claimed on trips of LESS than 24 hours.**

BREAKFAST	Up to \$6.00	May be claimed for a trip that begins at or before 6:00 a.m. and ends after 8:00 a.m.
LUNCH	Up to \$10.00	May be claimed for a trip that begins at or before 11:00 a.m. and ends at or after 2:00 p.m. on the following day.
DINNER	Up to \$18.00	May be claimed for trips that begin at or before 5:00 p.m. and end at or after 7:00 p.m.
INCIDENTALS	Up to \$6.00	May be claimed for trips over 24 hours.

LODGING

Travel must be 50 miles or more from home to claim lodging expense.

MOST COUNTIES IN CALIFORNIA	Actual cost of lodging up to \$84.00 per night, plus taxes. Requires submission or receipt.
LOS ANGELES AND SAN DIEGO COUNTIES	Actual cost of lodging up to \$110.00 per night, plus taxes. Requires submission of receipt.
SAN FRANCISCO, SAN MATEO, SANTA CLARA, AND ALAMEDA COUNTIES	Actual cost of lodging up to \$140.00 per night, plus taxes. Requires submission of receipt.

TRANSPORTATION

Please choose the most economical method of travel. A personal car or rental car may be used in lieu of other transportation options if it is more cost effective.

Any use of a rental car requires prior authorization by the ICC Staff Manager.

AIRLINE	All flights are booked thru Southwest Airlines. Privately arranged airline travel to and from the meeting will be reimbursed for actual costs, up to a maximum of the cost of state contracted airline travel. Southwest air flights must be arranged according to SWABIZ procedures. Please contact ICC Coordinator for more information.
PERSONAL CAR	Actual mileage to and from the meeting will be reimbursed at 0.565 cents per mile with the maximum allowance up to the cost of state contracted airline transportation. Your automobile license number will need to be listed on your travel claim form. Actual mileage to and from the airport will be reimbursed at 0.565 cents per mile.
TAXI/SHUTTLE SERVICE	Fare plus 15% tip is allowed. Requires submission of original receipt.
CAR RENTAL	Actual rental cost, with original receipt, is reimbursed with prior approval. No reimbursement will be made for the purchase of a damage waiver (collision insurance) or "PEC" (Personal Effects Coverage). Gas reimbursed with original receipt.
PARKING	Receipts are required for reimbursement of any amount over \$10.00. Airport parking cannot exceed the economy, long term rate.

GENERAL TRAVEL ARRANGEMENTS

ICC Members must arrange airline travel through www.swabix.com or by calling (800) 435-9792. Please submit your travel needs no later than three weeks prior to the ICC meeting. You will need the following information:

- Your name and fax number
- State that you are traveling under Department of Developmental Services/Interagency Coordinating Council
- Billing Code 86232
- Destination details

It is not necessary to show the airfare cost on your travel worksheet for travel arranged through STS, however you must submit your itinerary with your Travel Expense Claim.

CHILD CARE REIMBURSEMENT

ICC Members who are a parent of a child with special needs may claim reasonable childcare costs for meeting attendance by submitting a signed receipt (including child's name, dates, number of hours and cost per hour) from the provider.

TRAVEL ADVANCES

Travel advances are available to ICC Members by contacting the ICC Coordinator Anastacia Byrne-Reed at (916) 654-1590 or AReed2@dds.ca.gov. Advances may be used to secure your room deposit as well as other travel expenses. Please request a travel advance no later than three weeks prior to travel to allow time for processing and mailing of the advance to you. Travel advances **must be cleared within two months of use** by submitting a travel expense claim or remitting payment for the remaining balance. Following the meeting, a Travel Expense Claim must be submitted to clear the advance before another advance can be issued.

SWABIZ

Effective July 1, 2006, Southwest Airlines (SWA) will no longer provide contracted fares through travel agencies. Therefore, in order to receive the state contracted fares, SWA flight reservations cannot be made through Sacramento Travel Agency and must be made online. The SWA website for making reservations is www.SWABIZ.com or call Toll Free 800/435-9792.

To make online reservations, each traveler must establish a Rapids Reward Account before a reservation can be made. The Rapid Rewards number is 214/792-4223.

Instructions for STD. 236 Hotel/Motel Transient Tax Waiver

Fill out the attached Use STD. 236 to get your Hotel/Motel Transient Occupancy Tax Waived. Please note that not all hotel motel-operators will honor this form as they are not mandated to do so.

Print or type in the following fields

- Date
- Hotel/Motel Name
- Hotel/Motel Address
- Occupancy Dates
- Amount Paid
- Traveler's Name
- Executed At
- Traveler's Signature
- Date Signed

Provide Hotel/Motel Operator with a copy for their records.

If you should have any questions, please call Patric Widmann at 916/654-3722 or Anastacia Byrne-Reed at 916-/654-1596.

STATE OF CALIFORNIA

**HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER
(EXEMPTION CERTIFICATE FOR STATE AGENCIES)**

STD. 236 (NEW 9-91)

**HOTEL/MOTEL OPERATOR: RETAIN THIS WAIVER FOR YOUR FILES TO SUBSTANTIATE YOUR REPORTS.
PARTICIPATION BY OPERATORS IS STRICTLY VOLUNTARY**

DATE EXECUTED

HOTEL / MOTEL NAME

TO:

HOTEL / MOTEL ADDRESS (Number, Street, City, State, ZIP Code)

This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be paid for by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.

OCCUPANCY DATE(S)

AMOUNT PAID

\$

STATE AGENCY NAME

HEADQUARTERS ADDRESS

TRAVELER'S NAME (Printed or Typed)

I hereby declare under the penalty of perjury that the foregoing statements are true and correct.

EXECUTED AT: (City)

TRAVELER'S SIGNATURE

DATE SIGNED

, CALIFORNIA