

**STATE INTERAGENCY COORDINATING COUNCIL  
ON EARLY INTERVENTION**



***“Together, we make a difference!”***

***1000 G Street, Suite 500 – Capitol Room***

***Sacramento, CA 95814***

***October 22 & 23, 2015***

**INTERAGENCY COORDINATING COUNCIL  
October 22 & 23, 2015**

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**Additional materials can be found at:**

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

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# Interagency Coordinating Council On Early Intervention

## **ICC Mission Statement**

The mission of the ICC is to promote and enhance a coordinated family service system for infants and toddlers, birth to 3 years, who have, or are at risk for having a 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 (Lanterman 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 (DDS) 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 Social Services (DSS), 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 Act. This includes 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: September 17, 2015**

**TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES**

**SUBJECT: October 2015 ICC Meeting Dates**

The following is information regarding the October 22 and 23, 2015, Interagency Coordinating Council on Early Intervention (ICC) Meeting which will be held at WestEd in Sacramento. Directions, parking, and airport shuttle information to WestEd are included in this notice. Remote connection information is also included.

Individuals who require accommodations in order to attend the meeting (i.e., assistive listening devices, interpreting services, materials in alternative format) should notify JoEllen Fletcher at (916) 654-2133 or [Joellen.fletcher@dds.ca.gov](mailto:Joellen.fletcher@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/earllystart](http://www.dds.ca.gov/earllystart) to view previous ICC meeting minutes and for additional information about California Early Start.

**PROPOSED AGENDA (EXAMPLE)**

**DATE: Thursday, October 22, 2015**

**TIME: 10:00 A.M. – 4:00 P.M.**

**Executive Committee (EC) Meeting**

The EC meeting will include:

- State-identified Measurable Result (SiMR) Workgroup
- Improving State Systems and Communication and Outreach Workgroups

**DATE: Friday, October 23, 2015**

**TIME: 9:00 A.M. – 1:00 P.M.**

**General ICC Meeting**

The ICC will:

- Vote on the Bylaws Revisions and the 2016 ICC meeting dates;
- Hear reports from the State Department representatives; and
- Receive input from the public and parents interested in early intervention.

**TRAVEL INFORMATION**

**MEETING LOCATION:**

**WestEd**  
**1000 G Street, Suite 500**  
**Sacramento, CA 95814**

**LODGING INFORMATION:** Hotel reservations must be made through the **CAL TRAVEL STORE**, at <http://www.caltravelstore.com> or **877.454.8785**, for ICC participants that are eligible for

**reimbursement.** Agents are available between the hours of 8 a.m. to 5 p.m. Pacific Time, Monday through Friday.

Many hotel options are available in the area. The following is one option:

Holiday Inn Capitol Plaza

300 J Street

Sacramento, CA 95814

Telephone: 916-446-0100 toll free 888-465-4329

**Directions to WestEd located at:**

**1000 G Street, Suite 500**

**Sacramento, CA 95814**

**I-5 NORTH:**

Take I-5 North. Take the J Street exit and veer to the right to continue on J Street. Take a left onto 11<sup>th</sup> Street and a left on G Street. WestEd is located on the left side.

**I-5 SOUTH:**

Take I-5 South. Take the J Street exit to continue on J Street. Take a left onto 11<sup>th</sup> Street and a left on G Street. WestEd is located on the left side.

**FROM HWY 99 North:**

Take Business 80/Capital City Freeway split toward San Francisco. Take I-5 North towards Redding. Take the J Street exit and veer to the right to continue on J Street. Take a left onto 11<sup>th</sup> Street and a left on G Street. WestEd is located on the left side.

**FROM HWY 50:**

Take the Business 80/Capital City Freeway split toward San Francisco. Take I-5 North towards Redding. Take the J Street exit and veer to the right to continue on J Street. Take a left onto 11<sup>th</sup> Street and a left on G Street. WestEd is located on the left side.

**PARKING**

There are daily parking lots available in the area near 10<sup>th</sup> and G Streets and should provide you with a receipt for use in obtaining reimbursement, if you are eligible. The following link provides resources to find parking locations: <http://sacramento.bestparking.com/>.

**SUPER SHUTTLE:**

Reservations can be made by calling 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.

**TAXI CABS:**

Reservation options for taxi cabs in the area include (but are not limited to) the following:

- Yellow Cab Company of Sacramento: (916) 444-2222
- Eddie's Taxi Cab Services: (916) 761-0298
- Tim's Cab Services: (916) 847-7922
- Jay's Taxi Services: (916) 504-8500

**INSTRUCTIONS FOR JOINING THE OCTOBER 2015 ICC MEETING from a remote location:**

For those who cannot participate in person, the ICC Executive Committee Meeting (Thursday, October 22, 2015, from 10:00 a.m. to 4:00 p.m.) and the ICC General Meeting (Friday, October 23, 2015, from 9:00 a.m. to 1:00 p.m.) will be offered in a webinar format.

You are invited to attend an AT&T Connect iMeeting. Participants need to call into the teleconference line **AND** login with a computer to view any online materials. DIRECTIONS for logging onto the webinar and teleconference:

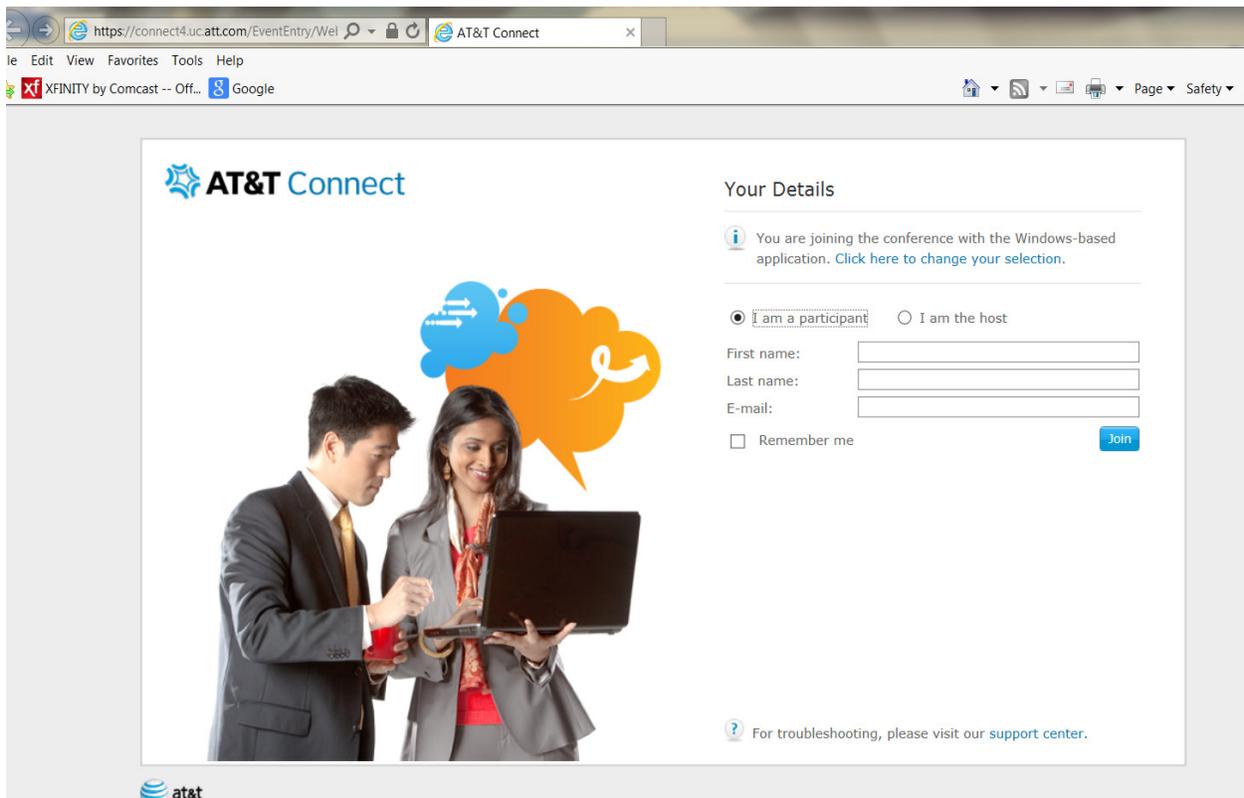
***This is new and IMPORTANT! – This is a one-time setup to prepare in advance for the conference (for all devices):*** <http://www.corp.att.com/attconnectsupport/downloads/pa/>. Once you have set up your computer you will be able to log into the conference.

To connect to the Web Conference:

=====

Click here: <https://connect4.uc.att.com/calnet/meet/?ExEventID=8507301>

Your screen will look like this.



The Meeting Number is 888-251-2909  
The Code is 507301  
You enter your own email address and name.

**TO CONNECT WITH YOUR \*TELEPHONE ONLY\* (no computer):**  
=====

1. Dial the following number:  
\* Toll-Free Number (in USA): 888-251-2909.
2. When prompted, enter the Meeting Access Code: 507301#

## 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.

## ICC Contact List *(Revised October 2015)*

Name	E-Mail Address	Telephone	Fax
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**ICC CHECKLIST & TIMELINES  
FOR 2015 ICC MEETINGS**

<b>ICC MEETING ACTIVITY</b> ALL MATERIALS ARE SUBMITTED TO JOELLEN FLETCHER (JOELLEN.FLETCHER@DDS.CA.GOV)	2015 MEETING DATES			
	JANUARY 22 & 23	APRIL 23 & 24	JULY 23 & 24	OCTOBER 22 & 23
<b>ALL DRAFT MINUTES FROM PRIOR MEETINGS &amp; RELATED DOCUMENTS</b>  <i>(This includes draft minutes/follow-up documents from the General Meeting [General], Executive Committee [EC], and Committee of the Whole [COTW]; and electronic reports from each Department)</i>  <b>2 WEEKS AFTER ICC</b>	2/6/2015	5/8/2015	8/7/2015	11/6/2015
<b>ACTION ITEMS 30 DAY NOTICE</b>	12/24/2014	3/25/2015	6/24/2015	9/23/2015
<b>PUBLIC NOTICE Posted on DDS website</b>  <b>NO LATER THAN 30+5 DAYS PRIOR TO ICC</b>	12/19/2014	3/20/2015	6/19/2015	9/18/2015
<b>PACKET DUE DATES: Final Packet Preparation</b>  <i>(This includes the draft General EC, and COTW minutes from previous meetings for approval; and agendas for the General, EC, and COTW)</i>  <b>NO LATER THAN 2 WEEKS PRIOR TO ICC</b>	1/8/2015	4/9/2015	7/9/2015	10/8/2015

# **ACTION ITEMS**

- ▶ **ICC Bylaws Revisions**
- ▶ **2016 ICC Meeting Dates**

# **ACTION ITEM DETAIL SHEET**

## **STATE INTERAGENCY COORDINATING COUNCIL**

<b>TO:</b> <input type="checkbox"/> Committee of the Whole <input checked="" type="checkbox"/> Executive Committee <input type="checkbox"/> Interagency Coordinating Council <input type="checkbox"/> Bylaws	<b>ITEM</b> (check applicable) <input checked="" type="checkbox"/> Action <input type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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Date: October 23, 2015

To: ICC Executive Committee

From: Bylaws Committee

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**Title**

*ICC Bylaw revisions regarding ICC Committee Representation*

BACKGROUND/DISCUSSION

IDEA Part C Federal regulations set forth the membership requirements of the Interagency Coordinating Council (ICC). In 2011, new regulations for IDEA Part C were published, and the requirements for ICC composition were amended to representatives from: the State child welfare agency responsible for foster care, and the State agency responsible for children's mental health. The ICC Bylaws have not been updated to reflect these changes to IDEA Part C. In California, the State child welfare agency responsible for foster care is the Department of Social Services, which is already included in the Bylaws as a part of the council. Similarly, the California State agencies responsible for children's mental health are the Departments of Education, Social Services, and Health Care Services, which are also already represented on the council and included in the Bylaws. The Bylaws do not include, however, a representative from the State agency responsible for the regulation of private health insurance, which is the California Department of Insurance, nor the Office of the Coordinator of Education of Homeless Children and Youth.

Since the last review and update to the ICC Bylaws in 2007, the names of participating State agencies have changed. In 2012, the Department of Mental Health became the new Department of State Hospitals, and all Medi-Cal-related mental health functions were transferred to the Department of Health Care Services. Additionally, in 2007, the California Department of Health Services was reorganized into the Department of Health Care Services and the Department of Public Health. The new names for both the Department of Mental Health and the Department of Health Services have not been updated in the ICC Bylaws.

## **RECOMMENDATION**

The Executive Committee recommends that the ICC:

- Amend the Bylaws as follows:
  - Article IV, Section 2, Composition – Insert “I. at least one member shall be a representative from the Department of Insurance.”
  - Article IV, Section 2, Composition – “J. at least one member shall be a representative designated by the Office of the Coordination of Education of Homeless Children and Youth.”
  - Article IV, Section 2(F) – Insert “Care” between “Health and Services.”
  - Article IV, Section 2(F) –Remove “Mental Health.”

## **POSSIBLE ACTIONS**

1. Approve
2. Approve with amendments
3. Reject

**ACTION ITEM DETAIL SHEET**  
**STATE INTERAGENCY COORDINATING COUNCIL**

**TO:**

- Committee of the Whole
- Executive Committee
- Interagency Coordinating Council
- Bylaws

**ITEM** (check applicable)

- Action
- Consent
- Discussion
- Information

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Date: October 23, 2015

To: Interagency Coordinating Council

From: Executive Committee

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**Title**

*2016 Proposed Meeting Dates*

**BACKGROUND/DISCUSSION**

The following 2016 ICC meeting dates have been chosen:

- January 21 & 22, 2016
- April 21 & 22, 2016
- July 21 & 22, 2016
- October 20 & 21, 2016

**RECOMMENDATION**

Approve

**POSSIBLE ACTIONS**

1. Approve
2. Approve with amendments
3. Reject

# **EXECUTIVE COMMITTEE AGENDA, MINUTES, & ATTACHMENTS**

- **EXECUTIVE COMMITTEE AGENDA**
  - ▶ October 22, 2015
  
- **EXECUTIVE COMMITTEE MINUTES**
  - ▶ July 23, 2015

<b>Executive Committee Meeting Agenda</b>		Date: Thursday, October 22, 2015 Time: 10:00 a.m. - 4:00 p.m. Room: Capitol Room
<b>AGENDA ITEMS</b>		<b>RESPONSIBILITY</b>
10:00 - 10:20	Opening <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions and Roll Call</li> <li>• Review Agenda</li> <li>• Approval of July 2015 Minutes</li> <li>• Announcements</li> </ul>	Marie Kanne Poulsen, Executive Committee Chair
10:20 - 10:30	DDS Update	Sharon DeRego
10:30 - 10:40	Office of Special Education Programs (OSEP) Update	Virginia Reynolds
10:40 - 11:00	Workgroup Updates	Theresa Rossini
11:00 - 1:00	SiMR Workgroup & Lunch <ul style="list-style-type: none"> <li>• SiMR Taskforce Update</li> <li>• Assessment Tools</li> </ul>	Fernando Antonio-Gomez and Marie Kanne Poulsen DDS
1:00 - 1:15	Break	
1:15 - 3:45	Break-out into Workgroups:  <u>Workgroups</u> <ul style="list-style-type: none"> <li>• Improving State Systems</li> <li>• Communication &amp; Outreach</li> </ul>	All
3:45 - 3:55	Workgroup Debrief	Theresa Rossini
3:55 - 4:00	Next Steps and Adjourn	Marie Kanne Poulsen

<b>ACTION ITEMS</b>	<b>Assigned to:</b>	<b>Deadline/Status</b>
Send names or links to articles on Part C to Marie Kanne Poulsen	Executive Committee	Ongoing
Update ICC Handbook	DDS	February ICC Meeting
Develop a narrative for IFSP "Other" services	Michelle Oliver	October ICC Meeting
Develop a one-page letter regarding eligibility on ICC letterhead	Theresa Rossini	
Send samples of local eligibility letters to DDS	Fran Chasen	ASAP
Disseminate local eligibility letters to Early Start managers during the August ARCA meeting	DDS	August 2015
Decide where to store samples of eligibility letters	Communication and Outreach Committee	
Share concerns about eligibility changes gathered from different meetings	Fran Chasen	October ICC Meeting
Develop suggested frameworks for parent participation in Public Input segment of General ICC Meeting	Communication and Outreach Committee	
Send Info Sheets to Virginia to print for next ICC meeting (10 hard copies for Communications workgroup)	DDS	October ICC meeting

**October 2015 ICC Meetings**

Executive Committee:	10/22/2015	10:00 a.m. – 4:00 p.m.	Capitol Room
General Meeting:	10/23/2015	9:00 a.m. – 1:00 p.m.	Capitol Room

*All meetings for October 2015 are held at WestEd located at:  
1000 G Street, Suite 500  
Sacramento, CA 95814*

<b>Executive Committee Meeting Minutes</b>		Date: Thursday, July 23, 2015 Time: 10:00 a.m. - 4:05 p.m. Room: Capitol Room
<b>AGENDA ITEMS</b>		<b>RESPONSIBILITY</b>
10:00 - 10:15	Opening <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions and Roll Call</li> <li>• Review Agenda</li> <li>• Approval of April 2015 Minutes</li> </ul>	Marie Kanne Poulsen, Executive Committee Chair
10:15 - 10:45	ICC Handbook - Review Revisions (Attached)	Marie Kanne Poulsen
10:45 - 10:50	Eligibility Letter - Next Steps	Theresa Rossini
10:50 - 11:10	Develop Strategies for Soliciting Parent Input	Marie Kanne Poulsen
11:10 - 11:30	<ul style="list-style-type: none"> <li>• Approve Strategic Priorities and Role of Proposed Workgroups (Attached)</li> <li>• Announcement of Workgroup Chairs and today's Workgroup activities</li> </ul>	Theresa Rossini
11: 30 - 11:45	Break	
11:45 - 1:00	Working Lunch & SiMR Phase II Discussion	DDS & WestEd
1:00 - 1:15	Break	
1:15 - 3:30	Break-out into Workgroups: Review Strategic Priorities, Establish Associated Outcomes, Timeline, and Bridge to Part C Regulations  <u>Workgroups</u> <ul style="list-style-type: none"> <li>• Improving State Systems</li> <li>• Communication &amp; Outreach</li> </ul>	
3:30 - 4:00	Workgroup Debrief	Theresa Rossini
4:00- 4:05	Next Steps and Adjourn	Marie Kanne Poulsen

<b>ACTION ITEMS</b>	<b>Assigned to:</b>	<b>Deadline/Status</b>
Send names or links to articles on Part C to Marie Kanne Poulsen	Executive Committee	Ongoing
Update ICC Handbook	DDS	February ICC Meeting
Develop a narrative for IFSP "Other" services	Michelle Oliver	October ICC Meeting
Develop a one-page letter regarding eligibility on ICC letterhead	Theresa Rossini	
Send samples of local eligibility letters to DDS	Fran Chasen	ASAP
Disseminate local eligibility letters to Early Start managers during the August ARCA meeting	DDS	August 2015
Decide where to store samples of eligibility letters	Communication and Outreach Committee	
Share concerns about eligibility changes gathered from different meetings	Fran Chasen	October ICC Meeting
Develop suggested frameworks for parent participation in Public Input segment of General ICC Meeting	Communication and Outreach Committee	
Send Info Sheets to Virginia to print for next ICC meeting (10 hard copies for Communications workgroup)	DDS	October ICC meeting

**Notes:**

**MEMBERS PRESENT**

Fernando Antonio Gomez\*  
Gretchen Hester\* (via conference call)  
Marie Kanne Poulsen  
Theresa Rossini\*  
Sheila Self for Meredith Cathcart  
Leanne Wheeler

**MEMBERS ABSENT**

Virginia Bliss  
Susan Burger  
Douglas Erber\*  
John Robert Hall\*  
Laura Jelliff-Pawlowski  
Jim Knight  
Beverley Morgan-Sandoz

**LEAD AGENCY**

JoEllen Fletcher  
Jonathan Hill  
Elise Parnes

Jennifer Parsons  
Jennifer Teykaerts  
Emily Woolford

**OTHERS PRESENT**

Brigitte Ammons (via conference call)  
Fran Chasen  
Toni Doman\* (via conference call)  
Rachel Hagans (via conference call)  
Laurie Jordan\*  
Linda Landry  
Robin Millar  
Michelle Oliver  
Virginia Reynolds  
Sherry Torok  
Carmen Vasquez (via conference call)  
Julie Widman\*  
Kelly Young\*

\*Parent

Dr. Marie Kanne Poulsen called the meeting to order at 10:00 a.m. The Committee reviewed the Agenda and the April 2015 Meeting Minutes. Theresa Rossini noted that Sherry Torok should be listed under “Others Present” instead of “Members Present.” Julie Widman also noted that the “Parent” asterisk was missing from her name. The April 2015 Minutes were approved pending these changes.

Dr. Poulsen expressed the importance of investing in Part C literacy in order to make appropriate interagency decisions to ensure quality service delivery for Early Start children and families. To this end, Dr. Poulsen will collect and share relevant literature and resources at each Executive Committee meeting. Dr. Poulsen shared a June 2015 report from the Center for American Progress titled “[Emerging State and Community Strategies to Improve Toddler Services](#)” (available for viewing online by clicking the hyperlink). The report outlines strategies, programs, and federal funding sources to help states better coordinate services to ensure that families of infants and toddlers have access to the resources they need. Dr. Poulsen invited Committee members to send any relevant content to her so she can share the resources at future meetings.

The group discussed the importance of including community supports and resources in the “Other” section of the Individualized Family Service Plan (IFSP). The following recommendations were made:

- Create a matrix of supports to help empower parents to seek the services they need;
- Include the completion of the “Other” section of the IFSP as part of the DDS monitoring review;
- Encourage service coordinators to seek out generic services and/or refer families to the family resource centers (FRCs) to be connected to generic resources;
- Coach service coordinators to include the various available resources on the first page of the IFSP, instead of under “Other,” unless it’s a consistent service such as nursing or mental health services; and,
- Include this issue as one for the Improving State Systems (ISS) Workgroup to address.

Dr. Poulsen reviewed the proposed changes to the ICC Handbook which were discussed during the April 2015 meeting. Changes include:

- Add a brief description of the amendment to the California Early Intervention Services Act (CEISA) in 2012;
- Add a description of the State Systemic Improvement Plan (Assigned to Department of Developmental Services (DDS) staff);

- Update Statewide Service Supports (Assigned to Virginia Reynolds);
- Update the Central Directory information for participating State agencies (Assigned to DDS);
- Add descriptions of other participants on ICC, including the Homeless Education Program at the Department of Education (CDE); and,
- Update the ICC Roster as follows:
  - Remove Laura Jelliffe-Pawlowski, Department of Public Health (Assigned to DDS);
  - Identify representative to replace Ms. Jelliffe-Pawlowski; and,
  - Identify representatives to fill other vacancies (Dr. Poulsen has emailed previously and will email again in September).

Kelly Young asked how difficult it is to meet the 20% parent participation requirement. She noted the challenge for parent participation due to lack of time, energy or knowledge. Ms. Widman also noted that even participating via phone can be a challenge. Dr. Poulsen recommended tabling the conversation for later in the meeting when the Committee would discuss how to solicit parent input.

Dr. Poulsen stated that the final version of the Handbook will be approved in February 2016.

Ms. Rossini led a discussion about the Early Start eligibility letter, next steps, and knowledge gaps in the field. Michelle Oliver shared that although awareness is increasing, there is a lack of clarity in the field that impacts referrals to Early Start, especially from physicians, who are not always referring to Early Start because they believe they must go through insurance. Ms. Rossini asked if there is something the ICC can do to help address this knowledge gap. The following recommendations were made:

- Work with the local American Academy of Pediatrics (AAP) chapter, since doctors communicate well with other doctors;
- Collect and disseminate locally-developed letters (including from Tri-Counties, San Diego, and Eastern Los Angeles Regional Center) through the following pathways:
  - ICC webpage (<http://www.dds.ca.gov/EarlyStart/ICCOverview.cfm>);
  - Infant Development Association (IDA) website (<http://www.idaofcal.org/>);
  - IDA e-mail list;
  - Regional Center (RC) webpages; and,
  - Early Start managers via ARCA;
- Develop a letter on ICC letterhead (Assigned to Ms. Rossini);
- Create a sidebar e-mail announcement for the Early Start community including FRCs and service providers; and,
- Work with the AAP in Northern and Southern California to write an article regarding changes in Early Start eligibility for their newsletters.

The group discussed strategies for soliciting parent input during the 15-minute Public Input portion of the ICC General Meeting. The following suggestions were made:

- Provide outreach to inform parents that they can participate by phone, rather than having to travel;
- Develop suggested frameworks for comments, including certain topics needing parent input (Assigned to Communications and Outreach Committee);
- Provide training through the FRCs on “Telling Your Story”;
- Ensure that participation includes diversity across diagnoses and state regions;
- Develop a public service announcement for parents;
- Connect with local FRCs to call parents back to express that their input during the meeting was appreciated; and,

- Develop a strategic outreach plan to solicit input and participation outside of the Public Input time, possibly involving RCs, FRCs, and local educational agencies (LEAs).

The group discussed the Workgroups and the format for the afternoon's breakout sessions. The Co-chairs for the Workgroups are:

- State-identified Measurable Result (SiMR): Fernando Antonio Gomez and Marie Kanne Poulsen
- Communication & Outreach: Leanne Wheeler and Doug Erber
- Improving State Systems: Fran Chasen and Gretchen Hester

Ms. Rossini requested that the Workgroups report back to the group at the end of the day. She advised that at future meetings, she may ask individuals to sit on different Workgroups; that Workgroup names can be changed; and, that web conferencing is available.

The group discussed the SiMR and State Systemic Improvement Plan (SSIP) during a working lunch. JoEllen Fletcher from DDS provided a brief overview of Phase I of the SSIP, and reviewed the broad improvement strategies. She described the agenda for the next SSIP Task Force meeting taking place at DDS on August 4, 2015. The group reviewed areas of focus for the SiMR Workgroup and discussed strategies for accomplishing the areas of focus.

After a break, the Workgroups broke into separate sessions to discuss and develop the areas of focus. At 3:30 p.m., the group came back together and the Workgroup Co-chairs reported on their progress.

After the Workgroup reports, Ms. Widman stated that hotels are now requiring ICC members to produce a state credit card to verify the state discount for the transient tax. Ms. Rossini advised that the group could discuss this issue during the DDS travel presentation at the General Meeting.

The meeting adjourned at 3:55 p.m.

# **ICC GENERAL MEETING AGENDA, MINUTES, & ATTACHMENTS**

- **GENERAL MEETING AGENDA**
  - ▶ October 23, 2015
  
- **GENERAL MEETING MINUTES**
  - ▶ July 24, 2015

<b>State ICC General Meeting Agenda</b>		Date: Friday, October 23, 2015 Time: 9:00 a.m. – 1:00 p.m. Room: Capitol Room
<b>AGENDA ITEMS</b>		<b>RESPONSIBILITY</b>
9:00 - 9:15	Opening <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions and Roll Call</li> <li>• Review Agenda</li> <li>• Approval of July 2015 Minutes</li> <li>• Disseminate New ID Cards</li> </ul>	Theresa Rossini, Acting ICC Chair
9:15 - 9:20	Chair's Report	Theresa Rossini
9:20 - 9:35	Our Experience in Early Start	Doug Erber
9:35 - 9:45	Executive Committee Report	Marie Kanne Poulsen
9:45 - 10:00	Members Vote on Action Items <ul style="list-style-type: none"> <li>• Vote on By-Laws Changes (Attached)</li> <li>• Vote on 2016 ICC Meeting Dates (Attached)</li> </ul>	Theresa Rossini
10:00 - 10:15	Public Input	Theresa Rossini
10:15 – 11:00	First Five Program - Major Initiatives	To Be Determined
11:00 - 11:15 Break		
11:15 - 11:45	Workgroup Update	Theresa Rossini
11:45 - 11:55	FRCNCA Report	Linda Landry
11:55 - 12:25	Department Reports  Department Representatives will provide a summary of the written report and allow for discussion, questions and answers.	<ul style="list-style-type: none"> <li>- Jim Knight, Dept. of Developmental Services</li> <li>- Virginia Bliss, Dept. of Health Care Services</li> <li>- Sheila Self, California Dept. of Education, Special Education</li> <li>- Leanne Wheeler, CDE, Homeless Education</li> <li>- Mary Sheppard, Dept. of Social Services</li> <li>- George Andrew, Dept. of Managed Health Care</li> <li>- Dept. of Public Health (if not vacant)</li> </ul>
12:25 –	Next Steps and Adjourn	Theresa Rossini

<b>ACTION ITEMS</b>	<b>Assigned to:</b>	<b>Deadline/Status</b>
“Is education supposed to follow the new RC eligibility or as it is defined in the current CA Code of Regulations, §3030?”	DDS	Unspecified
Draft a letter to Governor Brown regarding the addition of agencies to the ICC	Unspecified Committee	Unspecified
Send summary of the final APR to ICC members	DDS	ASAP
Send names or links to articles on Part C to Marie Kanne Poulsen	All	Ongoing
Update Bylaws Action Item	DDS	October ICC Meeting
Provide FY14-15 data on number of homeless children ages 0-5 in California	Leanne Wheeler	October ICC Meeting
Bring homeless education posters to share with ICC members	Leanne Wheeler	October ICC Meeting
Provide numbers from CDE on increase in children served by LEAs due to change in eligibility	Leanne Wheeler	October ICC Meeting
Develop letter for Community Representatives who have been absent	Theresa Rossini	October ICC Meeting
Contact Community Representatives who have been absent	Various – see Minutes	October ICC Meeting
Identify ICC members in SSIP Phase II section on stakeholders	DDS	April 2016
Post SSIP information on the DDS webpage	DDS	Ongoing
Remove the section on PRRS from the DDS website	DDS	Completed
Print new ID cards with DDS headquarters address and Department ID code	DDS	Completed
Prepare Hotel Transient Tax Waiver form with Department information	DDS	Completed
Create a list of local hotels in Sacramento	DDS	Completed
Send introduction email to ICC members	Renee Carnes	As Needed
Prepare an example of what parents can use to request reimbursement for childcare	DDS	October ICC Meeting

**October 2015 ICC Meetings**

Executive Committee:	10/22/2015	10:00 a.m. – 4:00 p.m.	Capitol Room
General Meeting:	10/23/2015	9:00 a.m. – 1:00 p.m.	Capitol Room

*All meetings for October 2015 are held at WestEd located at:  
1000 G Street, Suite 500  
Sacramento, CA 95814*

<b>State ICC General Meeting Minutes</b>	<b>Date: Friday, July 24, 2015</b> <b>Time: 9:00 a.m. – 1:00 p.m.</b> <b>Room: Capitol Room</b>
<b>AGENDA ITEMS</b>	<b>RESPONSIBILITY</b>
9:00 - 9:15    Opening <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions and Roll Call</li> <li>• Review Agenda</li> <li>• Approval of April 2015 Minutes</li> <li>• Disseminate Identification Cards to Group</li> </ul>	Theresa Rossini, Acting ICC Chair
9:15 - 9:20    Chair's Report	Theresa Rossini
9:20 - 9:35    Our Experience in Early Start	Kelly Young
9:35 - 9:45    Executive Committee Report	Marie Kanne Poulsen
9:45 - 10:00    Members Vote on Action Items <ul style="list-style-type: none"> <li>• Vote on By-Laws Changes (Attached)</li> <li>• Vote on 2016 ICC Meeting Dates (Attached)</li> </ul>	Theresa Rossini
10:00 - 10:15    Public Input	Theresa Rossini
10:15 - 10:45    Annual Performance Report <ul style="list-style-type: none"> <li>• Indicator 4 Family Survey Presentation</li> <li>• Questions &amp; Answers</li> </ul>	DDS - Karla Lannon
10:45 - 11:00    Break	
11:00 - 11:40    Help Me Grow	WestEd - Patsy Hampton
11:40 - 11:45    Family Resource Center Network of California (FRCNCA) Report	Linda Landry
11:45 - 12:20    Department Reports  Department Representatives will provide a summary of the written report and allow for discussion, questions and answers.	<ul style="list-style-type: none"> <li>- Jim Knight, Dept. of Developmental Services</li> <li>- Virginia Bliss, Dept. of Health Care Services</li> <li>- Meredith Cathcart, California Dept. of Education (CDE), Special Education</li> <li>- Leanne Wheeler, CDE, Homeless Education</li> <li>- Laura Jelliffe-Pawlowski, Dept. of Public Health</li> <li>- Mary Sheppard, Dept. of Social Services</li> <li>- George Andrew, Dept. of Managed Health Care</li> </ul>

12:20 - 12:55 ICC Travel Requirements and Support	DDS - Vuanita Niblett & Sherri Ford-McNamee	
12:55 - 1:00 Next Steps & Adjourn	Theresa Rossini	
<b>ACTION ITEMS</b>	<b>Assigned to:</b>	<b>Deadline/Status</b>
“Is education supposed to follow the new RC eligibility or as it is defined in the current CA Code of Regulations, §3030?”	DDS	Unspecified
Draft a letter to Governor Brown regarding the addition of agencies to the ICC	Unspecified Committee	Unspecified
Send summary of the final APR to ICC members	DDS	Presentation on FY 14/15 performance at January meeting
Send names or links to articles on Part C to Marie Kanne Poulsen	All	Ongoing
Update Bylaws Action Item	DDS	October ICC Meeting
Provide FY14-15 data on number of homeless children ages 0-5 in California	Leanne Wheeler	October ICC Meeting
Bring homeless education posters to share with ICC members	Leanne Wheeler	October ICC Meeting
Provide numbers from CDE on increase in children served by LEAs due to change in eligibility	Leanne Wheeler	October ICC Meeting
Develop letter for Community Representatives who have been absent	Theresa Rossini	October ICC Meeting
Contact Community Representatives who have been absent	Various – see Minutes	October ICC Meeting
Identify ICC members in SSIP Phase II section on stakeholders	DDS	April 2016
Post SSIP on the DDS webpage	DDS	ASAP
Remove the section on PRRS from the DDS website	DDS	ASAP
Print new ID cards with DDS headquarters address and Department ID code	DDS	October ICC Meeting
Prepare Hotel Transient Tax Waiver form with Department information	DDS	October ICC Meeting
Create a list of local hotels in Sacramento	DDS	October ICC Meeting
Send introduction email to ICC members	Renee Carnes	October ICC Meeting
Add Incidentals to the Worksheet for Claiming Travel Expenses	Renee Carnes	October ICC Meeting

Prepare an example of what parents can use to request reimbursement for childcare	DDS	October ICC Meeting
Create name tents for Jonathan Hill, Jennifer Parsons, Reyna Ambriz	DDS	October ICC Meeting

**Notes:**

**MEMBERS PRESENT**

Ryan Anderson  
 Fernando Antonio Gomez\*  
 Gretchen Hester\* (via conference call)  
 Jim Knight  
 Marie Kanne Poulsen  
 Theresa Rossini\*  
 Leanne Wheeler

**MEMBERS ABSENT**

Virginia Bliss  
 Susan Burger  
 Douglas Erber\*  
 John Robert Hall\*  
 Laura Jelliff-Pawlowski  
 Beverley Morgan-Sandoz

**LEAD AGENCY**

Reyna Ambriz  
 Renee Carnes  
 JoEllen Fletcher  
 Jonathan Hill  
 Karla Lannon  
 Elise Parnes  
 Jennifer Teykaerts  
 Emily Woolford

**OTHERS PRESENT**

Brigitte Ammons (via conference call)  
 Fran Chasen  
 Rachel Hagans (via conference call)  
 Patsy Hampton  
 Laurie Jordan\*  
 Linda Landry  
 Robin Millar  
 Michelle Oliver  
 Virginia Reynolds  
 Sherry Torok  
 Julie Widman\*  
 Kelly Young\*

\*Parent

Theresa Rossini called the meeting to order at 9:10 a.m. She gave a special welcome to the newest Community Representatives to the ICC, Michelle Oliver and Kelly Young, as well as to the new

Legislative Representative Ryan Anderson. Ms. Rossini also mentioned that another new Community Representative, Patty Salcedo, will be attending the October meeting.

Due to lack of a quorum, the vote on the Action Items was deferred.

The Agenda was revised to reflect that Kelly Young would be presenting "Our Experience in Early Start" in Doug Erber's absence. The Agenda was approved as revised.

The group reviewed the April 2015 Meeting Minutes. Ms. Rossini noted that Sherry Torok should be listed under "Others Present" instead of "Members Present." Julie Widman also noted that the "Parent" asterisk was missing from her name. The April 2015 Minutes were approved pending these changes.

Ms. Rossini gave the Chair's Report. She shared that Dr. Elaine Fogel Schneider has resigned from the ICC due to a new schedule that makes it difficult for her to participate as fully as she would like. Ms. Rossini expressed interest in having a tribute for Dr. Schneider, which the group can plan for if a future ICC meeting can be held in Southern California. Jim Knight from the Department of Developmental Services (DDS) is looking into available dates.

Ms. Rossini also thanked the Chairs of the newly formed Workgroups. She also thanked the Community Representatives for attending during the summer which is usually a busy time. She thanked DDS for recognizing the value of having the Community Representatives attend the meeting in person to get the work done. Finally, Ms. Rossini thanked Emily Woolford from DDS for her positive attitude and for doing an excellent job organizing the packet and facilitating changes in DDS.

Kelly Young shared her family's experience in Early Start. Her daughter Lauren, now 19 years old, received Early Start services. She shared that through Early Start, she learned the benefit of natural environments, and appreciated the unique focus on the family that is fundamental to Early Start. Ms. Young was connected with her local Family Resource Center (FRC), and was able to talk with fellow parents. Recognizing the importance of being part of the community, she eventually applied to be a community parent at Warmline FRC and provided parent-to-parent support. She is now the Director of Warmline. She shared that Early Start provided her with a strong foundation as a parent of a child with special needs and helped connect her with the community. She shared that her daughter is happy and is her best teacher.

Dr. Marie Kanne Poulsen gave the Executive Committee Report. She expressed the intention of the Committee to increase their Part C literacy by collecting and sharing relevant literature and resources. She briefly described the report shared to the Executive Committee, a June 2015 report from the Center for American Progress titled "[Emerging State and Community Strategies to Improve Toddler Services](#)" (available for viewing online by clicking the hyperlink). Dr. Poulsen expressed that she would like individuals to send her any pertinent articles they encounter so she may distribute them to the group.

The group discussed the Action Items but did not vote on them. Ms. Rossini recommended removing the second paragraph from the ICC Bylaws Action Item. The group discussed whether setting meeting dates in July 2016 is wise due to summer vacations. The group ultimately decided to leave the dates as proposed.

Since the meeting was ahead of schedule, Department Reports were disseminated before the Public Input portion of the meeting.

Linda Landry from the FRCNCA gave the following report:

The FRCNCA Steering Committee meets monthly via conference call and the last quarter ad hoc committees have met via email and conference call.

Outreach and collaboration activities included participation at the UC Davis Center for Excellence in Developmental Disabilities (CEDD) Advisory Committee, the UCLA Tarjan Center University Center for Excellence in Developmental Disabilities Consumer Advisory Committee, the USC University Center for Excellence in Disabilities (UCEDD), the Lanterman Coalition, the California Network of Family Strengthening/Support Networks Training and Technical Assistance Collaborative, the California Standards for Family Strengthening & Support Committee, and the Arc California Board of Directors, California Family Strengthening Roundtable Steering Committee and the Screening Collaborative.

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

The FRCNCA continued the implementation of Prevention Resource and Referral Services (PRRS) through the completion of the contract on June 30, 2015.

- Bimonthly 1800 Second PRRS calls on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday were held for all PRRS staff and provided 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. Attendance averaged around 25.
- Individualized technical assistance and training was provided.
- Regional trainings were held March 4<sup>th</sup> & 5<sup>th</sup> in San Diego and March 23<sup>rd</sup> & 24<sup>th</sup> in Sacramento. This facilitator training for *Positive Solutions for Families* is designed for people who facilitate parent groups. The *Positive Solutions For Families* Modules are based on the *Teaching Pyramid*, which is a systematic framework developed by the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) that incorporates a tiered approach to assisting families to promote healthy social-emotional development, provide support for children's appropriate behavior, teach skills to prevent challenging behavior, and address problematic behavior.

FRCNCA Representatives are participating in CAPTAIN (CA Autism Professional Training and Information Network) which has a goal to identify and develop a cadre of staff with enhanced knowledge about autism and evidence-based practices across California and to develop local multi-agency collaborations between Special Education Local Plan Areas (SELPAs), Regional Centers, and Family Resource Centers. Statewide, 400 designated participants who have met specific criteria, have become part of the CAPTAIN Cadre. More information is available at [captain.ca.gov](http://captain.ca.gov).

17 FRCs across the state are participating in the CaPROMISE (Promoting the Readiness of Minors in Supplemental Security Income) grant. The California PROMISE Initiative (CaPROMISE) represents the opportunity for multiple organizations, working in partnership, to provide a coordinated set of services and supports to child Social Security Income (SSI) recipients ages 14-16 and their families designed to increase financial self-sufficiency. Participants include the CA Department of Rehabilitation in partnership with several other state departments, 18 local education agencies (LEAs) and San Diego State University's Interwork Institute. More information is available at [www.CaPROMISE.org](http://www.CaPROMISE.org).

*Learn the Signs Act Early* Ambassadors Fran Goldfarb of the USC UCEDD (Southern California) and Debbie Sarmento of the FRCNCA (Northern California) continue to provide training on LTSAE materials. More information may be found at <https://www.aucd.org/template/page.cfm?id=756>.

The FRCNCA continues to seek additional funding sources to maintain the coordination of the FRCNCA.

Leanne Wheeler gave the State Department Report for the Department of Education (CDE) Homeless Education Program. 61 local educational agencies (LEAs) in California just completed a competitive application process to receive federal funding through the McKinney-Vento Homeless Assistance Act (\$7 million total) to assist in their efforts to track, enroll, and serve homeless children in their areas. Each LEA is supposed to have a homeless liaison; to find a local liaison, contact her or visit the Homeless Education Program website (<http://www.cde.ca.gov/sp/hs/cy/>). Ms. Wheeler described a statewide initiative for unaccompanied youth, which emphasizes connecting youth with resources, such as food stamps, and building awareness of their circumstances and needs. While the program generally focuses on K-12 youth, she is trying to increase emphasis on the 0-5 population. The group discussed how to bridge the gap between the Homeless Education Program and Early Start/birth-to-five programs. Virginia Reynolds recommended that this be a topic of discussion for the Improving State Systems workgroup.

Public/parent input was received at 10:14 a.m.

Ms. Landry shared that Los Angeles County First 5 applied for and received funding to develop 100 parent support groups. She also shared that the needs of many families of children with special needs are going unaddressed, partly due to parents not accessing services. She expressed a desire for more generic documents on developmental concerns that aren't as scary for parents.

Ms. Rossini shared that she will be unable to attend the October meeting because she will be visiting Fairfield University in Connecticut to support a friend whose son, Christopher, is presenting an art exhibit. Christopher received Early Start services and was diagnosed with autism at the same time as Ms. Rossini's son. This is the first time that the university will be displaying artwork from a student diagnosed with autism.

Fran Chasen gave an update from the Infant Development Association (IDA). IDA is planning a regional conference, "For the Sake of Young Children: Creating Environments for Partnership and Change." The conference will take place September 25-26, 2015 at the Lions Gate Hotel and Conference Center in Sacramento. More information is available on the IDA website (<http://www.idaofcal.org>). This conference is one of two regional conferences to support individuals working in early intervention. IDA is also conducting community sessions to solicit feedback from providers and parents on how eligibility changes are being implemented in the field. This will give communities the opportunity to share examples of how they are disseminating information on the eligibility changes. Past sessions have yielded concerns from the community about the Early Start system, mostly the same issues identified through DDS monitoring visits.

Ms. Chasen also shared that the California budget has been signed, with no additional funding for Early Start services. However, the Governor called a special session, where there will be an opportunity for early intervention funding to be discussed. California State Assemblymember Mark Stone recently introduced [Assembly Concurrent Resolution ACR 77](#), which passed out of the Assembly. ACR 77 urges that the Legislature support a system of developmental screening that works hand-in-hand with California's early intervention system. Ms. Chasen expressed the need for understanding of current Federal requirements for screening and why the California Early Intervention Services Act (CEISA) needs to follow the Federal guidelines. She also shared that she presented Dr. Arleen Downing with her certificate and gift and she was thrilled.

Fernando Antonio Gomez shared that the Association of Regional Center Agencies (ARCA) has developed a support decision for ACR 77 (<http://arcanet.org/legislation/bill-file.html>).

Karla Lannon from DDS presented on Indicator 4 of the APR, which is the Family Survey. The presentation is attached. Surveys were sent in both English and Spanish. Out of 6,000 surveys sent, DDS hopes to get 1,200 returned. Ms. Widman noted that it would be helpful to know

when DDS sends out this survey, so that regional centers and FRCs don't send surveys out at the same time and overload parents.

After a break, Patsy Hampton from WestEd presented on Help Me Grow. Ms. Hampton shared some of the lessons learned from the Help Me Grow implementation in Orange County, including:

- Screening is happening across our state and throughout the country. Main concerns about screening children include: 1) screening without connecting to services; and 2) lack of available resources to connect families to services. Data from Help Me Grow identifies and quantifies those service gaps. Help Me Grow can also refer those families of children at mild to moderate risk to community resources. This leads to more accurate referrals to mandated agencies; most children assessed for Early Start will be found eligible because it is an informed referral.
- Collecting and sharing data helps make the case for expanded services.

Ms. Rossini asked who to talk to about becoming an affiliate county. Ms. Hampton recommended talking to the local First 5 or Health Department. Ms. Hampton offered to present Help Me Grow to interested stakeholders.

State Department Reports continued after the Help Me Grow Presentation.

Jim Knight (DDS) shared that the Office of Special Education Programs (OSEP) reviewed the State's Annual Performance Report (APR) and have issued a determination of "Needs Assistance." This is an improvement over the last 4 years, where it has been determined that the State "Needs Intervention." DDS staff are working on converting the APR information to a new format so the report can be posted online and shared with the ICC.

OSEP also reviewed California's State Systemic Improvement Plan (SSIP) and did not have any edits. OSEP specifically commented that the justification for state-level intervention made sense and was understandable, and OSEP expressed appreciation of California's stakeholder process and the diversity of voices at the table.

The State's Federal grant application for this year was approved, which secures partial funding for the Early Start program through June 2016. At the state level, there is currently a special session to increase funding for different areas including the developmental services system. The Agency Secretary's Task Force continues to meet with two priorities: increase funding for service providers, and increase funding for regional center operations.

There will be a new Part C Coordinator at next meeting, Sharon DeRego, who will start at DDS next month. Ms. DeRego comes to DDS highly recommended and with early intervention experience. She has worked previously with Azadeh Fares, the former Part C Coordinator.

Since the change in eligibility criteria, 2,000 additional infants and toddlers are being served by Early Start. Data lags slightly so DDS expects this number to continue to grow. The group requested similar data from CDE at the next meeting. The group also discussed concerns about confusion between DDS and CDE on eligibility for Early Start services, and Mr. Knight stated that the departments would work together to get clarification.

Ms. Rossini reviewed the Roster to identify individuals who have not been heard from recently. The list included:

- Wanda Davis (wasn't able to attend July's meeting per Emily Woolford, DDS)
- Jennifer Griffin (per Ms. Landry, still interested in attending)
- Mara McGrath
- Marty Omoto (Mr. Gomez to contact)
- Stephanie Pringle-Fox (Ms. Rossini to contact)
- Nancy Sagar (Ms. Chasen to contact – per Ms. Reynolds, usually attends when topics relate to hearing impairment)

Kristine Pilkington (Robin Millar to contact)

Ms. Wheeler said that the Communication and Outreach Workgroup can follow up with anyone who has not attended recently to ensure they know they are missed, and communicate the importance of attending, as well as to identify any barriers to their attendance. To this end, Ms. Rossini offered to develop a letter for these representatives.

Ms. Rossini expressed concern that the group had not taken action regarding the SSIP during the Executive Committee meeting. The group discussed what the ICC could do to support the SSIP, such as collecting additional data as part of Phase II. The group decided to plan a conference call after the August 2015 SSIP Task Force meeting to start to plan ICC's involvement.

Vuanita Niblett and Sherri Ford-McNamee from the DDS Accounting Office gave a presentation on travel. The following topics were discussed:

- Travelers should make all reservations through Concur to help the Department of General Services (DGS) track travel data.
- When a hotel does not offer the State rate, travelers should book on Concur, and let Renee Carnes (DDS) know, and DDS will do an Excess Lodging Rate Request.
- Travelers are not required to stay in a 2-star or below hotel in order to get the State rate. It is acceptable for travelers to book 3- and 4-star hotels that are more than the State rate. To do this, travelers must book the hotel through Concur, and then call the hotel to see if they will honor the State rate. If not, travelers must call the [CalTravelStore](#) (916-376-3989), and CalTravelStore will contact the hotel about the rate. If the hotel still won't honor the rate, travelers can still stay there, but they must complete an [Excess Lodging Rate Request/Approval Form \(STD 255C\)](#).
- It's better to ask questions of DDS staff before booking, because if travelers do something different, they may not always be able to be reimbursed.
- Hotels with meals: If a hotel provides a hot breakfast, travelers cannot claim breakfast. If a traveler has a dietary restriction preventing them from eating that hot meal, DDS needs a doctor's note.
- The [Travel Comparison Matrix](#) should be used if travelers are choosing to drive instead of fly when flying is an option. Since costs are reimbursed in the best interest of the State, travelers can only claim up to the amount of the flight if it was cheaper to fly vs. drive.
  - If a traveler comes in a few days early for another agency or board meeting, it's OK to book the flight to the earlier event as long as the cost does not differ from the price of a flight on the same day as the ICC meeting.

- Travelers can be reimbursed if they come in the night before the ICC meeting.
- When booking flights, never book a “Business Select” flight. The “Wanna Get Away” flights are acceptable if there is no chance the flight will change (it is nonrefundable). The “Anytime” flight is also acceptable if the flight might change.
- Travelers’ return flights must be to their home. If travelers are not going directly home following the ICC meeting, travel to that other destination will not be reimbursed.
- Travelers should keep all receipts. Travelers must submit receipts for hotels and airfare, and taxi fare if a receipt is provided (taxi charges under \$10 can be claimed without a receipt).
- Incidentals rule change: Travelers can only claim incidental costs for fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. Tips to taxi drivers cannot be claimed.
- Meals: If a receipt for a meal is included with a travel claim, the amount on the receipt is what will be reimbursed, even if the full allowable amount is claimed (example: \$7 is claimed for breakfast, but a receipt for \$3.50 is attached. Only the \$3.50 will be reimbursed). Meal receipts are not needed but should be retained by the traveler for audit purposes.
- Mileage: If claiming mileage, travelers only need to include a printout of the one way trip from home to the meeting.
- Childcare: Travelers must submit a check or an actual receipt (not handwritten) for the childcare in order to be reimbursed.
- Travelers should try to book online through Concur, if possible. DDS is charged for bookings made over the phone.

Ms. Chasen stated that when she called Concur to book travel, she was asked for the Department ID number. DDS Accounting staff stated that if ICC members are registered through Concur, the Department ID number should be unnecessary. DDS staff will share the ID number with the ICC and call Concur to clarify whether or not it is needed.

Ms. Rossini requested that DDS include the headquarters address on the ICC ID cards for 2016. She also requested a list of hotels in the Sacramento area, which DDS will develop. DDS Accounting staff cautioned that since rates are constantly changing, there is no guarantee that the hotels on the list will offer the state rate. Laurie Jordan also requested that the DDS information be pre-filled on the Transient Tax Waiver form.

The meeting adjourned at 1:08 p.m.

# **TRAVEL INFORMATION & FORMS**

- **Travel Reimbursement Policies and Procedures**
- **Travel Reimbursement Checklist**
- **Worksheet for Claiming Travel Expenses**
- **Downtown Sacramento Hotels**
- **Attachments**
  - ▶ **Travel Comparison Matrix (DS 2164b)**
  - ▶ **Hotel/Motel Transient Tax Waiver (STD 236)**
  - ▶ **Childcare Reimbursement Claim Form**

# INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES

(Revised October 2015)

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## TRAVEL CLAIM PROCESSING

- Upon receipt of an ICC Member or Community Representative's travel claim, the Department of Developmental Services' (DDS) Early Start and Health Services Section staff review documentation to ensure all expenses are substantiated, and input information into an automated reimbursement system on their behalf.
  - Once the claim is approved and routed electronically to the DDS Accounting office, the Accounting office performs an in-depth review. Once the claim is approved, it is sent electronically to the State Controller's Office.
  - The State Controller's Office performs a final review, prepares the claim for payment, and sends the reimbursement check, via mail, to the ICC Member or Community Representative.
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## CALTRAVEL STORE

The CalTravel Store (also known as Concur) is the authorized Travel Management Service Provider for all State of California government travel. All travel arrangements (airfare, hotel, commercial car rental, and rail) must be made through the CalTravel store at [www.caltravelstore.com](http://www.caltravelstore.com). The DDS Billing Code is 9232-90000.

Travel not booked via the CalTravel Store may not be refundable. Agents are available 8 a.m. to 5 p.m., Monday through Friday. An after-hours service is available, at a cost to DDS, for extreme emergencies at (877) 454-8785.

*Please do not book reservations with the airline, rail, car, and/or hotel directly or book via internet-based travel discount programs (such as [travelocity.com](http://travelocity.com), [orbitz.com](http://orbitz.com), etc.) as the receipts cannot be itemized.*

## CALTRAVEL STORE USER ID & PASSWORD

To receive a user ID and password to book travel, please contact the DDS CalATERS help desk at [CalAtersHelp@dds.ca.gov](mailto:CalAtersHelp@dds.ca.gov), (916) 654-1320, or toll free at (888) 783-2837. In your email or telephone call, please inform staff that you are a new Interagency Coordinating Council Member or Community Representative.

Once you have received your user ID and password, visit <http://www.dgs.ca.gov/travel/Programs/ConcurFAQ.aspx> to learn how to set up your profile, book a trip, and add to an existing reservation in Concur.

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## SUMMARY OF ALLOWABLE EXPENSES

ICC Members and Community Representatives will be reimbursed for the **actual cost**, up to the maximum allowance, for each meal, lodging, personal vehicle mileage, taxi, shuttle service, parking, bridge tolls, and incidentals (Allowances are listed below) for each complete 24 hours of travel.

*ICC Members and Community Representatives may use direct billing for taxi expenses. Please refer to Section A, Transportation to obtain the DDS Billing Code and instructions.*

Travelers are required to submit a final travel itinerary with each travel claim (for airline, rail, or car rental, which are pre-paid by DDS through Concur) to substantiate expenses. It is the traveler's responsibility to retain receipts and other records of expenses in case of an audit.

*Travel and per diem for the day prior to the ICC meetings **must** be approved, in writing, by DDS when travel options on the first day of the meeting are not practical for a member's arrival before the start of the Executive Committee meeting. This approval must be included with your travel claim.*

The State of California has policies and regulations regarding expenditure of state funds on travel, which includes transportation, meals, and lodging. Below are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. All expenses, including dates, must match the receipts submitted for each individual trip. In addition, receipts must also show only the ICC Member or Community Representative's name claiming reimbursement.

Following these requirements and guidelines will help DDS expedite your travel claim and reimbursement. Travelers may use a more costly form of transportation, but will only be reimbursed at the less-costly rate. Reimbursement for transportation, taxi/shuttle service, parking, and other expenses will be made only for the method(s) of which is in the best interest of the State.

The Worksheet for Claiming Travel Expenses is attached and should be used to identify the travel expenses for which you are claiming reimbursement. Please fill out and submit the form to the Department of Developmental Services and mail it to the address listed on the form. To request a copy of a travel invoice, select Print My Invoice from <http://www.caltravelstore.com/helpful-links>.

***If in doubt about any expense(s), please consult with DDS prior to incurring the expense(s).***

**A. TRANSPORTATION**

Please choose the most economical method of travel. Travel should be completed in the most efficient and less-costly manner. Travelers may use a more costly form of transportation, but will be reimbursed at the least-costly rate. In such cases, a cost-comparison must be completed to determine the least-costly rate. ***The Travel Comparison Matrix (DS2164b), attached, must be completed when using a private vehicle in lieu of air travel, and shall be submitted with your travel claim.*** For example, if you decide to drive from Los Angeles to Sacramento in lieu of flying, DDS will only reimburse for the lesser-costly mode of transportation, which may be the flight.

Reimbursement will be made only for the method/cost of transportation which is in the best interest of the State. A personal 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, in writing, by DDS and must be included with your travel claim.

<p>AIRLINE/RAIL (PRE-PAID BY DDS)</p>	<p>Flight or rail reservations are booked using the Concur website at <a href="http://www.caltravelstore.com">http://www.caltravelstore.com</a>. Travelers should always select fares in accordance with State and DDS policy. A green "reserve" button next to the price indicates this.</p> <p><b><i>Submit a copy of the final itinerary from Concur, not the trip overview.</i></b></p>
<p>PERSONAL VEHICLE MILEAGE</p>	<p>Actual mileage to and from the meeting will be reimbursed at 0.575 cents per mile with the maximum allowance up to the cost of state contracted airline transportation. Actual mileage to and from the airport will be reimbursed at 0.575 cents per mile. Your automobile license plate number will need to be listed on your Worksheet for Claiming Travel Expense.</p> <p><b><i>Calculate your mileage from <u>home to the airport</u> or <u>home to the meeting</u> by using <a href="http://www.mapquest.com">www.mapquest.com</a>, and print, and submit the directions with the mileage shown.</i></b></p>

TAXI/SHUTTLE SERVICE	<p>The least-costly mode of travel should be used.</p> <p>All taxi receipts must include the driver's name, cab number, phone number, and date. Travelers may use taxis via the following methods:</p> <ul style="list-style-type: none"> <li>• <b><u>DIRECT BILLING</u></b> To avoid paying out-of-pocket, travelers may bill DDS directly for taxi expenses. On each receipt, the traveler must write the DDS Billing Code (<b>86152</b>), the name "Interagency Coordinating Council," and provide your signature. <b><u>All receipts must be submitted with your travel claim, no matter the cost.</u></b> <i>Tips for taxi drivers, up to 10%, are allowed.</i></li> <li>• <b><u>REIMBURSEMENT</u></b> Receipts are required for reimbursement of any amount over \$10.00. <i>Tips for taxi drivers are not reimbursable.</i></li> </ul>
CAR RENTAL (PRE-PAID BY DDS)	<p><i>Any use of a rental car requires prior authorization, in writing, by DDS.</i></p> <p>Car rentals are booked using the Concur website at <a href="http://www.caltravelstore.com">http://www.caltravelstore.com</a>.</p> <p><b><i>Submit the pink rental receipt and written approval from DDS.</i></b></p>
PARKING/BRIDGE TOLLS	<p>The least-costly parking option should be used.</p> <p>Receipts are required for reimbursement of any amount over \$10.00.</p> <p>Airport parking cannot exceed the economy, long-term rate for that airport. Hotel parking cannot exceed the cost of self-parking rates. Tips for parking attendants are not reimbursable.</p> <p><b><i>Submit your original receipt(s).</i></b></p>

**B. MEALS**

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 incidentals may be claimed on trips of LESS than 24 hours.** When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.

Travelers may **not** claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfast such as rolls, juice, and coffee are not considered to be meals.

*Travelers are reimbursed for meals upon the submission of a travel claim.*

BREAKFAST	Up to \$7.00	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 \$11.00	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 \$23.00	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 \$5.00	May be claimed for trips over 24 hours. The term "incidental expenses" means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. It is important to note that no other items may be claimed as incidentals.

**C. LODGING**

Original receipts with a zero balance are required to substantiate actual lodging expenses. Original receipt(s) must also show only the ICC Member or Community Representative’s name.

Travel and per diem for the day prior to the ICC meetings must be approved, in writing, by DDS when travel options on the first day of the meeting are not practical for an ICC Member or Community Representative’s arrival before the start of the Executive Committee meeting. This written approval must be included with your travel claim.

**Hotel/Motel Transient Tax Waiver (STD 236):**

Fill out the attached STD 236 (attached) 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.

*Travelers are reimbursed for lodging upon the submission of a travel claim.*

**STATE LODGING RATES**

All Counties/Cities located in California (except as noted below):	Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
Napa, Riverside, and Sacramento Counties	Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica	Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties	Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
San Francisco County and the city of Santa Monica	Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

Travel must be 50 miles or more from home to claim lodging expense. DDS recommends that travelers reserve their hotel **at least three weeks in advance** to ensure that state lodging rates are honored.

**If lodging costs are in excess of the allowable State rates** when booking a hotel via Concur, please do the following:

1. Book your reservation via Concur with the higher rate and contact the hotel directly to seek an adjustment at the State rate.
2. If hotel personnel are unable to apply the state rate, please contact the DDS CalATERS help desk at [CalAtersHelp@dds.ca.gov](mailto:CalAtersHelp@dds.ca.gov) or (916) 654-1320, who will, in turn, contact Concur staff.
3. If DDS Accounting staff are not able to secure the state rate, an Excess Lodging Rate/Request Approval form ([STD 255C](#)) must be completed, submitted, and approved, by the traveler, prior to the trip taking place. DDS will contact the traveler, who will be responsible for submitting the above form, a justification for the higher rate, and documentation from three (3) contacted lodging establishments (e.g., a print-out of room rates and availability for the date(s) of travel). The three quotes can be completed and printed via the CalTravel store.

*CALHR requires a minimum of 10 days advance notice; please submit a [STD 255C](#) at least two weeks in advance of the trip. No request will be considered after the date of travel. The Excess Lodging Rate/Request Approval form is available at <http://www.caltravelstore.com/helpful-links>.*

- a. Submit your Excess Lodging Rate/Request Approval form, along with the documentation noted above to DDS.

- b. The form will be reviewed and signed by DDS Early Start and Health Services Section staff and routed to our Administration Division for approval. (*Without CalHR's approval prior to traveling, anyone having lodging costs **over** the allowable room rate per night, plus tax, will not be reimbursed beyond the maximum.*)
- c. DDS Early Start and Health Services Section staff will provide the traveler with a copy of the approved STD 255C for inclusion with the travel claim.

*Once the STD 255C is approved, travelers are responsible for paying the standard room rate per night, plus tax, as well as the excess in advance. Travelers will be reimbursed once the travel claim is submitted and approved. The signed STD 255C must be included with the travel claim.*

<b>D. CHILDCARE REIMBURSEMENT</b>
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ICC Members who are a parent of a child with special needs may claim reasonable childcare costs for meeting attendance by submitting a signed warrant receipt with the child's name, dates, name of the provider, number of hours and cost per hour from the provider. Childcare for out-of-state travel must be pre-approved, in writing, by DDS and included with your travel claim.

*Travelers are reimbursed for childcare expenses upon submission of a travel claim.*

## **TRAVEL ADVANCES**

Travel advances may be available to ICC Members by contacting DDS. 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 mail delivery. Travel advances **must be cleared within two months of use** by submitting a Travel Expense Claim ([STD 262](#)) form or remitting payment for the remaining balance. Following the meeting, a Travel Expense Claim must be submitted to clear the advance before another advance is issued.

**INTERAGENCY COORDINATING COUNCIL  
TRAVEL REIMBURSEMENT CHECKLIST**

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**IMPORTANT CONSIDERATIONS**

- Travel reimbursement and receipts shall show only the ICC Member or Community Representative's name.
- All expenses, including dates, must match the receipts submitted for each individual trip.
- Travel should be completed in the most efficient and least costly manner. Reimbursement for transportation, taxi/shuttle service, parking, and other expenses will be made only for the method/cost of which is in the best interest of the State.

To request a copy of a travel invoice, select Print My Invoice from <http://www.caltravelstore.com/helpful-links>.

**TRANSPORTATION**

- Travel Comparison Matrix (DS 2164b)** - Complete and include with travel claim if you are claiming private vehicle mileage in lieu of air travel.
- Airline or Rail Receipt** - Include final itinerary from Concur.
- Personal Vehicle Mileage** - Calculate your mileage from home to the airport or home to the meeting by using [www.mapquest.com](http://www.mapquest.com) and print with the mileage shown.
- Shuttle Service** - Include your original receipt(s) for expenses over \$10.00.
- Taxi** - Each original receipt must include the driver's name, taxi cab number, phone number, and date.

**FOR DIRECT BILLING** - To avoid paying out-of-pocket, travelers may bill DDS directly for taxi expenses. Each receipt must include the DDS Billing Code (**86152**), the name "Interagency Coordinating Council," and a signature. **All receipts must be submitted with your travel claim, no matter the cost.** *Tips for taxi drivers, up to 10%, are allowed.*

**FOR REIMBURSEMENT** - Receipts are required for any amount over \$10.00. *Tips for taxi drivers are Not reimbursable.*

- Car Rental** - If applicable, submit the:
  - Pink rental receipt; and
  - Written approval from DDS.
- Parking/Bridge Tolls** - Include your original receipt(s) for expenses over \$10.00. Tips for parking attendants are not reimbursable.

**MEALS - (NO RECEIPTS NEEDED, TRAVELERS RETAIN RECEIPTS IN CASE OF AN AUDIT)**

- All meals claimed are to be for the actual amount of expense, up to the maximum allowed. Travelers may not claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided.

**LODGING**

- Original receipt(s) must display a zero balance and show only the ICC Member or Community Representative's name. If applicable, submit the following:

A copy of the approved Excess Lodging Rate Request/Approval form ([STD 255C](#)); and Written authorization, from DDS, for travel and per diem for the day prior to the meeting.

**D. CHILD CARE REIMBURSEMENT**

- If applicable, submit:
  - A signed warrant receipt with the child's name, dates, name of the provider, number of hours, cost per hour from the provider; and
  - The written approval from DDS.

## WORKSHEET FOR CLAIMING TRAVEL EXPENSES FOR ICC MEETING(S)

Use this form to identify the travel expenses for which you are claiming reimbursement. Please fill out and submit the form to Department of Developmental Services, Monitoring & Family Services Branch, Interagency Coordinating Council, 1600 Ninth Street, Rm 330, M.S. 3-11, Sacramento, CA 95814. Reimbursement for expenses is limited to the allowable reimbursement amounts, and by the conditions specified, in the **Travel Reimbursement Policies and Procedures**. DDS staff will complete and submit your travel claim based on the information you provide and the allowable expenses. Please attach all original receipts except those incurred for meals (keep those for your records) to ensure your travel claim is processed in a timely manner. Reimbursement for expenses will be made in a manner which is in the best interest of the State.

ICC Member or Community Representative Name:	Last four digits of SS#:
Telephone Number:	Car License Plate Number:
<input type="checkbox"/> *Residence Address:	Location of Meeting:
City: _____ State: _____ Zip Code: _____	
Left Home: _____ Date                      Time                      am/pm ( <b>circle one</b> )	Returned Home: _____ Date                      Time                      am/pm ( <b>circle one</b> )
Signature: _____	Date: _____

<b>A. TRANSPORTATION</b>				
<input type="checkbox"/> Airline or <input type="checkbox"/> Rail Receipt ( <i>Check One</i> ) ( <b>PRE-PAID by DDS, Receipt Required</b> )				\$ _____
Personal Vehicle Mileage _____ ( <i>Round Trip</i> ) at 0.575 cents per mile ( <i>Attach Mileage Calculator</i> )				\$ _____
Shuttle Service ( <b>Over \$10.00, include original receipts</b> )		Totals Day 1 \$ _____	Totals Day 2 \$ _____	\$ _____
Taxi ( <i>Check a Method</i> )				
<input type="checkbox"/> Reimbursement - ( <b>Over \$10.00, include receipts</b> )		Totals Day 1 \$ _____	Totals Day 2 \$ _____	\$ _____
<input type="checkbox"/> Direct Billing - ( <i>All receipts required</i> )		Totals Day 1 \$ _____	Totals Day 2 \$ _____	\$ _____
Car Rental Receipt ( <b>PRE-PAID by DDS, Receipt &amp; Written Pre-Approval Required</b> )				\$ _____
Parking/Bridge Tolls ( <b>Over \$10.00, Include Original Receipts</b> )		Totals Day 1 \$ _____	Totals Day 2 \$ _____	\$ _____
<b>B. MEALS</b> ( <i>No receipts need to be submitted; however, please retain your receipts for your records in case of an audit.</i> ) <i>Travelers may not claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Meals claimed are to be for the actual amount of expense.</i>				
DATE	BREAKFAST ( <i>Up to \$7</i> )	LUNCH ( <i>Up to \$11</i> )	DINNER ( <i>Up to \$23</i> )	MEAL TOTALS
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>C. LODGING</b> ( <i>Original receipt must have a "0" balance</i> )				\$ _____
<b>D. CHILD CARE REIMBURSEMENT</b> ( <i>Signed Warrant Receipt and Written Pre-Approval Required</i> )				\$ _____
<b>E. MISCELLANEOUS EXPENSE</b> ( <i>Need Receipt[s]</i> )				\$ _____
<b>EXPENSE GRAND TOTAL</b>				\$ _____

*\*If your mailing address has changed, please check the box next to your address and update the information to avoid delays in receiving your reimbursement check.*

**Notes for DDS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Downtown Sacramento Hotels and Surrounding Area

There are many hotel options available in the area. The list below includes a few options:

Best Western Plus Sutter House  
1100 H Street, Sacramento, CA 95814  
Sacramento, CA 95814  
(800) 568-8520

[Hawthorn Suites by Wyndham Sacramento](#) (less than 10 minutes from downtown)  
321 Bercut Drive  
Sacramento, CA 95814  
(800) 337-0200

Holiday Inn Capitol Plaza  
300 J Street  
Sacramento, CA 95814  
(888) 465-4329

Holiday Inn Express Sacramento Convention Center  
728 16th Street  
Sacramento, CA 95814  
(877) 859-5095

Inn Off Capitol Park  
1530 N Street  
Sacramento, CA 95814  
[\(800\) 491-9631](#)

Sheraton Grand Sacramento Hotel  
1230 J Street  
Sacramento, CA 95814  
(916) 447-1700

*Be sure to inquire with each hotel to see if the State rate is available.*

**TRAVEL COMPARISON MATRIX  
DS 2164b (8/2010)**

Trip: \_\_\_\_\_

Dates: \_\_\_\_\_

**AIR TRAVEL COST**

1.	Miles from home to airport	_____	X	_____	X	_____	=	\$ _____
		One-way		Mileage Rate		Number of		
		Miles		Claimed		Trips		
2.	Roundtrip Air Fare	\$ _____						(Rates from current contract)
3.	Airport Parking	\$ _____						
4.	Car Rental	\$ _____						
5.	Gasoline	\$ _____						
6.	Meals	\$ _____						
								<b>Total Travel Costs</b> \$ _____

**DRIVING COSTS**

1.	Roundtrip distance from your home to destination	_____	X	_____	X	_____	=	\$ _____
		One-way		Mileage Rate		Number of		
		Miles		Claimed		Trips		
2.	Meals	\$ _____						
								<b>Total Driving Costs</b> \$ _____

Will someone else be traveling with you in your vehicle?

Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Per DPA Rule Section 599.626.1:** Reimbursement will be made only for the method of transportation which is in the best interest of the State. An employee may use a more expensive form of transportation and be reimbursed at the amount required for the least expensive mode of travel that is in the best interest of the State. A cost comparison shall be completed and attached to the claim. Cost comparisons shall include only the least costly methods of transport for those expenses actually being substituted, and shall include only the expenses of traveling from one location to another. Transportation expense at the travel work location will be reimbursed based on the actual business transportation expenses incurred while at the travel location. Attach this form to the TEC.

\_\_\_\_\_  
 Supervisor Signature

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**STD. 236 Hotel/Motel Transient Tax Waiver**

To have the STD. 236 below to have the Hotel/Motel Transient Occupancy Tax waived, fill out the STD 236 below, submit the form to the Hotel/Motel operator, and keep a copy for your records.

*Please note that not all hotel/motel operators will honor this form as they are not mandated to do so.*

STATE OF CALIFORNIA

HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER  
(EXEMPTION CERTIFICATION 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
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TO: HOTEL/MOTEL NAME

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 indicted 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 \$
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STATE AGENCY NAME

**Department of Developmental Services**

HEADQUARTERS ADDRESS

**1600 Ninth Street, 1600 Ninth Street, Rm 330, M.S. 3-11, Sacramento, CA 95814**

TRAVELER'S NAME (Print or Type)

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

EXECUTED AT: (City)	TRAVELER'S SIGNATURE	DATE SIGNED
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, CALIFORNIA