

**STATE INTERAGENCY COORDINATING COUNCIL
ON EARLY INTERVENTION**



“Together, we make a difference!”

1000 G Street, Suite 500 – Capitol Room

Sacramento, CA 95814

April 21 & 22, 2016

**INTERAGENCY COORDINATING COUNCIL
April 21 & 22, 2016**

TABLE OF CONTENTS

ICC Mission Statement.....	Page 3
2016 ICC Public Meetings Notice.....	Page 4
ICC Contact List.....	Page 9
ICC 2016 Staff Deadlines.....	Page 11
Action Item: ICC Tagline.....	Page 12
Executive Committee Agenda April 2016.....	Page 14
Executive Committee Meeting Minutes January 2106.....	Page 16
ICC General Meeting Agenda April 2016.....	Page 23
ICC General Meeting Minutes October 2015.....	Page 25
ICC General Meeting Minutes January 2016.....	Page 33
Travel Information.....	Page 41

Additional materials can be found at:

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

**Public Notice
Member Rosters
Website List
Master Calendar
Meeting Schedule
Acronyms
Handouts
Travel**

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: January 6, 2016
TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES
SUBJECT: 2016 Interagency Coordinating Council Meeting Dates

The following is information regarding the 2016 Interagency Coordinating Council on Early Intervention (ICC) Meetings. Meetings are scheduled for January 21 & 22, April 21 & 22; July 21 & 22; and October 20 & 21, 2016. Unless otherwise noted, meetings 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 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 for additional information about California Early Start.

PROPOSED AGENDA (EXAMPLE)

DATE: Thursdays

TIME: 10:00 A.M. – 4:00 P.M.

January 21
 April 21
 July 21
 October 20

Executive Committee (EC) Meetings

The EC meeting will include:

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

DATE: Fridays

TIME: 9:00 A.M. – 1:00 P.M.

January 22
 April 22
 July 22
 October 21

General ICC Meetings

The ICC will:

- 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 or 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 11th 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 11th 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 11th 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 11th 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 10th 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 Service (916) 761-0298
- Tim's Cab Services (916) 847-7922

As of January 2016, these three companies accept direct billing.

INSTRUCTIONS FOR JOINING THE ICC MEETINGS from a remote location:

For those who cannot participate in person, the ICC Executive Committee Meetings on Thursdays, and the ICC General Meetings on Fridays, 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:

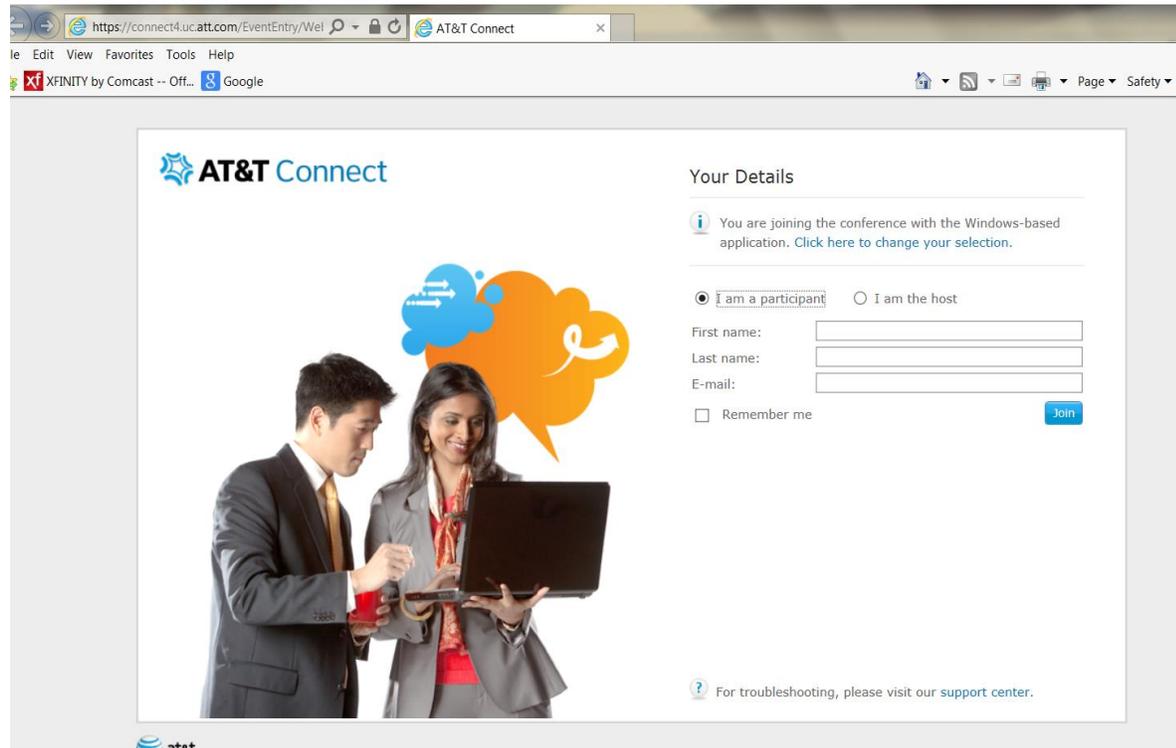
This is new and IMPORTANT! – This is a one-time setup to prepare in advance for the conference (for all devices): <http://www.corp.att.com/attconnectsupport/downloads/pa/>. Once you have set up your computer you will be able to log into the conference.

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.

INTERAGENCY COORDINATING COUNCIL CONTACT LIST

APPOINTED MEMBERS			
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*Parent

DEPARTMENT OF DEVELOPMENTAL SERVICES STAFF

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Virginia Reynolds (WestEd)	vreynol@WestEd.org	(916) 654-4016	(916) 492-4002

(Revised March 2016)

ICC CHECKLIST & TIMELINES FOR 2016 ICC MEETINGS

ICC MEETING ACTIVITY ALL MATERIALS ARE SUBMITTED TO JOELLEN FLETCHER (JOELLEN.FLETCHER@DDS.CA.GOV)	2016 MEETING DATES			
	JANUARY 21 & 22	APRIL 21 & 22	JULY 21 & 22	OCTOBER 20 & 21
ACTION ITEMS 30 DAY NOTICE	12/21/2015	3/21/2016	6/21/2016	9/20/2016
PUBLIC NOTICE Posted on DDS website NO LATER THAN 30+5 DAYS PRIOR TO ICC	12/16/2015	3/16/16	6/15/2016	9/15/2016
PACKET DUE DATES: Final Packet Preparation <i>(This includes the draft General EC, and COTW minutes from previous meetings for approval; and agendas for the General, EC, and COTW)</i>	1/7/2016	4/7/2016	7/7/2016	10/6/2016
ALL DRAFT MINUTES FROM PRIOR MEETINGS & RELATED DOCUMENTS <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>	2/5/2016	5/6/2016	8/5/2016	11/4/2016
2 WEEKS AFTER ICC				

ACTION ITEM DETAIL SHEET

STATE INTERAGENCY COORDINATING COUNCIL

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

Date: March 17, 2016
To: Interagency Coordinating Council
From: Communication and Outreach Workgroup

Title

ICC Tagline

Background/Discussion

The Communication and Outreach Workgroup is tasked with developing a brand for the ICC. To this end, the Workgroup drafted a tagline for the ICC: "Promoting Excellence in Early Start." This tagline will be available for use in the ICC's communication and publicity materials, including ICC letterhead.

Recommendation

The Communication and Outreach Workgroup recommends that the ICC adopt "Promoting Excellence in Early Start" as its official tagline.

Possible Actions

1. Approve
2. Approve with amendments
3. Reject

EXECUTIVE COMMITTEE AGENDA, MINUTES, & ATTACHMENTS

- **EXECUTIVE COMMITTEE AGENDA**
 - ▶ April 21, 2016
- **EXECUTIVE COMMITTEE MINUTES**
 - ▶ January 21, 2016

DRAFT

Executive Committee Meeting Agenda

Date: Thursday, April 21, 2016
Time: 10:00 a.m. - 4:00 p.m.
Room: Capitol Room

AGENDA ITEMS		RESPONSIBILITY
10:00 - 10:30	Opening <ul style="list-style-type: none">• Welcome• Introductions and Roll Call• Review Agenda• Approval of January 2016 Minutes• Review of Action Items• Announcements	Marie Kanne Poulsen, Executive Committee Chair
10:30 - 10:45	DDS/SSIP Update	Sharon DeRego
SiMR Workgroup 10:45 – 12:00		
10:45 – 11:00	Recommendations for Screening & Assessment	Marie Kanne Poulsen
11:00 – 11:30	Resource Guide Draft Review	
11:30 – 12:00	Strategies to promote the “Take a Minute” Campaign	
12:00 - 1:15	Lunch (attendee discretion)	
1:15 – 3:15	Break-out into Workgroups: <ul style="list-style-type: none">• Improving State Systems• Communication & Outreach	All
3:15 – 3:30	Break	
3:30 - 3:45	Workgroup Updates	Theresa Rossini
3:45 - 4:00	Next Steps and Adjourn	Marie Kanne Poulsen

NEXT STEPS	Assigned to:	Deadline/Status

DRAFT

Executive Committee Meeting Minutes

Date: Thursday, January 21, 2016
Time: 10:00 a.m. - 4:00 p.m.
Room: Old Town Room

AGENDA ITEMS		RESPONSIBILITY
10:00 - 10:20	Opening <ul style="list-style-type: none">• Welcome• Introductions and Roll Call• Review Agenda• Approval of October 2015 Minutes• Review of Action Items• Announcements	Marie Kanne Poulsen, Executive Committee Chair
10:20 - 10:30	Department of Developmental Services Update	Sharon DeRego
Workgroup Updates:		Workgroup Co-Chairs
10:30 - 10:40	Improving State Systems	
10:40 - 10:50	Communication & Outreach	
10:50 - 11:00	Tag Line for Early Start	Marie Kanne Poulsen
11:00 - 12:30	Break-out into Workgroups: <ul style="list-style-type: none">• Improving State Systems• Communication & Outreach State-identified Measurable Result (SiMR) Workgroup Discussion – Best Practices in Screening and Assessment of Social-Emotional Development	All
12:30 - 12:45	Workgroup Debrief	Theresa Rossini
12:45 - 1:00	Break	
Working Lunch & SiMR Workgroup:		Marie Kanne Poulsen
1:00 - 1:15	Lunch	
1:15 - 1:30	SiMR Taskforce Update	
1:30 - 2:45	Recommendations for Screening & Assessment	
2:45 - 3:55	Vision Statement	
3:55 - 4:00	Next Steps and Adjourn	Marie Kanne Poulsen

TASKS	Assigned to:	Deadline/Status
Decide where to store samples of eligibility letters	Communication and Outreach Workgroup	ASAP
Develop suggested frameworks for parent participation in Public Input segment of General ICC Meeting	Communication and Outreach Workgroup	ASAP
Develop a narrative for Individualized Family Service Plan (IFSP) "Other" services	Michelle Oliver	April 2016 ICC Meeting
Share concerns about eligibility changes gathered from different meetings	Fran Chasen	April 2016 ICC Meeting
Send list of consortiums in which DDS and California Department of Education (CDE) participate to Marie Poulsen	DDS and CDE	April 2016 ICC Meeting
Compile and send out hopes to ICC and Community Reps to assist with building the Vision Statement	DDS	April 2016 ICC Meeting
Send hopes to Jennifer	Executive Committee	April 2016 ICC Meeting
Find out visitor count to Early Start website	DDS	April 2016 ICC Meeting
Compile list of best practices and principles for assessing social-emotional development for discussing at April 2016 ICC Meeting	DDS	April 2016 ICC Meeting

Notes:

MEMBERS PRESENT

Fernando Antonio Gomez*
 Gretchen Hester* (via conference call)
 Jim Knight
 Marie Kanne Poulsen
 Nancy Sager
 Sheila Self

MEMBERS EXCUSED

Doug Erber*
 Richard Olney
 Mary Sheppard
 Leanne Wheeler

MEMBERS ABSENT

George Andrew
 Virginia Bliss
 John Hall*

LEAD AGENCY

Jessica Dailey-Keithline
 Sharon DeRego
 JoEllen Fletcher

Elise Parnes
Sandra Sanchez
Jennifer Teykaerts
Emily Woolford

COMMUNITY REPRESENTATIVES PRESENT

Brigitte Ammons (via conference call)
Maurine Ballard-Rosa
Yvette Baptiste*
Fran Chasen
Toni Doman*
Susan Graham*
Laurie Jordan*
Linda Landry*
Kat Lowrance*
Patty Salcedo*
Debbie Sarmiento* (via conference call)
Sherry Torok
Julie Widman*
Libby Woolford*
Kelly Young*

COMMUNITY REPRESENTATIVES EXCUSED

Wanda Davis
Jennifer Griffin
Rachel Hagans
Robin Millar
Michelle Oliver
Kristine Pilkington
Carmen Vasquez

COMMUNITY REPRESENTATIVES ABSENT

Tony Anderson
Rachel Hagans
Mara McGrath*
Stefani McNeil
Marty Omoto

OTHERS PRESENT

Alysa Harless (via conference call)
Alise Paillard (via conference call)
Virginia Reynolds
Angela Rothermel

*Parent

Marie Kanne Poulsen called the meeting to order at 10:00 a.m. During introductions, she asked all those present to share one of their hopes for Early Start families. These will be compiled by DDS staff to help inform future discussions about the State-identified Measurable Result (SiMR) Workgroup vision statement.

The Committee reviewed the Agenda. Due to the absence of most of the Communication and Outreach and Improving State Systems Workgroup chairs, the Workgroup breakout sessions were postponed in favor of a SiMR Workgroup discussion about best practices in assessment of social-emotional development. The

Agenda was approved as amended.

The Committee reviewed the October 2015 Meeting Minutes, which were approved without amendments.

Dr. Poulsen announced that a Developmental Disabilities conference is taking place March 3 and 4, 2016, in San Francisco. The purpose of the conference is to update health professionals and families on health care for children, youth, and adults with developmental disabilities and complex health care needs.

Registration information and more details can be found on the website:

<https://www.cme.ucsf.edu/cme/Index.aspx>.

As part of an ongoing effort to increase Part C literacy, Dr. Poulsen shared an article titled “Effective Practice in Providing Family Support: Making It Real for Families of Infants and Toddlers with Disabilities.” This document describes the basics of family-centered care, and outlines best practices in supporting families. Dr. Poulsen suggested this document as a helpful resource to develop the ICC’s vision of having confident and competent parents of Early Start infants and toddlers. The Committee discussed the need to be more proactive in disseminating this existing resource to the field. A copy of the article can be found here: http://www.dds.ca.gov/earlystart/docs/17739_EffectivePractice_FamilySupport_final100212.pdf.

Sharon DeRego gave an update from DDS. Ms. DeRego updated the Committee on the progress of the State Systemic Improvement Plan (SSIP). The SSIP Task Force met in December and finalized the implementation activities for the three Strands of the Theory of Action – Parent and Provider Education, Professional Development, and Interagency Collaboration. At the next ICC meeting in April, she hopes DDS can work with the ICC on a resource guide for evidence-based initiatives focused on social-emotional development. Ms. DeRego also shared that the Annual Performance Report (APR) is due to the US Department of Education’s Office of Special Education Programs (OSEP) on February 1, 2016. The SSIP is due to OSEP on April 1, 2016, and the Part C Grant Application is due on April 21, 2016.

Jim Knight from DDS shared an overview of DDS’ highlights on the Governor’s proposed Budget for July 2016. Some of the proposals include increases in expenditures to develop resources for individuals moving out of the remaining developmental centers, which will be closing, as well as increases to support more regional center Service Coordinator positions. Other increases will assist with compliance with new Home and Community Based Services (HCBS) regulations, and will address rate increases resulting from the statewide minimum wage increase and due to new rules in Medicaid. Mr. Knight went on to note that while HCBS issues do not generally overlap with Early Start, some families may be impacted. A copy of the highlights can be found here: <http://www.dds.ca.gov/Budget/Home.cfm>.

The Committee discussed the proposed tagline for Early Start, which is “Promoting Early Start Excellence.” Virginia Reynolds pointed out that the Early Start tagline is “Together We Make a Difference” and to be mindful about what is already in existence in the field. Maurine Ballard-Rosa asked for an example of where the tagline would be used, and Fernando Gomez shared that it would be used if the ICC decided to develop a Facebook page. Dr. Poulsen added that it could be used for ICC stationery. Mr. Gomez made a motion that the selection of the tagline be made an Action Item for the April 2016 ICC Meeting, and the motion was seconded.

Fran Chasen gave an update on the Improving State Systems Workgroup. Ms. Chasen shared information about DDS monitoring of Early Start programs, and shared that the Workgroup will be looking at consistently identified issues that have not been corrected in the system, such as compliance with the 45 day timeline, natural environments, and transition issues.

The Committee discussed the need for parents to understand the quality of services offered to their child, and to be empowered to be involved and advocate for their child. Ms. Chasen pointed out confusion around choosing quality providers through insurance, and the Committee discussed the need for parents to be supported in choosing providers and which questions to ask to ensure their child’s unique needs are

addressed. Patty Salcedo suggested a strategy to build the capacity of providers to address the systemic issues, possibly through professional organizations where regional center service coordinators or family resource centers (FRCs) can present tips, guidelines, or requirements for working with children with developmental disabilities and their families. Julie Widman stated the need for clarity on regulations regarding regional centers paying for intervention when the family cannot find an insurance provider that serves their needs. Dr. Poulsen recommended revisiting existing publications such as the Early Start Personnel Manual, the Early Start Service Coordinators' Handbook, and the "Effective Practice in Providing Family Support" guidebook and providing printed copies to local programs. While the Service Coordinators' Handbook is only available in hard copy, the rest of the materials can be found here: <http://www.dds.ca.gov/EarlyStart/ResourceMaterials.cfm>.

The Committee discussed strategies to increase families' access to FRCs. Ms. Reynolds noted that recommendations from the ICC are an important step, and Dr. Poulsen noted the need to disseminate information through social media to reach the younger generation of families. Linda Landry stated the need for regional center service coordinators to be informed about the FRCs, and for collaboration and inclusion to be encouraged. Ms. Chasen recommended finding out more about regional center staff orientation, and identifying opportunities in that training to educate staff on the role of the FRCs. Sherry Torok shared an example of a tool her FRC created to help remind parents and providers about the importance of parent-to-parent support, and recommended that existing tools be used rather than creating something new.

The Committee discussed the Early Start fact sheets, and requested the link to these fact sheets, which can be found here: http://www.dds.ca.gov/EarlyStart/docs/EarlyStart_InformationPacket.pdf. The Communications and Outreach Workgroup will review and update these materials, and the ICC will disseminate them to the field. The Committee discussed other materials to be reviewed and updated, including the Parents' Rights Handbook and the Parents' Rights Summary (both can be found at the following link: http://www.dds.ca.gov/EarlyStart/RM_Outreach.cfm). The Committee recommended that the Improving State Systems Workgroup collect comments from the ICC, and share them with the Communication and Outreach Workgroup. Mr. Gomez recommended compiling a database of available Early Start educational and promotional materials, and building a user-friendly platform to share these publications digitally with the community. Ms. Ballard-Rosa suggested keeping dates on all materials, and Dr. Poulsen requested data about the visitor count to the DDS Early Start website.

During a working lunch, Ms. DeRego updated the Committee on the activities of the SSIP Task Force Workgroups, and discussed the ICC's responsibilities for the SSIP. Dr. Poulsen led a discussion of the SiMR Workgroup on the importance of supporting parents and families to strengthen the parent-child relationship and improve social-emotional development.

Dr. Poulsen shared a publication from the California Infant Mental Health Work Group on recommendations for assessing infant and toddler social and emotional mental health. The Committee discussed best practices in screening for social-emotional development upon entry to Early Start, and how to ensure that parent concerns during the screening and Individualized Family Service Plan (IFSP) reviews get addressed and included on the IFSP, so that services can be provided. Potential barriers were discussed, including funding challenges and additional staff time for regional center service coordinators and providers conducting the IFSP meetings. The Committee discussed the need for a guidance tool to help regional center service coordinators and providers address issues raised by parents during these meetings, and the possibility of FRCs supporting parents in getting their concerns addressed.

Angela Rothermel noted that the Modified Checklist for Autism in Toddlers (MCHAT) screens for autism and can help ensure inclusion of social communication needs and services on the IFSP. She also noted that Birth to 5: Watch Me Thrive! has developed a Screening Passport for parents to track which developmental screenings their child has received. She pointed out that providers would also know what screenings were received and can cover whether the family's needs and concerns were addressed as a result of the

screening. The Committee discussed how to influence these existing processes to help support Early Start families.

The Committee reviewed the California Infant Mental Health Work Group Report's recommendations of areas for discussion with parents, the elements that the assessment process should include, and what a comprehensive assessment should include. The Committee discussed the importance of connecting families with services after an assessment, supporting parents to communicate their child's needs, and providing culturally competent assessment services.

The Committee discussed how best to present these recommendations. The following publications were suggested as good examples of presenting recommendations and identifying the kinds of activities that could occur at the state and local levels: the 2003 DDS publication "Autistic Spectrum Disorders: Best Practice Guidelines for Screening, Diagnosis and Assessment"; the DDS and WestEd publication "Effective Practice in Providing Family Support"; and, the joint policy statement on inclusion from the U.S. Department of Health and Human Services and the U.S. Department of Education.

Dr. Poulsen led a discussion about social supports for caregivers. Yvette Baptiste pointed out that there are ways for parents to get connected to someone to support them, but barriers and access issues exist. Dr. Poulsen recommended revisiting the topic at the April 2016 ICC Meeting.

The Committee discussed next steps and further information needed to develop a recommendation. Suggestions included: reviewing the Autistic Spectrum Disorders Best Practice Guidelines from 2003, the Early Start Personnel Manual, and California Early Start regulations; collecting and reviewing baseline data on social-emotional development from the APR; and, attending Early Start Supervisors meetings and the California Early Start Support Network video conferences to get information about what is happening at the regional center level. At the April 2016 ICC Meeting, the Committee will continue building the best practices and principles recommendation.

Ms. Chasen recommended that if future ICC meetings can take place in other locations in the state, the Committee should increase time to allow the opportunity for participation from the local community, such as expanding the time allotted for public input. This would be an opportunity to meet people who are new and able to attend at the alternative location, and for the experience to be more meaningful to participants. The Committee agreed to discuss this further at the April 2016 ICC Meeting.

The meeting adjourned at 3:46 p.m.

ICC GENERAL MEETING AGENDA, MINUTES, & ATTACHMENTS

- **GENERAL MEETING AGENDA**
 - ▶ April 22, 2016

- **GENERAL MEETING MINUTES**
 - ▶ October 23, 2015
 - ▶ January 22, 2016

DRAFT

State ICC General Meeting Agenda

Date: Friday, April 22, 2016
Time: 9:00 a.m. – 1:00 p.m.
Room: Capitol Room

AGENDA ITEMS	RESPONSIBILITY
9:00 - 9:30 Opening <ul style="list-style-type: none">• Welcome• Introductions and Roll Call• Review Agenda• Approval of October 2015 and January 2016 Minutes• Review of Action Items• Announcements	Theresa Rossini, Acting ICC Chair
9:30 – 9:45 Membership Forms	DDS
9:45 - 10:00 Executive Committee Report	Marie Kanne Poulsen
10:00 - 10:15 Public Input	Theresa Rossini
10:15 – 10:30 Vote on Tagline Action Item	Theresa Rossini
10:30- 10:45 Family Resource Center Network of California (FRCNA) Report	Linda Landry
10:45 – 11:15 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">- Sharon DeRego, Dept. of Developmental Services- Virginia Bliss, Dept. of Health Care Services (DHCS)- Sheila Self, California Dept. of Education, Special Education- Leanne Wheeler, CDE, Homeless Education- Mary Sheppard, Dept. of Social Services- George Andrew, Dept. of Managed Health Care- Richard Olney, Dept. of Public Health
11:15 - 11:30 Break	
11:30 - 11:45 DDS/CDE Eligibility and Service Provision Collaboration	Erin Paulsen and Sheila Self
11:45 – 12:00 Next Steps and Adjourn	

DRAFT**State ICC General Meeting Minutes**

Date: Friday, October 23, 2015
 Time: 9:00 a.m. – 1:00 p.m.
 Room: Capitol Room

AGENDA ITEMS	RESPONSIBILITY
9:00 - 9:15 Opening <ul style="list-style-type: none"> • Welcome • Introductions and Roll Call • Review Agenda • Approval of July 2015 Minutes • Disseminate New ID Cards 	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"> • Vote on By-Laws Changes (Attached) • Vote on 2016 ICC Meeting Dates (Attached) 	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 Family Resource Center Network of California (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"> - Jim Knight, Dept. of Developmental Services - Virginia Bliss, Dept. of Health Care Services - Sheila Self, California Dept. of Education, Special Education - Leanne Wheeler, CDE, Homeless Education - Mary Sheppard, Dept. of Social Services - George Andrew, Dept. of Managed Health Care - Dept. of Public Health (if not vacant)
12:25 – Other Business	Theresa Rossini
12:45 – Next Steps and Adjourn	Theresa Rossini

Notes:

MEMBERS PRESENT

Douglas Erber*
Fernando Antonio Gomez*
Gretchen Hester* (via conference call)
Marie Kanne Poulsen
Theresa Rossini*
Sheila Self
Leanne Wheeler (via conference call)

MEMBERS EXCUSED

John Robert Hall*
Jim Knight
Mary Sheppard

MEMBERS ABSENT

Virginia Bliss
Susan Burger

LEAD AGENCY

Jessica Dailey-Keithline
Sharon DeRego
JoEllen Fletcher
Elise Parnes
Jennifer Teykaerts
Emily Woolford

COMMUNITY REPRESENTATIVES PRESENT

Fran Chasen
Linda Landry*
Michelle Oliver
Patty Salcedo*
Debbie Sarmiento* (via conference call)
Julie Widman*

COMMUNITY REPRESENTATIVES EXCUSED

Rachel Hagans
Susan Graham*
Laurie Jordan*
Kat Lowrance*
Robin Millar
Sherry Torok
Kelly Young*

COMMUNITY REPRESENTATIVES ABSENT

Brigitte Ammons
Tony Anderson
Maurine Ballard-Rosa
Wanda Davis
Toni Doman*
Jennifer Griffin*
Mara McGrath*

Stefani McNeil
Marty Omoto
Kristine Pilkington
Carmen Vasquez

OTHERS PRESENT

Yvette Baptiste*
Virginia Reynolds

*Parent

Theresa Rossini called the meeting to order at 9:07 a.m. Virginia Reynolds gave the group a brief update on the status of Meredith Cathcart's recovery. Ms. Reynolds reported that Ms. Cathcart is making progress and doing well, and appreciates the love and caring she has received from her colleagues.

The group reviewed the Agenda. Ms. Rossini requested to add items to the end of the meeting under "Other Business," including membership, travel, and ad-hoc topics. The Agenda was approved as revised.

The group reviewed the July 2015 Meeting Minutes. Ms. Rossini noted that Ryan Anderson is not an official Legislative Representative, so his attendance should be listed under "Others Present." Linda Landry noted that the "Parent" asterisk should be included with her name. The July 2015 Minutes were approved pending these changes. Ms. Rossini commended Department of Developmental Services (DDS) staff for the quality of the Minutes.

Ms. Rossini shared that new ID cards had been made for the members of the ICC, which members can collect in person if present at the meeting; otherwise, the Department will mail them. She requested that members participating in the meeting via conference call e-mail their mailing addresses to the Department.

Ms. Rossini praised Renee Carnes at DDS for putting together the travel information in the Meeting Packet, and called the group's attention to the section on Direct Billing for taxi service on Page 37. Michelle Oliver noted that the taxi company must offer the State discounted rates in order to accept direct billing. Emily Woolford shared that a sample of the Child Care Reimbursement Form is available, and JoEllen Fletcher confirmed that ICC Members do not need pre-approval from the Department for child care reimbursement unless they are traveling out of state. The group discussed ideas on how to make it easier for parents to attend ICC meetings, including receiving assistance booking travel and receiving a travel advance.

Ms. Rossini gave the Chair's Report. She shared that in addition to Dr. Elaine Fogel Schneider, Beverley Morgan Sandoz is also resigning from the ICC. She shared the ICC's plans to do a combined tribute in 2016. She also shared that Dr. Peter Michael Miller has resigned as a Community Representative. Ms. Rossini welcomed Patty Salcedo as the newest Community Representative to the ICC. Marie Kanne Poulsen stated that the resigning members of the ICC will be missed, and expressed the need for the ICC to move forward in filling the vacant roles. Sharon DeRego shared that she will work with Jim Knight and Brian Winfield, Acting Deputy Director of the Community Services Division at DDS, to request appointments from the Governor. The group discussed the process of getting appointed and the need to find out who has already applied to the Governor's Office for a position on the ICC, as well as the possible need to recruit applicants from the community. Ms. Rossini requested that ICC members collect names of interested applicants prior to the January 2016 meeting, and Ms. DeRego stated she would help find out who has already applied.

Doug Erber shared his family's experience in Early Start. His firstborn son, Ryan, was referred to Harbor Regional Center for evaluation after his family noticed differences in Ryan's development. Mr. Erber shared his experience participating in an Applied Behavioral Analysis program through the University of California, Los Angeles. He also shared his efforts to advocate for treatment for his son, and the wonderful experience they had through the Autism Partnership Foundation, where Mr. Erber now serves as the Chair. Ryan is now doing well and has not received services since January of this year. Mr. Erber shared photos of Ryan and his sister. He acknowledged the role of early intervention as one of great importance to him and his family.

Public/parent input was received at 10:00 a.m.

Helen Smolinski, a parent, shared her recent experience trying to get home modifications for her daughter approved through Golden Gate Regional Center (GGRC). Ms. Smolinski's daughter, Betta, recently turned five years old and has multiple diagnoses and a complex medical history. She shared that her family had a positive relationship with GGRC for the first three years of Betta's life, but reported that the relationship changed when Betta turned three. Ms. Smolinski shared that her family bought a house in San Francisco and requested an accessibility evaluation from GGRC, at which time several home modifications were recommended. GGRC approved one of the modifications, but denied the others, and Ms. Smolinski appealed the decision. Her appeal was denied by the Office of Administrative Hearings. She expressed her sadness and frustration with the entire process and voiced her feeling that GGRC did not seem to be acting in the best interest of her child and family. Several members of the group recommended local resources for Ms. Smolinski and her family. Her letter to the ICC and additional documents are included as attachments to these Minutes.

Fran Chasen gave an update from the Infant Development Association (IDA). She reported that the California Commission on Teacher Credentialing is considering measures to combine the credentialing requirements for general and special education teachers, which may do away with the early childhood special education credential. The Commission created a survey for stakeholders to provide input on this change, the link to which was shared with the group immediately following the meeting.

Ms. Reynolds introduced Sarah Rock, who is new to WestEd's Center for Prevention and Early Intervention as of November 2, 2015. Ms. Rock will be taking over Project LAUNCH and staffing the Early Childhood Comprehensive Systems Committee.

Camille Maben from First 5 California gave an update to the group about current First 5 initiatives. Ms. Maben has visited nearly every county First 5 in the past three years and had the opportunity to learn about First 5 counties and about the great work going on throughout the state to meet the needs of California's children. She reported that while each county approaches issues differently, the two main areas of concentrated effort are developmental screenings and connection to services for children under 18 months, as well as access to oral health care.

One of First 5 California's major initiatives is the "Talk. Read. Sing." campaign, which began in March of 2014. First 5 is currently strategizing about how to reach vulnerable families to share the message that these three simple things can improve early brain development. First 5's goal is that 90% of families giving birth in California this year will understand the importance of early brain development. One outreach strategy will be to continue using TV and radio to guide parents to the First 5 parent website, which features a wealth of information on early brain development and multiple resources for parents. Ms. Maben shared that there is a section of

the website for parents of children with special needs (<http://www.cafc.ca.gov/parents/health-center.aspx?id=6>) and First 5 is interested in feedback from the ICC on how it can be improved. Ms. Maben shared that a new campaign for “Talk. Read. Sing.” will start in January 2016 and will involve new commercials and radio ads, as well as creating trusted messengers such as OBGYNs, WIC (Women, Infants and Children Program) counselors, nurse practitioners, and pastors. ICC members can email their local First 5 to obtain resources to give to families.

Ms. Maben shared an update about another First 5 project called First 5 IMPACT (Improve and Maximize Programs so All Children Thrive), a \$190m initiative to improve early learning settings where children birth to five are served. Ms. Maben reported that all 58 First 5 counties opted to participate in this initiative. The aim of First 5 IMPACT will be to build consortia within the county, align resources and services, and improve the quality of early learning settings.

Ms. Maben reported that First 5 California is becoming more involved with policy, and has hired a new Deputy Director for External and Government Affairs. To address declining revenue, First 5 will be introducing a petition to redefine tobacco products to include e-cigarettes.

Ms. Rossini expressed the ICC’s wish to have a Governor appointee from First 5 to the Council, and asked who to invite to meetings in the meantime. Ms. Maben recommended Erin Mable and Whitney Staniford.

After Ms. Maben’s presentation, public input continued. Ms. Chasen continued her report from IDA, sharing that Governor Brown’s special session on the budget is still open, and urged the ICC to contact legislators to address the lack of increases in funding for regional center provider rates over the last seven years. Fernando Gomez shared that the Association of Regional Center Agencies website has several resources on this topic, including position papers and a report entitled “On the Brink of Collapse: The Consequences of Underfunding California’s Developmental Services System,” which can be found here: <http://arcanet.org/wp-content/uploads/2015/02/on-the-brink-of-collapse.pdf>.

Dr. Poulsen gave the Executive Committee Report. She shared that Jim Knight introduced Sharon DeRego, the new Part C Coordinator, who gave a presentation on Phase II of the State Systemic Improvement Plan (SSIP). She also reported that Patty Salcedo from the Desired Results Access Project gave a presentation on the Desired Results Developmental Profile (DRDP), which was adopted by the CA Department of Education (CDE) as an assessment tool, and shared that the group discussed the feasibility of using the DRDP in Early Start programs. Dr. Poulsen shared that Elise Parnes from DDS reported on some of the tools used to assess social-emotional development at regional centers, and that the most commonly used tools were presented with an analysis of the pros and cons. She added that the Committee did not come to any conclusions, but will be looking at the criteria needed to make recommendations to the field on social-emotional assessment tools. Finally, Dr. Poulsen gave an update on two of the Executive Committee Workgroups: Communication and Outreach, co-chaired by Leanne Wheeler and Doug Erber, and Improving State Systems, co-chaired by Fran Chasen and Gretchen Hester. She reported that the Communication and Outreach group is working on a tagline for the ICC, “Promoting Excellence in Early Start,” which the Committee will vote on at the next meeting.

Ms. Rossini presented the Action Item to update the ICC bylaws, and the Council approved without changes.

Ms. Rossini presented the 2016 ICC meeting schedule, and the Council approved without changes.

Ms. Landry from the FRCNCA gave the following report:

The FRCNCA represents the 47 Family Resource Centers (FRCs) with a Steering Committee member from each of the nine regions that meet monthly via 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 (CAC), the USC University Center for Excellence in Disabilities (UCEDD) CAC, the Lanterman Coalition, the California Network of Family Strengthening/Support Networks Training and Technical Assistance Collaborative, the California Standards for Family Strengthening & Support Committee, the Arc California Board of Directors, California Family Strengthening Roundtable Steering Committee, and the Statewide 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). FRCNCA representatives recently provided CECY members with training on the roles of the Family Resource Centers and the family perspective on transition to work and post-secondary education.

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, regional centers, and FRCs. Statewide, 400 designated participants who have met specific criteria have become part of the CAPTAIN Cadre. The 2015 NorCal Summit was held in Stockton October 15th & 16th. The SoCal Summit will be held in Ventura November 9th & 10th. More information is available at www.captain.ca.gov

Seventeen FRCs across the state are participating in the California PROMISE (CaPROMISE) grant. The CaPROMISE Initiative (Promoting the Readiness of Minors in Supplemental Security Income) represents the opportunity for multiple organizations, working in partnership, to provide a coordinated set of services and supports to child Supplemental 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, and San Diego State University's Interwork Institute. CaPROMISE FRCs have received training in Person Driven Planning, Motivational Interviewing, and Social Security. The FRC members support the Career Service Coordinators in engaging with identified families and locating resources that support their effort. More information is available at www.CaPROMISE.org

Learn the Signs Act Early (LTSAE) Ambassadors Fran Goldfarb of the USC UCEDD (Southern California) and Debbie Sarmiento of the FRCNCA (Northern California) continue to provide training on LTSAE materials. The goal is to expand the reach of the LTSAE program and support California's work toward improving early identification. The work includes:

- Promote "Learn the Signs. Act Early." messages and strategies through collaboration with partners.
- Promote the [Autism Case Training \(ACT\): A Developmental Behavioral Pediatrics Curriculum \(http://www.cdc.gov/ncbddd/actearly/autism/curriculum/class.html\)](http://www.cdc.gov/ncbddd/actearly/autism/curriculum/class.html)

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

Sharon DeRego gave the State Department Report for DDS. In addition to ongoing work on the SSIP and Annual Performance Review (APR), DDS is working on the Federal Part C Grant Application to address requirements from the Office of Special Education Programs. Dr. Poulsen requested a list of birth-to-five consortiums in which DDS participates, which Ms. DeRego will compile and provide. Ms. Rossini requested that the APR be presented to the ICC in January, and also discussed the need to develop the ICC's Annual Report.

Sheila Self gave the State Department Report for the CDE Special Education Division. All infant and preschool programs are utilizing the DRDP, and training has begun. Any child with an Individualized Education Program or Individualized Family Service Plan is required to have a DRDP completed and the results submitted to CDE. Additionally, CDE is looking into special issues such as suspension and expulsion, collecting data and investigating and addressing inconsistencies. On October 28th, Ms. Self will be giving a presentation to the State Advisory Council on Early Learning and Care regarding the recent Policy Statement on Inclusion from the US Departments of Education and Health and Human Services. The Statement includes nine recommendations for State action, as well as the work that needs to occur to ensure inclusive settings in infant and preschool programs. The full text of the Policy Statement can be found here: <http://www2.ed.gov/policy/speced/guid/earlylearning/joint-statement-full-text.pdf>.

Leanne Wheeler gave the State Department Report for the CDE Homeless Education Program. In January, she will have more up-to-date data on homeless children zero-to-five, and will have more to share at the next ICC meeting.

Ms. Rossini led a discussion about Council membership and attendance, and reviewed the Roster to identify Community Representatives who had not been heard from recently. The list included:

- Mara McGrath (Ms. Chasen to contact)
- Marty Omoto (Mr. Gomez to contact)
- Kristine Pilkington (Emily Woolford has been in contact)
- Stephanie Pringle-Fox – per Debbie Sarmiento, no longer active, and will be removed from the Roster.

Ms. Rossini stated that members who are no longer participating on the Council will receive a letter thanking them for their service, and that they are welcome to re-apply at a later time should their schedule permit. She also requested that in the future, to help track attendance, members and Community Representatives should let DDS know if they are unable to attend meetings. The Handbook will be updated with new attendance guidelines and will be available in January.

The group discussed whether to move forward with developing an ad-hoc Technology Workgroup to disseminate information across multiple platforms, as well as create and manage an email address for the ICC. Ms. Rossini asked Mr. Gomez and Tony Anderson to meet with DDS before January, and at the January meeting an ad-hoc Workgroup will be appointed to start developing the email account.

The meeting adjourned at 12:30 p.m.

ACTION ITEMS	Assigned to:	Deadline/Status
"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
Find out who has applied to the Council	Sharon DeRego	ASAP
Invite Erin Gabel to be First 5 designee to ICC	Sharon DeRego	ASAP
Send list of consortiums in which DDS participates to Marie Poulsen	Sharon DeRego	ASAP
Check on DDS staff resources to help ICC prepare Annual Report	Sharon DeRego	ASAP
Send list of consortiums in which CDE participates to Marie Poulsen	Sheila Self	ASAP
Collect names for potential appointees to the Council	ICC	January 2016 ICC Meeting
Provide FY14-15 data on number of homeless children ages 0-5 in California	Leanne Wheeler	January 2016 ICC Meeting
Provide numbers from CDE on increase in children served by LEAs due to change in eligibility	Leanne Wheeler	January 2016 ICC Meeting
Develop letter for Community Representatives who have been absent	Theresa Rossini	January 2016 ICC Meeting
Contact Community Representatives who have been absent	Fran Chasen (Mara McGrath) Fernando Gomez (Marty Omoto)	January 2016 ICC Meeting

DRAFT

State ICC General Meeting Minutes

Date: Friday, January 22, 2016
Time: 9:00 a.m. – 1:00 p.m.
Room: Old Town Room

AGENDA ITEMS		RESPONSIBILITY
9:00 - 9:20	Opening <ul style="list-style-type: none">• Welcome• Introductions and Roll Call• Review Agenda• Approval of October 2015 Minutes• Review of Action Items• Announcements	Theresa Rossini, Acting ICC Chair
9:20 - 9:25	Chair's Report	Theresa Rossini
9:25 - 9:40	Our Experience in Early Start	Libby Woolford
9:40- 9:45	Executive Committee Report	Theresa Rossini
9:45- 10:00	Family Resource Center Network of California (FRCNCA) Report	Linda Landry
10:00- 10:15	Public Input	Theresa Rossini
10:15-11:00	First 5 website: Special Needs Section (Moved to end of Department Reports) http://www.cfc.ca.gov/parents/health-center.aspx?id=6	Department of Developmental Services (DDS)
11:00 - 11:15 Break		
11:15 - 12:00	Annual Performance Report	DDS
12:00 - 12:30	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">- Sharon DeRego, DDS- Virginia Bliss, Dept. of Health Care Services (DHCS)- Sheila Self, California Dept. of Education (CDE), Special Education- Leanne Wheeler, CDE, Homeless Education- Mary Sheppard, Dept. of Social Services- George Andrew, Dept. of Managed Health Care- Richard Olney, Dept. of Public Health- Mental Health Services Division, DHCS (if not vacant)
12:30 –	Next Steps and Adjourn	Theresa Rossini

TASKS	Assigned to:	Deadline/Status
Draft a letter to Governor Brown regarding the addition of agencies to the ICC	Unspecified Workgroup	Unspecified
Send summary of the final APR to ICC members	DDS	ASAP
Invite Erin Gabel to be First 5 designee to ICC	Sharon DeRego	ASAP
Collect names for potential appointees to the Council	ICC	April 2016 ICC Meeting
Provide FY14-15 data on number of homeless children ages 0-5 in California	Leanne Wheeler	April 2016 ICC Meeting
Provide numbers from CDE on increase in children served by LEAs due to change in eligibility	Leanne Wheeler	April 2016 ICC Meeting
Present on service provision eligibility for regional centers vs. local educational agencies	DDS and CDE	April 2016 ICC Meeting
Clarify whether First 5 can be appointed to the ICC	DDS	April 2016 ICC Meeting
Include copy of APR and Family Survey in Minutes	DDS	April 2016 ICC Meeting
Keep tabs on who has applied to the Council	Communications and Outreach Workgroup	Ongoing
Provide update on SSIP plan to ICC	DDS	April 2016 ICC Meeting
Re-send request for feedback on First 5 website	DDS	ASAP
Review local interagency agreements between local educational agencies and regional centers, as well as the recent change in regulation regarding summer care	Improving State Systems Workgroup	
Share data on increase in response rate after switching to Family Survey postcards, and also the report with parent comments	DDS (Karla Lannon)	April 2016 ICC Meeting

Notes:

MEMBERS PRESENT

Gretchen Hester* (via conference call)
Theresa Rossini*
Sheila Self

MEMBERS EXCUSED

Doug Erber*
Fernando Antonio Gomez*
Jim Knight
Richard Olney
Marie Kanne Poulsen
Mary Sheppard
Leanne Wheeler

MEMBERS ABSENT

George Andrew
Virginia Bliss
John Hall*
Nancy Sager

LEAD AGENCY

Reyna Ambriz
Jessica Dailey-Keithline
JoEllen Fletcher
Karla Lannon
Elise Parnes
Erin Paulsen
Sandra Sanchez
Jennifer Teykaerts
Emily Woolford

COMMUNITY REPRESENTATIVES PRESENT

Brigitte Ammons (via conference call)
Tony Anderson
Yvette Baptiste*
Fran Chasen
Toni Doman*
Susan Graham*
Laurie Jordan*
Linda Landry*
Kat Lowrance*
Patty Salcedo*
Debbie Sarmento* (via conference call)
Sherry Torok
Julie Widman*
Libby Woolford*
Kelly Young*

COMMUNITY REPRESENTATIVES EXCUSED

Wanda Davis
Jennifer Griffin
Rachel Hagans
Robin Millar
Michelle Oliver
Kristine Pilkington
Carmen Vasquez

COMMUNITY REPRESENTATIVES ABSENT

Maurine Ballard-Rosa
Mara McGrath*
Stefani McNeil
Marty Omoto

OTHERS PRESENT

Evelyn Hoskins
Virginia Reynolds

*Parent

Theresa Rossini called the meeting to order at 9:11 a.m. The group reviewed the Agenda, which was approved by consensus.

The group reviewed the October 2015 Meeting Minutes. Ms. Rossini recommended removing Laura Jellife-Pawlowski from the Attendance List, and Sheila Self requested that the designation that she is attending on behalf of Meredith Cathcart be removed. Linda Landry requested that the first paragraph of the Family Resource Center Network of California's report be amended to say "...meet monthly via conference call." The amended Minutes will be reviewed and voted upon at the April 2016 ICC Meeting.

The group reviewed the Action Items from previous meetings.

The group discussed the confusion on eligibility criteria in the education community following the change to California eligibility regulations. Erin Paulsen from DDS pointed out that while there is one eligibility code for Early Start, in the California Early Intervention Services Act, there is a separate eligibility code for service provision through the local educational agencies. She clarified that this difference is not causing service provision issues for families; however, there is confusion in the field. Ms. Rossini requested that at the next ICC meeting, DDS and CDE present on this issue.

The group discussed the process for including a representative from First 5 on the ICC. Virginia Reynolds suggested that since First 5 receives State funding, it would make sense that they would have a representative appointed to the ICC. DDS will clarify this before the next meeting. The letter to the First 5 representative should be copied to Mike Fuller and Camille Maben.

The group discussed the ICC's Annual Report. Ms. Paulsen clarified that the State Annual Performance Report (APR), prepared and submitted annually by DDS, serves as the Annual Report for the ICC.

The group discussed outreach to Community Representatives who have been absent from meetings. Fran Chasen shared that she left a message for Mara McGrath and is waiting to hear back. Other absent Community Representatives have been contacted and the Roster is considered current.

Public/parent input was received at 10:00 a.m.

Ms. Landry shared that California is celebrating the 50th anniversary of the passing of the Lanterman Act. She recommended that everyone go online to Youtube.com and watch the "We're Here to Speak for Justice" film about the Lanterman Act and the founding of California's regional centers. The video can be found here: https://www.youtube.com/watch?v=epgYYmvqW_I.

Ms. Chasen gave an update from the Infant Development Association (IDA). There will be a meeting in Southern California on Jan. 28, 2016 to discuss the status of Early Start one year after the change to eligibility regulations. The IDA Southern California Regional Conference, "Strengthening Our Connections," is taking place March 4-5 at the Handlery Hotel in San Diego. For registration and more information, visit www.idaofcal.org. On June 27, IDA is hosting a conference with Vivian Weinstein at the California Endowment in Los Angeles regarding best practices for home visitors. This conference will highlight many best practice quality issues related to competencies and personnel standards for various models of home visiting.

Kat Lowrance shared that the 15th annual Early Hearing Detection and Intervention (EHDI) Meeting is taking place on March 13-15 in San Diego, CA. For more information, visit www.ehdimeeting.org or visit their Facebook page.

Libby Woolford, a new Community Representative to the ICC, shared her family's experience in Early Start. Her daughter, Francesca, received an early diagnosis of failure to thrive and hearing issues. Through a questionnaire at Kaiser, Francesca was referred to occupational therapy, physical therapy, and feeding assistance. When Francesca was one year old, her family called Alta Regional Center and was referred to the Sacramento County Office of Education for hearing support. Francesca also received services from Easter Seals. At 18 months, Francesca began equine facilitated therapy, and became much more vocal. She underwent exome sequencing testing, a new genetic testing process, and was diagnosed with Wiedemann-Steiner Syndrome, a rare genetic disorder. Francesca met her goal of being able to walk by two years old. Just before she turned three, Francesca received surgery to address her sleep and breathing issues. She also underwent surgery to address her hearing issues. She transitioned to special education at age three, and attends a private preschool. The family's current goals are for Francesca to keep improving in speech, to not need a school aide for Francesca next year, and to decide which kindergarten is best. Ms. Woolford helped fundraise for families to travel to the Johns Hopkins Hospital to participate in a Wiedemann-Steiner Syndrome Clinic in 2015, and is also working on starting a nonprofit to support families of those with Wiedemann-Steiner Syndrome.

Emily Woolford gave the Executive Committee report in Marie Poulsen's absence. She shared that in lieu of holding breakout sessions for the Workgroups, the Committee discussed updates from the Improving State Systems Committee as a group. She also shared that the group did not discuss the vision statement, and spent time working on the recommendations for assessment and screening for the State-identified Measurable Result (SiMR) Workgroup. Ms. Rossini asked about the next steps for the SiMR Workgroup, and whether there is a timeline for completing the recommendations. Ms. Woolford stated that there will be a discussion at the next meeting and possibly a conference call before the next meeting to discuss the recommendations. She also mentioned that there will be time on the Agenda at the next meeting to develop the resource guide for statewide initiatives on social-emotional development that the ICC is creating as part of the State Systemic Improvement Plan (SSIP).

Ms. Landry from the Family Resource Centers Network of California (FRCNCA) gave the following report:

The FRCNCA represents the 47 Family Resource Centers (FRCs) with a Steering Committee member from each of the nine regions that meet monthly via conference call. The last call was Wednesday, Jan. 20 from 10:00 a.m. to 12:00 p.m.

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 (CAC), the University of Southern California (USC) University Center for Excellence in Disabilities (UCEDD) CAC, the Lanterman Coalition, the California Network of Family Strengthening/Support Networks Training and Technical Assistance Collaborative, the California Standards for Family Strengthening & Support Committee, the Arc California Board of Directors, California Family Strengthening Roundtable Steering Committee, and the Screening Collaborative. The FRCNCA Chair, representing the FRCNCA, was recognized for the work she did on behalf of the FRCNCA.

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

representatives recently provided CECY members with training on the roles of the FRCs and the family perspective on transition to work and post-secondary education.

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, regional centers, and FRCs. Statewide, 400 designated participants who have met specific criteria have become part of the CAPTAIN Cadre. The 2015 NorCal Summit was held in Stockton on October 15th and 16th, 2015. The SoCal Summit was held in Ventura on November 9th and 10th, 2015. More information is available at www.captain.ca.gov.

Seventeen FRCs across the state are participating in the California PROMISE (CaPROMISE) grant. The CaPROMISE Initiative (Promoting the Readiness of Minors in Supplemental Security Income) represents the opportunity for multiple organizations, working in partnership, to provide a coordinated set of services and supports to child Supplemental Security Income (SSI) recipients ages 14-16 and their families designed to increase financial self-sufficiency. Participants include the California Department of Rehabilitation in partnership with several other state departments, 18 local education agencies, and San Diego State University's Interwork Institute. CaPROMISE FRCs have received training in Person Driven Planning, Motivational Interviewing and Social Security. The FRC members support the Career Service Coordinators in engaging with identified families and locating resources that support their effort. More information is available at www.CaPROMISE.org.

Learn the Signs Act Early (LTSAE) Ambassadors Fran Goldfarb of the USC UCEDD (Southern California) and Debbie Sarmiento of the FRCNCA (Northern California) continue to provide training on LTSAE materials. The goal is to expand the reach of the "Learn the Signs. Act Early." program and support California's work toward improving early identification. The work includes:

- Promote "Learn the Signs. Act Early." messages and strategies through collaboration with partners.
- Promote the Autism Case Training (ACT): A Developmental Behavioral Pediatrics Curriculum (<http://www.cdc.gov/ncbddd/actearly/autism/curriculum/class.html>)

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

Ms. Paulsen and Karla Lannon from DDS gave a presentation on the State's APR for Federal Fiscal Year 2014. A copy of the PowerPoint presentation is available upon request. The APR is due to the U.S. Department of Education's Office of Special Education Programs (OSEP) division in February of each year. Ms. Lannon shared the data collection and measurement procedure for the three Compliance Indicators on the APR, including timely provision of services, timely Individualized Family Service Plan (IFSP), and transition. Ms. Lannon pointed out that while California is below 100 percent compliance in some areas, these areas are being addressed. Previous compliance training on transition has led to a 20.52 percent increase in compliance for this indicator. Ms. Paulsen shared that providing technical assistance and training to regional centers around these areas should result in continued improvement.

Yvette Baptiste shared that some parents experience anxiety around their child's transition from Early Start to preschool when their child has a summer birthday. She highlighted the need for strong collaboration between CDE and DDS to support these families and address their concerns and needs. Sheila Self agreed that it is essential to meet the individual needs of all children transitioning to Part B special education services, and also to address exclusion and expulsion for

students with special needs. One way of doing this could be to revisit local interagency agreements to ensure each community has a specific plan for serving these children. She pointed out that a recent change to regulation around summer care allows for education to continue over the summer. Ms. Chasen requested that these interagency agreements be added for review by the Improving State Systems Workgroup.

Ms. Lannon went on to discuss the Performance Indicators of the APR. She shared that DDS has been working with regional centers to improve data collection processes and ensure consistency in measuring these Indicators, including natural environments. She pointed out that improvements have been occurring in Indicator 3 of the APR, Early Childhood Outcomes, which is aligned with the SiMR and the SSIP. She also shared that the response rate for the Family Outcomes Survey (Indicator 4 of the APR) has remained stable at around 11 percent. Ms. Baptiste requested information about the increase in response rate after DDS began sending out postcards to remind families to take the survey. Ms. Landry asked what DDS does if parents include written comments on the surveys, and Ms. Lannon replied that DDS compiles them into a report, which DDS can share with the ICC.

The group discussed how to use the Family Outcomes Survey for the SSIP. Ms. Lannon reported that DDS could compare data on the survey from the time before SSIP implementation, to after implementation, to see the effects of some of the activities. Ms. Rossini requested a copy of the Family Outcomes Survey be shared with the group. She also requested an update on the SSIP plan at the April 2016 ICC meeting.

Ms. Self gave the State Department Report for the CDE Special Education Division. Training on the Desired Results Developmental Profile (DRDP) assessment tool has begun, and about 650 trainers have been trained to use the tool. These trainers went back to their communities to train their local programs. CDE is currently reviewing evaluations from over 50 local programs to ensure that training is consistent across all communities. Ms. Self shared that the U.S. Department of Health and Human Services and the U.S. Department of Education released a joint policy statement about preschool suspension and expulsion that provides guidance to local programs to prevent suspension and expulsion in early education settings. Recommendations include ensuring that positive behavioral supports exist within the classroom, and personnel development systems that build capacity for teachers to be confident and competent in understanding and meeting the individual needs of children with developmental disabilities. The joint statement is available online at the following link: https://www.acf.hhs.gov/sites/default/files/ece/expulsion_suspension_final.pdf. Ms. Self also shared that Senate Bill 210 has passed, which supports Deaf and Hard of Hearing children ages 0-5 through various activities to ensure that Deaf and Hard of Hearing children receive appropriate interventions in special education. For the full text of the bill, click the following link: http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB210.

Jennifer Teykaerts, on behalf of Sharon DeRego and Jim Knight, gave the State Department Report for DDS. The SSIP Task Force met in December and finalized the implementation activities for the three Strands of the Theory of Action – Parent and Provider Education, Professional Development, and Interagency Collaboration. At the next ICC meeting in April, DDS plans to work with the ICC on a resource guide for evidence-based initiatives focused on social-emotional development. The APR is due to OSEP on Feb. 1. The SSIP is due to OSEP on April 1, and the Part C Grant Application is due on April 21.

Ms. Teykaerts reiterated Jim Knight's overview of DDS' highlights on the Governor's proposed budget plan for July 2016. Some of the proposals include increases in expenditures to develop resources for individuals moving out of the remaining developmental centers, which will be closing, as well as increases to support more regional center Service Coordinator positions. Other increases will assist with compliance with new Home and Community Based Services (HCBS)

regulations, and will address rate increases resulting from the statewide minimum wage increase and due to new rules in Medicaid. While HCBS issues do not generally overlap with Early Start, some families may be impacted. A copy of the highlights can be found here: <http://www.dds.ca.gov/Budget/Docs/budgetHighlights16.pdf>.

The group discussed the parent section of First 5 website. At the last ICC meeting, First 5 requested feedback from the group on the website. Emily Woolford reviewed the feedback received from the ICC via email since the last meeting, and requested any additional feedback as soon as possible. Once she receives the remaining feedback, she will compile it into a letter format to send to First 5.

In regards to the First 5 website, the group noted the problem with placing the special needs section only under the “Health Center” section – some members of the group noted that supports for children with special needs should be located on the main page or under “Services and Supports.” Patty Salcedo pointed out that the website is missing a lot of resources, that the sections on warning signs should be more robust, and that addressing the needs of children with developmental disabilities should be infused in all sections of the website rather than being confined to only one section. Ms. Chasen noted that the titles for the sections are potentially confusing to parents, and proposed that the “Health Center” section be renamed “Development Center”.

The group discussed how to word the letter that is sent to First 5 with their recommendations for the parent website. Ms. Self proposed mentioning that the ICC is a great collaborative advisory group to First 5, and that while First 5 may not be experts on children with developmental disabilities, the ICC is a group that can support their activities to promote and present their materials to Early Start families. Ms. Baptiste suggested that the ICC create an ad-hoc subcommittee to help develop and update the website. Ms. Landry pointed out that many members present have received funding from First 5, and recommended reminding First 5 to take advantage of the expertise that their funding has helped support.

The meeting adjourned at 12:48 p.m.

TRAVEL INFORMATION & FORMS

- **Travel Reimbursement Policies and Procedures**
- **Travel Reimbursement Checklist**
- **Worksheet for Claiming Travel Expenses**
- **Downtown Sacramento Hotels & Taxi Cabs Accepting Direct Billing**
- **Attachments**
 - ▶ **Travel Comparison Matrix (DS 2164b)**
 - ▶ **Hotel/Motel Transient Tax Waiver (STD 236)**
 - ▶ **Childcare Reimbursement Claim Form**
 - ▶ **Mileage Reimbursement Rate Change for 2016**
 - ▶ **Oath of Allegiance (STD 689)**
 - ▶ **Establishment of Headquarters**
 - ▶ **Volunteer Form**

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION
TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES
(Revised January 2016)

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. 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, 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, (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.

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 http://www.caltravelstore.com. Travelers should always select fares in accordance with State and DDS policy. A green "reserve" button next to the price indicates this.</p> <p><i>Submit a copy of the final itinerary from Concur, not the trip overview.</i></p>
<p>PERSONAL VEHICLE MILEAGE</p>	<p>Actual mileage to and from the meeting will be reimbursed at 54 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 54 cents per mile. Your automobile license plate number will need to be listed on your Worksheet for Claiming Travel Expense.</p> <p><i>Calculate your mileage from <u>home to the airport or home to the meeting</u> by using www.mapquest.com, and print, and submit the directions with the mileage shown.</i></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"> • <u>DIRECT BILLING</u> 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 (86152), the name "Interagency Coordinating Council," and provide your signature. <u>All receipts must be submitted with your travel claim, no matter the cost.</u> <i>Tips for taxi drivers, up to 10%, are allowed.</i> • <u>REIMBURSEMENT</u> Receipts are required for reimbursement of any amount over \$10.00. <i>Tips for taxi drivers are not reimbursable.</i>
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 http://www.caltravelstore.com.</p> <p><i>Submit the pink rental receipt and written approval from DDS.</i></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><i>Submit your original receipt(s).</i></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 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.

D. CHILDCARE REIMBURSEMENT

ICC Members who are a parent of a child with special needs may claim reasonable childcare costs for meeting attendance by submitting the attached childcare receipt with the child's name, dates of care, name and an original signature from the provider, number of hours, cost per hour, and total cost of care.

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**

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>.

A. 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 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

B. 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.

C. 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

- Submit the following:
 - A childcare receipt with an original signature from the provider including the child's name, dates, name of the provider, number of hours, cost per hour, total cost for care from the provider; and
 - The written approval from DDS, if travel was outside of California.

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: City: _____ State: _____ Zip Code: _____	Location of Meeting:
Left Home: _____ Date Time am/pm (circle one)	Returned Home: _____ Date Time am/pm (circle one)
Signature: _____	Date: _____

A. TRANSPORTATION				
<input type="checkbox"/> Airline or <input type="checkbox"/> Rail Receipt (<i>Check One</i>) (PRE-PAID by DDS, Receipt Required)				\$ _____
Personal Vehicle Mileage _____ (<i>Round Trip</i>) at 54 cents per mile (<i>Attach Mileage Calculator</i>)				\$ _____
Shuttle Service (<i>Over \$10.00, include original receipts</i>)		Totals Day 1 \$ _____	Totals Day 2 \$ _____	\$ _____
Taxi (<i>Check a Method</i>)				
<input type="checkbox"/> Reimbursement - (<i>Over \$10.00, include receipts</i>)		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 (PRE-PAID by DDS, Receipt & Written Pre-Approval Required)				\$ _____
Parking/Bridge Tolls (<i>Over \$10.00, Include Original Receipts</i>)		Totals Day 1 \$ _____	Totals Day 2 \$ _____	\$ _____
B. MEALS (<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
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
C. LODGING (<i>Original receipt must have a "0" balance</i>)				\$ _____
D. CHILD CARE REIMBURSEMENT (<i>Submit Completed Childcare Receipt with an Original Signature from Provider</i>)				\$ _____
E. MISCELLANEOUS EXPENSE (<i>Need Receipt[s]</i>)				\$ _____
EXPENSE GRAND TOTAL				\$ _____

*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.

TAXI CABS ACCEPTING DIRECT BILLING

As of January 2016, these three companies accept direct billing:

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

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

Trip: _____

Dates: _____

AIR TRAVEL COST

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

DRIVING COSTS

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

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

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
\$

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

, CALIFORNIA

CHILDCARE REIMBURSEMENT CLAIM FORM

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 following information:

- Child's name;
- Dates;
- Name and Signature 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.

RECIPT FOR CHILD CARE SERVICES

Name of Interagency Coordinating Council Member

Name of Child: _____

Dates Care Provided: ____/____/____ through ____/____/____

Cost per Hour: _____ Number of Hours: _____ Total Cost of Care: _____

Name of Provider: _____

Provider Signature: _____

Original signature must be turned in with claim

Written Approval from DDS Attached, if travel was outside of California

Mileage Reimbursement Rate Change for 2016

Short-Term Travel - Personal Vehicle Mileage Reimbursement

Mileage Reimbursement covers:

- Gasoline
- The cost of maintenance (oil, lube, routine maintenance)
- Insurance (liability, damage, comprehensive and collision coverage)
- Licensing and registration
- Depreciation and all other costs associated with operation of the vehicle

Employees must have advance approval to drive a personal vehicle on state business.

Mileage Reimbursement Rates for 2016

- Personal Vehicle - 54 cents per mile
- Personal Vehicle (state-approved relocation) - 19 cents per mile
- Private Aircraft - 50 cents per mile*

* taxable

These rates apply to travel on or after the effective dates of the memorandum of understanding or the CalHR Travel Rules. If an employee claims reimbursement for travel before that date, the old reimbursement rate applies.

Updated 1/4/2016

OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA

STD. 689 (REV. 2/2014)

Oath may be administered by a person having general authority by law to administer oaths or may be administered by the appointing power, or by a person for whom written authorization to witness oaths has been executed by the appointing power. The appointing power maintains a file of such authorizations.

PART 1 OATH OF ALLEGIANCE

TO BE COMPLETED BY UNITED STATES CITIZENS ONLY

WHO MUST SIGN OATH - As required in Section 3 of Article XX of the Constitution of the State of California, every State employee except legally employed noncitizens, must sign the following oath or affirmation before he or she enters upon the duties of his or her State employment. Noncitizens are required to possess a Declaration of Permission to Work. If an alien employee becomes a naturalized citizen, an oath must then be obtained and filed.

WHEN OATH MUST BE SIGNED - As required in Government Code Sections 18153 and 3102, all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services must sign an oath or affirmation before entering upon the duties of their employment. For intermittent, temporary or emergency employments, an oath or affirmation may, at the discretion of the employing agency, be effective for all successive periods of employment which commence within one calendar year from the date of the oath.

OATH OF ALLEGIANCE (Type or print name of employee then complete Part 3.)

I _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

WHERE OATHS ARE FILED - As required in Government Code Sections 18153 and 3105, all oaths for public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services shall be filed in the official employee file within 30 days of the date the oath is executed. The oath is considered a public record.

FAILURE TO SIGN - As stated in Government Code Section 3107, no compensation or reimbursement for expenses incurred shall be paid to any public employee or any volunteer in any disaster council or emergency organization accredited by the Office of Emergency Services unless such public employee has taken and subscribed to the oath or affirmation.

PENALTIES (Government Code)

"3108. Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for two, three, or four years."

PART 2 DECLARATION OF PERMISSION TO WORK

TO BE COMPLETED BY LEGALLY EMPLOYED NONCITIZENS ONLY

I am a lawful permanent resident alien of the United States. YES NO

If **NO**, please read the following:

I hereby certify that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.

PART 3 SIGNATURE AND CERTIFICATION (No fee may be charged for administering)

TO BE COMPLETED BY UNITED STATES CITIZENS AND LEGALLY EMPLOYED NONCITIZENS

EMPLOYEE'S SIGNATURE 	
STATE DEPARTMENT OR AGENCY	DIVISION/UNIT
Taken and subscribed before me this _____ day of _____	
AUTHORIZED OFFICIAL'S SIGNATURE 	
DIVISION/UNIT	

(SEAL)



Interagency Coordinating Council on Early Intervention
1600 Ninth Street, Room 330, Sacramento, CA 95814
(916) 654-2767 · FAX (916) 654-3255 · TDD 654-2054

ESTABLISHMENT OF HEADQUARTERS

Establishment of your headquarters is necessary to determine appropriate reimbursement for travel expenses incurred related to Interagency Coordinating Council (ICC) on Early Intervention business. For this purpose, your headquarters is defined as a place from which you leave and/or return upon completion of ICC business travel.

Please print your home address below, sign (original signature required), and return this form to ICC staff.

ADDRESS: _____

Signature: _____

Date: _____



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



VOLUNTEER FORM

I, (Print Name) _____, volunteer my services to work with the State Interagency Coordinating Council on Early Intervention (ICC). As a Member, I will assist in the planning and implementation of the statewide system of early intervention services.

I have signed the Oath of Allegiance (STD.689). I understand that I will be reimbursed only for authorized lodging, meals, and travel costs resulting from business directly related to participating on the aforementioned council. Such reimbursements will be in accordance with the current California Department of Human Resources' Allowance and Travel Reimbursement Rates or as revised.

Signature: _____

Date: _____