

Department of Developmental Services

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

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12:20 - 12:55 ICC Travel Requirements and Support	DDS - Vuanita Niblett & Sherri Ford-McNamee	
12:55 - 1:00 Next Steps & Adjourn	Theresa Rossini	
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	Presentation on FY 14/15 performance at January meeting
Send names or links to articles on Part C to Marie Kanne Poulsen	All	Ongoing
Update Bylaws Action Item	DDS	October ICC Meeting
Provide FY14-15 data on number of homeless children ages 0-5 in California	Leanne Wheeler	October ICC Meeting
Bring homeless education posters to share with ICC members	Leanne Wheeler	October ICC Meeting
Provide numbers from CDE on increase in children served by LEAs due to change in eligibility	Leanne Wheeler	October ICC Meeting
Develop letter for Community Representatives who have been absent	Theresa Rossini	October ICC Meeting
Contact Community Representatives who have been absent	Various – see Minutes	October ICC Meeting
Identify ICC members in SSIP Phase II section on stakeholders	DDS	April 2016
Post SSIP on the DDS webpage	DDS	ASAP
Remove the section on PRRS from the DDS website	DDS	ASAP
Print new ID cards with DDS headquarters address and Department ID code	DDS	October ICC Meeting
Prepare Hotel Transient Tax Waiver form with Department information	DDS	October ICC Meeting
Create a list of local hotels in Sacramento	DDS	October ICC Meeting
Send introduction email to ICC members	Renee Carnes	October ICC Meeting
Add Incidentals to the Worksheet for Claiming Travel Expenses	Renee Carnes	October ICC Meeting

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

Notes:

MEMBERS PRESENT

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

MEMBERS ABSENT

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

LEAD AGENCY

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

OTHERS PRESENT

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

*Parent

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Theresa Rossini called the meeting to order at 9:10 a.m. She gave a special welcome to the newest Community Representatives to the ICC, Michelle Oliver and Kelly Young, as well as to the new Legislative Representative Ryan Anderson. Ms. Rossini also mentioned that another new Community Representative, Patty Salcedo, will be attending the October meeting.

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

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

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

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

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

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

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

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

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

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Linda Landry from the FRCNCA gave the following report:

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

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

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

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

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

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

17 FRCs across the state are participating in the CaPROMISE (Promoting the Readiness of Minors in Supplemental Security Income) grant. The California PROMISE Initiative (CaPROMISE) represents the opportunity for multiple organizations, working in partnership, to provide a coordinated set of services and supports to child 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 (LEAs) and San Diego State University's Interwork Institute. More information is available at www.CaPROMISE.org.

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

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

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

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

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

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

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

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

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needs to follow the Federal guidelines. She also shared that she presented Dr. Arleen Downing with her certificate and gift and she was thrilled.

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

Karla Lannon from DDS presented on Indicator 4 of the APR, which is the Family Survey. The presentation is attached. Surveys were sent in both English and Spanish. Out of 6,000 surveys sent, DDS hopes to get 1,200 returned. Ms. Widman noted that it would be helpful to know when DDS sends out this survey, so that regional centers and FRCs don't send surveys out at the same time and overload parents.

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

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

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

State Department Reports continued after the Help Me Grow Presentation.

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

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

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

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

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

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

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

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

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

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

- Travelers should make all reservations through Concur to help the Department of General Services (DGS) track travel data.
- When a hotel does not offer the State rate, travelers should book on Concur, and let Renee Carnes (DDS) know, and DDS will do an Excess Lodging Rate Request.
- Travelers are not required to stay in a 2-star or below hotel in order to get the State rate. It is acceptable for travelers to book 3- and 4-star hotels that are more than the State rate. To do this, travelers must book the hotel through Concur, and then call the hotel to see if they will honor the State rate. If not, travelers must call the [CalTravelStore](tel:916-376-3989) (916-376-3989), and CalTravelStore will contact the hotel about the rate. If the hotel still won't honor the rate, travelers can still stay there, but they must complete an [Excess Lodging Rate Request/Approval Form \(STD 255C\)](#).
- It's better to ask questions of DDS staff before booking, because if travelers do something different, they may not always be able to be reimbursed.
- Hotels with meals: If a hotel provides a hot breakfast, travelers cannot claim breakfast. If a traveler has a dietary restriction preventing them from eating that hot meal, DDS needs a doctor's note.

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- The [Travel Comparison Matrix](#) should be used if travelers are choosing to drive instead of fly when flying is an option. Since costs are reimbursed in the best interest of the State, travelers can only claim up to the amount of the flight if it was cheaper to fly vs. drive.
 - If a traveler comes in a few days early for another agency or board meeting, it's OK to book the flight to the earlier event as long as the cost does not differ from the price of a flight on the same day as the ICC meeting.
 - Travelers can be reimbursed if they come in the night before the ICC meeting.
- When booking flights, never book a "Business Select" flight. The "Wanna Get Away" flights are acceptable if there is no chance the flight will change (it is nonrefundable). The "Anytime" flight is also acceptable if the flight might change.
- Travelers' return flights must be to their home. If travelers are not going directly home following the ICC meeting, travel to that other destination will not be reimbursed.
- Travelers should keep all receipts. Travelers must submit receipts for hotels and airfare, and taxi fare if a receipt is provided (taxi charges under \$10 can be claimed without a receipt).
- Incidentals rule change: Travelers can only claim incidental costs for fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. Tips to taxi drivers cannot be claimed.
- Meals: If a receipt for a meal is included with a travel claim, the amount on the receipt is what will be reimbursed, even if the full allowable amount is claimed (example: \$7 is claimed for breakfast, but a receipt for \$3.50 is attached. Only the \$3.50 will be reimbursed). Meal receipts are not needed but should be retained by the traveler for audit purposes.
- Mileage: If claiming mileage, travelers only need to include a printout of the one way trip from home to the meeting.
- Childcare: Travelers must submit a check or an actual receipt (not handwritten) for the childcare in order to be reimbursed.
- Travelers should try to book online through Concur, if possible. DDS is charged for bookings made over the phone.

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

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

The meeting adjourned at 1:08 p.m.