

**Regional Center of Orange County
1525 North Tustin Avenue
Santa Ana, CA 92702**

Self-Determination Program Local Advisory Committee Meeting

Date: Monday, November 30, 2020

6:30 p.m. - 8:30 p.m.

Virtual Public Meeting

“Self-determination provides consumers and their families with an individual budget which they can use to purchase the services and supports they need to implement their Individual Program Plan.”

Please note: in accordance with the Bagley Keene Act, Section 11125.7: Members of the public may directly address this Committee on each agenda item before or during the Committee’s discussion and consideration of each agenda item. We would be grateful if comments could be limited to three minutes.

AGENDA

- | | |
|--|---------------------------|
| 1. Welcome and Introductions | All |
| 2. Approval of September 21, 2020 Meeting Summary | All |
| 3. RCOC Self-Determination Activities | RCOC |
| a. Trainings | |
| b. Current listing of all the Regional Center’ Self-Determination Participation status | |
| 4. Follow-up to 9/25/2020 State Self-Determination Meeting | Karen/RCOC |
| a. Comparing 12 current SDP participants, how do current compare with previous budgets? | |
| b. Of the 42 people who have their budgets, how many have been provided Notice of Actions (NOAs)? | |
| c. Has RCOC been keeping track of unmet needs approved vs. denied? | |
| d. Are unmet needs causing budget approval delays? If so, why? | |
| 5. Community Input and Barriers to Completing the SDP process. | All/Members of the Public |
| 6. Review Request for Proposals (RFP) Draft Form | All |
| 7. Addition of RFP Subcommittee Members | Tina/All |
| 8. Recommendations and Adoption of Process in Order to Administer the Self-Determination Grant Process: State Council Response | All |
| 9. Nomination of Committee Chair | All |
| 10. Agenda Items and Date of the Next Meeting | All |
| 11. Adjourn | |

Highlights of September 25, 2020 STATE SELF DETERMINATION COMMITTEE MEETING

Reports from 21 Regional Center districts: Orange County reported concern w/adjusting cost of unmet needs by traditional utilization factors in order to maintain cost neutrality

There was, at that time, 317 in-state participants receiving SD services. 8 of 21 RCs submitted plans for use of FY 19-20 SD funds. There was 148 responses to surveys sent people who disenrolled from SDP. This Info. available on DDS Self Determination website soon.

State Self Determination Advisory Committee reported major barrier factors which included:

Delay in implementation, lack of DDS guidance to regional centers and consumers, lack of training to regional center staff, parents and consumers including PCP, fiscal management, independent facilitators and service providers and FMS agencies being required to prepay for services before receiving funding from regional centers. Further discussion included greater data collection, ensuring consumers and families are in control, greater DDS transparency on timelines, more consistency among local SD advisory committees, hiring of consultant to assist to coordinate w/ \$3,000. donation from each Local Advisory Committee and sub-committees re. SDP. Rick Wood planning to attend local Self Determination meetings state-wide.

Next meeting: it was suggested meetings should be more frequent w/ discussion re. limits on State Council staff and justification for need of consultant.

Note: At no point was the Bagley Keene Act an issue that appears to prohibit sub or separate meetings among members that are not public discussed.

Questions to follow-up with RCOC:

- 1) Out of the 12 people currently active in the SDP what was their budget under the traditional model and what is their budget under PCP?
- 2) Out of the 54 people that requested their individual budget (excluding the 12 currently active) how many of those have been provided with NOAs?
- 3) Out of the 54 people that requested their individual budgets (excluding the 12 currently active) how many of those had unmet needs? What was the amount of the unmet needs for the 54 individuals?
- 4) Was the disencumbrance factor used in determining unmet need for any of these 54 individuals (excluding the 12 currently active)?
- 5) Why are adding unmet needs to the budget causing delays?

Regional Center of Orange County (RCOC)
Self-Determination Program Local Advisory Committee Meeting Summary
September 21, 2020
6:30 p.m. to 8:30 p.m.
Virtual Public Meeting

Present

Rhys Burchill, Parent

Jyusse Corey, Self-Advocate

Cathy Furukawa, RCOC Training and Organizational Specialist

Tim Jin, Self-Advocate

Andrea Kumetz-Coleman, Parent

Larry Landauer, RCOC Executive Director

April Lopez, Parent

Keli Radford, RCOC Director of Services and Supports

Karen Millender, Parent

Jacqueline Miller, Clients' Rights Advocate

Michael Rillera, Parent

Tina Stang, Parent

Scarlett Von Thenen, Orange County Office of the State Council on Developmental Disabilities

I. Welcome and Introductions

Ms. Rhys Burchill called the meeting to order at 6:33 p.m. She welcomed all attendees of the Self-Determination Program Local Advisory Committee (SDPLAC) Meeting. Each committee member introduced him/herself.

Ms. Burchill noted that meeting participants with issues outside of the scope of the SDPLAC should contact their RCOC Service Coordinator for assistance.

II. Approval of Minutes from August 3, 2020 Meeting

The committee reviewed the minutes from the August 3, 2020 meeting. Ms. Scarlett Von Thenen gave a motion to approve the minutes. Ms. Jacqueline Miller asked that the minutes include more detailed summary of what was discussed. Ms. Burchill noted that a draft copy of the minutes is sent for review and comments can be made at that time.

All committee members voted in favor of approving the minutes.

III. RCOC Self-Determination Program (SDP) Updates

Ms. Cathy Furukawa provided updates in regards to the implementation of SDP. There are currently 144 people who are still in the program and 26 people who chose to opt out of the program. To date, 54 people have received an Individual budget and 12 people are actively receiving services and supports through SDP. Eight (8) people have chosen to have RCOC fund for a separate Person-Centered Plan (PCP). There are currently four (4) agencies vendored to provide Financial Management Services (FMS).

For the next meeting, Mr. Tim Jin asked RCOC to share what type of services active participants were receiving in traditional services and what services are they receiving in SDP.

Ms. Scarlett Von Thenen shared that State Council on Developmental Disabilities (SCDD) has a self-paced Independent Facilitator training available in English and Spanish.

[Click Here to view the SCDD Flyer in English and Information on How to Register](#)

[Click Here to view the SCDD Flyer in Spanish and Information on How to Register](#)

IV. Public participation: Time limitation

Ms. Burchill shared the importance of time limitation when members of the public are making comments during the meeting. Ms. Karen Millender made a motion to limit public comments to three minutes. There was concern expressed regarding limiting when members of the public may speak as they may provide input and information before committee members make any decisions. Ms. Burchill provided clarification that members of the public may make comments but their comments should be limited to three minutes to ensure the meeting runs efficiently. All committee members voted in favor of limiting public comments to three minutes.

V. Adoption of Sub-committee Recommendations for Expenditure of Self-Determination Money Available

A sub-committee consisting of Ms. Millender, Ms. Von Thenen, and member of the public met on September 2, 2020 to discuss expenditure of funds available to help implement SDP. The sub-committee made a recommendation to allocate the funds in the following manner: 60 percent for mentoring and coaching to help people along the SDP process, 20 percent for training of Self-Advocates to become Independent Facilitators (IF), 15 percent to hire a Technology Consultant to create a portal where all SDP resources are accessible in one place, 2.5 percent towards printing of materials (i.e. the SDP workbook created by Tri-Counties Regional Center), and 2.5 percent to support the Statewide Advisory Committee.

A committee member requested clarification on what the role of Technology Consultant. This person would compile all the information and resources in a “one-stop shop” so it can be accessible to everyone. This will help current and future participants transition into SDP. The information portal can also be interactive where the people can click to indicate where they are in the process of Self-Determination and it will direct the person of the next steps they need to complete.

A member of the public asked if the Tri-Counties Regional Center workbook is only available in English or will it be available in other languages. At this time the workbook is only available in English and Spanish but a RFP can be created for the translation of this into other languages.

Ms. Tina Stang suggested an Instagram account that provides information and updates regarding SDP.

A member of the public suggested making the SDP Orientation available in Spanish.

Ms. Von Thenen made a motion to approve the above allocation of SDP funds as recommended by the subcommittee. Mr. Jyusse Corey seconded the motion. All committee members voted in favor the recommended allocation of SDP funds.

Committee members discussed the RFP review process - who would review the RFPs and make a recommendation, the subcommittee or the SDP Local Advisory Committee. Ms. Miller recommended that that the subcommittee can review the RFPs and pick the top two from each category to be reviewed by the Local Advisory Committee (LAC). The LAC can then make the selection. Ms. Miller made a motion that the subcommittee

review the RFPs and bring their recommendations for review and vote by the full Local Advisory Committee. Ms. April Lopez seconded the motion.

During the discussion, Mr. Tim Jin commented that it takes a long time to review RFPs and Ms. Millender echoed this comment. Ms. Millender made a motion to withdraw the previous motion which gives the subcommittee authority to make decisions, due to the time commitment required to review RFPs. Mr. Michael Rillera seconded this motion. This motion passes with seven committee members voting in favor and two committee members voting not in favors.

Ms. Miller requests review of the section in The Bagley Keene Act that allows for a subcommittee to meet. Ms. Burchill will follow-up. Ms. Miller and Ms. Lopez stated that the process of a subcommittee meeting is not transparent to members of the public. Ms. Judy Mark expressed concern with how SDP is moving forward at RCOC. She stated that families are discouraged due to barriers at RCOC, lack of training for Service Coordinators, and misinformation provided to families. In addition, she stated that the meetings to discuss the Individual Budget are intimidating. Ms. Von Thenen expressed agreement with Ms. Mark's comments.

Ms. Millender asked Ms. Mark to clarify where in the process people have difficulty moving forward in SDP. Ms. Von Thenen stated that a survey was sent to families and participants asking where in the process they need more assistance and results were shared at the last committee meeting. Ms. Mark stated that the Individual Budget is a significant problem and that families from communities of color are intimidated by the process, cannot move forward, and are not getting the services needed.

A member of the public commented that Service Coordinators lack information and are taking a long time to respond and unmet needs are not included in the budget. Families still do not know what SDP is and the committee needs to advertise this program.

Ms. Von Thenen asked Ms. Keli Radford to address the issues regarding RCOC. Ms. Radford noted that Service Coordinators have completed Person Centered Planning training, Orientation training, and a Budget and Spending Plan training. Ms. Millender asked how long was the Budget and Spending Plan training and what topics were covered. Ms. Radford shared the training was one and half hours and the training covered the Individual Budget, Unmet Needs and the Spending Plan. If there are specific concerns, it is recommended that participants and family members contact the Area Supervisor. Ms. Burchill noted that mentoring support will help with these issues.

VI. Share your Self-Determination Program experience and ask Questions

A member of the public shared a story of how life for her client has improved once the client started SDP. This person was able to hire a professional chef to help with menu planning and to learn how to cook. Another person was hired to help with socializing.

Another member of the public shared that during this period of COVID-19, she was able to get the budget reassessed and adjusted.

VII. Agenda Items for the next meeting

The committee agreed that the next meeting will be held on Tuesday, October 27, 2020 at 6:30 p.m. Agenda items to include the status of RFP from the subcommittee and review of The Bagley Keene Act to see if a subcommittee is allowed.

VIII. Adjournment

The meeting was adjourned at 8:19 p.m.



Request for Proposals

From Self-Determination Local Advisory Committee for RCOC

Issued in October 2020

Deadline for submission: XXXX

Background

Self-Determination Program Local Advisory Committees (SDP LAC's) were established by law to provide oversight of the Self-Determination Program (SDP) and make recommendations for improvement to each local regional center and the Department of Developmental Services. Periodically, funds are granted by the Department of Developmental Services (DDS) to the SDP LAC's and Regional Centers to support the implementation of the SDP. The SDP LAC for Regional Center of Orange County (RCOC) has prioritized the needs in the local area for the use of the first provision of funds, and is seeking proposals from interested parties to carry out one or more of the projects which the committee wishes to fund.

Proposals are being accepted for the following projects:

- 1. Coaching of Self-Determination Program participants to support them in transitioning to SDP**
- 2. Building the capacity of self-advocates (persons with developmental disabilities) to be Independent Facilitators within SDP**
- 3. Technology Consultant to compile SDP resources in an application/computer-based software to help current/future SDP enrollees navigate the process**

Application Instructions

Submit the following documentation/information by XXX:

- general application
- responses to the project-specific questions
- budget

All projects must be completed by 12/31/21.

Project Description and Additional Application Instructions by Project

1. Project #1: Coaching of Self-Determination Program Selectees to Support Them in Transitioning to SDP

Provide coaching and facilitation to help SDP selectees take the steps needed to transition into the Self-Determination Program. Coaches should be knowledgeable about the steps needed to transition into the SDP and have experience helping SDP selectees go through the initial steps to begin using self-determination funds. Qualifying experience includes being an independent facilitator in the current program, with the California pilot or in self-determination in other states. Proposals which include experienced coaches mentoring newly trained bilingual or RCEB consumer/self-advocate independent facilitators are encouraged.

Total funding available:

SDP coaching up to \$73,929.60.

This shall include coaching of at least 70 SDP participants and of those, half (35 individuals) have a preferred language other than English.

SDP coaching shall include all aspects of SDP, including, but not limited to transitioning into the program, person centered planning (acquisition of), budget and spending plan coaching.

In addition to responding to the general application, please answer the supplemental questions below on a separate paper:

- Your experience in SDP, including the name of the associated regional center where you provide services
- The language(s) in which you can fluently coach
- How many selectees you propose to coach and in which language(s) (use of interpreters is acceptable)
- Your experience in drafting plain language materials and speaking in plain language (universal design of learning).
- The minimum and maximum number of selectees that you would be able to serve
- Your billing rate for SDP coaching

Note that the funding for coaching does not include the actual development of person-centered plans as there is separate funding for that through all regional centers, but you may need to assist the participant with finding one and/or explaining the process involved as it relates to SDP.

2. Project #2: Building the capacity of self-advocates (persons with developmental disabilities) to be Independent Facilitators within SDP

Provide coaching and facilitation to help persons with developmental disabilities develop skills needed to serve as Independent Facilitators in the Self-Determination Program. Coaches should be knowledgeable about the steps needed to transition into the SDP, have experience working with (training/teaching) persons developmental disabilities toward employment-related outcomes, ability to converse and develop materials and curriculum using the universal

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design of learning model (plain language), and understands the processes to engage the Department of Rehabilitation and the IPE process.

Total funding available:

Self-Advocate Capacity Building toward employment as an Independent Facilitator funding available up to \$24,643.20

This shall include locating and working with a minimum of 15 persons with developmental disabilities interested in doing IF as a small business and agreeing to be added to a Statewide and local IF registry to provide this service for others; curriculum development in plain language; and capacity-building.

In addition to responding to the general application, please answer the supplemental questions below on a separate paper:

- Your experience teaching/training self-advocates (persons with developmental disabilities)
- Your experience in drafting plain language materials and speaking in plain language (universal design of learning).
- A list of what curriculum topics/outline the training would include
- Your billing rate for SDP capacity building
- The minimum and maximum number of self-advocates that you would be able to serve

3. Project #3: Technology Consultant/Web Designer

Produce an online web application, that serves as a “clearinghouse” for SDP information. The technology consultant should compile current publicly available SDP information/resources and compile them onto one site that would allow a user to access best practices, resources, information and also be interactive to help guide them through the SDP process on a continuum (user can select where they are in the SDP process and be told what are the next steps). This application/program should be accessible to a wide variety of users (including DHH and those with visual impairments) and can conform with current automatic translation software to make it accessible in other languages.

Total funding available:

Up to \$18,282 for a completed and usable product, as noted above.

In addition to responding to the general application questions, please include:

- Your experience in computer programming, web design, including any certifications
- Your experience in creating accessible computer programs/apps
- Your experience compiling information from reputable sources to house them on one site

General Application Questions

Feel free to add whatever space is needed to respond thoroughly to the questions below and explain why your skills and experience would be of great assistance to the SDP.

Name of Organization or Individual:

Name of Contact Person:

Email of Contact Person:

Phone number of Contact Person:

Website of Business or Organization:

Street Address of Business or Organization:

Is this an individual contractor, nonprofit organization, partnership or corporation?

What percentage of the ownership of this business or of the total number of members of the Board of Directors are:

- Persons with disabilities?
- Latinx/Latino or Hispanic?
- Asian or Asian-American?
- Black or African-American?
- White or Anglo?
- Another racial identity?

What is the experience of your business with self-determination?

What is your interest in the Self-Determination Program currently being rolled out in RCOC?

What is your experience working with individuals with developmental disabilities?

What is your experience working with individuals with developmental disabilities from underserved populations?

What is your experience with person-centered practices?

What is your experience using plain language practices?

List all the projects that you are applying for under this RFP.

Request for Proposals to Self-Determination Local Advisory Committee of RCOC

Project Specific Questions

Submit one copy of this page for each project being applied for.

Respond to each question on the page as it pertains only to that specific project.

Name of Organization or Individual:

Project # and name for this page of Project Specific Questions:

What experience and skills make you and your business uniquely qualified to carry out this particular project?

List any relevant qualifications for the individuals who would implement this project, including the role each would play. (If some are not yet identified, list by role.)

What prior experience do the individuals who would implement this project have with self-determination?

What is your anticipated timeline for completing this particular project? (All projects must be completed by 12/31/21.)

What is your proposed budget total for this particular project? Please attach a separate budget for each project you are applying for.

Please submit all information requested via email to XXXXXX by XXXXXX.

The review of applications will occur in late XXXXXX

Awardees will be notified in mid-XXXXXX.

Thank you for your interest in these projects and the Self-Determination Program!