



# Alta California

Regional Center

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**Alta California Regional Center (ACRC)**  
**Self-Determination Advisory Committee Meeting (SDAC)**  
**Wednesday, January 10, 2024**  
**1 to 3 p.m.**  
**Minutes**

<b>Members:</b>	<b>Present</b>	<b>Absent</b>	<p align="center"><b>Legend:</b></p> <p>SA – Self-Advocate            FA – Family Advocate            SP – Service Provider</p>
Benita Shaw, FA	X		
Carmen Delgado, FA	X		
Daniel Meadows, SA	X		
Kelsey Handcock, DRC	X		
Kenya Martinez, FA	X		
Kimberly Terrell, SA	X		
Lisa Cooley, SA (Chair)	X		
Meena Kalyanasundaram, FA	X		
Tanishia Hubbard, Community Resource Partner	X		
Tom Hopkins, SA		X	
Tracy Ligtenberg, FA	X		
William Reed		excused absence	
Margaux De Leon, FA	X		

**Non-members Present:**

Mechelle Johnson, ACRC Jennifer Bloom, ACRC Tracy Brown, ACRC Faye Tait, ACRC Johnny Xiong, ACRC Anne Shayler, ACRC Melissa Schuessler, ACRC Cat Carl, ACRC Sydney Ruport, ACRC Kizi Smith, ACRC	Kenisha Hurd, ACRC Peter Mendoza, SCDD Teri Voorhes, parent, IF Lisa Hooks, SCDD Stella Ramirez Shannon Lemons, Placer County, APS	
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**1. Call to Order by Lisa Cooley, Chair**

Welcome & Introductions (1:00 p.m.)

**2. Approval of Agenda & Minutes – Lisa Cooley**

A quorum was established at 1:05 p.m. Chairperson Lisa Cooley requested the committee vote on the approval of today's agenda and the December 13th SDAC meeting minutes.

**M/S/C (Lisa, Daniel) Made the motion to approve the agenda of today's meeting and the December 13th meeting minutes.**

**Peter shared that there was a recent update provided by the Department of Developmental Services (DDS) regarding following a lighter version of Bagley Keene that he will share during the Bagley Keene Refresher agenda item.**

**Peter noted that the State Council of Developmental Disabilities (SCDD) is still working on putting together the by-laws and requested the by-law discussion agenda item be tabled until the March 13th SDAC meeting.**

**The committee approved the agenda of today's meeting and the December 13th meeting minutes.**

**3. Public Comment Period**

- Kim Sinclair, Executive Director of the Autism Society of Los Angeles, shared an update on the agency's Independent Facilitator Advanced Training.

**4. ACRC SDP Updates—**

**A. General SDP Update**

- Faye shared that as of January 3, 2024, ACRC has 322 individuals who have fully transitioned to SDP. Of those, 61% are White, and 38.8 % are Non White. The majority of clients are in Sacramento,

Nevada, and Placer Counties. The age range of 0-17 is 92 participants, and 18-100 is 230 participants. The ethnicity breakdown is available for review on the ACRC website as well as today's meeting agenda.

- ACRC has six vendored Financial Management Service (FMS) Agencies. Their contact information is listed on the Department of Developmental Services' (DDS') website.
- Faye shared that on December 22nd and 26th, DDS released three new updates related to SDP regarding FMS Transition Supports, Updated Initial Person Centered Plan and Pre-Enrollment Transition Supports Guide, and Billing Requirements for Services. DDS provided a brief review to the regional centers this past Friday. The Directives can be found on the DDS website under the "Directives" section. ACRC will share further details on the Directives at the March 13th SDAC meeting. Questions can be directed to Faye Tait.
- ACRC continues to update, identify, and track specific progress of each participant's enrollment in SDP. This provides information at a quick glance on where in the process each client currently is, which will assist us in understanding who is currently responsible for the next steps, as well as to continue to identify any barriers for the completion of enrollment. Service Coordinators (SCs) have tools to support them in updating at each step of the SDP process.
- The Statewide SDP Orientation is available in English, Spanish, Tagalog, Vietnamese, Korean, Russian, Arabic, Hmong, Traditional Chinese, Farsi, and ASL through the collaboration of SCDD and DDS. ACRC continues to promote this.
  - If the provided times do not meet your schedule, please contact your Service Coordinator to arrange a time to access a pre-recorded version.
- ACRC continues to offer orientation through our Learning Management System (LMS).
- **Ongoing meetings and collaboration**
- We offer a once a month SDP Training for all staff that includes various topics such as Introduction to SDP, 5 Core Principles, PCP and Option B, All things FMS, Budget vs. Spending Plan, PDS vs. SDP
- Beginning in February, the SDP Unit will attend agency unit meetings to provide basic SDP training to all staff.

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- We offer an SDP drop-in clinic to support managers and lead staff with individual case consultations.
- We currently have three Participant Choice Specialists (PCS) who provide daily support and seven SCs. We will continue to hire SCs as needed to keep our SDP ratio at 1:40 caseload.
- The CSM for the SDP unit, Ms. Schuessler, continues to provide training and support to the agency and holds monthly training for managers and lead staff.
- PCSs will begin to visit ACRC outlying offices to provide more hands-on support for the increased SDP interest in our rural counties.
- We have updated the SDP checklist for our clients and participants to align with the new Directives. The checklist has been translated into English, Spanish, Tagalog, Vietnamese, Korean, Russian, Arabic, Hmong, Traditional Chinese, and Farsi.
- We are in the process of updating our website documents related to SDP.
- We also collaborate with other RCs to ensure consistency.
- ACRC's monthly meetings with DDS continue.
- We engage in outreach as our SCs continue to provide clients/families with information about SDP and assist them with registering for SDP orientations, training, and follow-up.
- Our PCSs have developed a foundational SDP training that they will be presenting to our traditional service SCs to keep them updated.
- Lisa H. shared that the State Council can provide additional dates for the Statewide Orientation when necessary if individuals find that the available dates do not meet their needs. For questions regarding additional Statewide Orientation dates, please contact Lisa Hooks at [lisa.hooks@scdd.ca.gov](mailto:lisa.hooks@scdd.ca.gov) or Peter Mendoza at [Peter.Mendoza@scdd.ca.gov](mailto:Peter.Mendoza@scdd.ca.gov).

### **B. Payment Process for Independent Facilitators**

- Faye and Robin shared an overview of the IF payment process and what is needed to complete the process. Faye noted that it is important for the IF to know that their client has alerted their SC that they are working with them. Once the Person Centered Plan (PCP) has been completed the IF will submit a copy of the PCP, invoice, and proof of training or certification to provide PCPs to the SC. Faye noted that the latest DDS Directive has a specific example of what the invoice should include. Once the SC has received and reviewed

the PCP, they will ensure the participant is satisfied with the plan. When the invoice and certification are received and confirmed the SC will submit a Purchase of Service (POS) for payment.

- Robin noted that once the SC has submitted the POS for the IFs services, it is sent over to accounting and processed. Once the POS is processed, it is sent to the IF, and then the invoices are generated for the IF to bill through our e-Billing System. It was noted that invoices are generated at the end of each month.
- Robin noted that the ACRCs website has a POS Accounting Directory, which lists who the Fiscal Assistants are based on the IF's first letter of their first name. Once the IF has submitted their invoice, their Fiscal Assistant will process payment. The option to select an electronic funds transfer (EFT) or a paper check is available.
- Faye noted that if a brand new IF has not been billed under 024 before, the vendorization could take up to 30 days before the authorization can be completed.

#### **5. Bagley Keene Refresher**

- Peter reviewed the July 2023 DDS Directive regarding Bagley Keene and noted that the SDAC will be following Bagley Keene light moving forward.
- Benita shared the concern that the committee is not always able to meet a quorum which is needed for voting.
- Peter noted that SCDD will continue to reach out to committee members to confirm their attendance at committee meetings.

#### **6. ACRC Website Walk-Through**

- Benita requested for this agenda item to be deferred until the documents related to SDP are updated on ACRC's website.

#### **7. Grant Funding Sub-Committee Update**

- Lisa shared that a meeting occurred on Monday with Rosie Lasca to further discuss the Self Determination Program video series. These videos will be offered in English and several different languages and will be around three minutes long.
- Jennifer shared that Rosie provided a script this past Monday and noted that production is set to be completed before the end of February.
- Jennifer shared that Rosie has developed 15 modules and shared the titles with the group.

- Introduction to Self Determination
  - Role of Independent Facilitator
  - Person Centered Planning in SDP
  - Budget Management in SDP
  - Rights and Advocacy
  - Community Involvement
  - Transitioning to SDP
  - Monitoring and Reviewing Progress
  - Overcoming Challenges/Addressing Common Issues
  - Future Planning and Growth
  - SDP for Early Start
  - SDP for School Age
  - SDP for Young Adults
  - SDP for Adults
  - Family and Caregiver Roles
- Benita asked when discussions will begin for the next fiscal year.
  - Jennifer noted that the Budget Committee Workgroup hopes to discuss the upcoming fiscal year in their next meeting.

#### **8. Progressive Employment Concepts Update/Presentation**

- Faye shared an update on behalf of Progressive Employment Concepts (PEC) from Rachael Palmer-Teefy.

#### **Pre-Enrollment Transition Support Services**

- We are serving 3 individuals under this grant.
- One individual has completed all of the steps of transition and is just waiting on their February 1 start date. This is 4 months later than they had planned and is due to issues with the FMS.
- 2 other individuals are completing the final steps of transition and have start dates of 3/1.
- We have conducted roughly 6-10 meet and greets per month for the services made available by this grant. However, all of these individuals apart from the 3 mentioned above decided not to move forward with the process of joining SDP at this time. While each individual/family has their specific reasons, we have seen that many people are concerned about the on-going FMS issues and that's a major factor in deciding not to move forward. These folks have spoken with other participants in SDP and families (via support groups, the SDP Facebook page, and DVU's SDP Connect Meetings) and due to the significant barriers to accessing services from the FMS, people

are incredibly wary about joining SDP. Most of these people have told us that they plan to "wait and see" if these FMS issues can be resolved before they decide to join.

- We have also discovered that many of these individuals have unmet needs that would be served by the traditional service system but they were not aware of services that could be provided. We have been able to join many planning team meetings w/ those individuals and their Service Coordinators and have been able to share information about available services the Regional Center could offer that may meet that person's needs. That way, these people receive the support they need while continuing to make an informed decision about whether or not to join SDP. We have not billed the grant for any of these meet and greets and advisory services as they're not outlined as a billable service in our contract but do want the SDAC members to know the level of support we are providing to individuals and families as they are in the exploration phase of considering SDP. We would recommend that if the SDAC chooses to fund a project like this in the future, that consultative services be included in the description of services or perhaps fund a project that specifically supports individuals and families with that informed decision making process. If the SDAC is considering other projects, we would be interested in submitting a proposal that offers drop-in SDP coaching where individuals and families could sign up for an hour time slot where they can receive support w/ this decision making part of the process and/or receive support with specific steps of the enrollment process into SDP. We believe that this type of project would meet a demonstrated need from our community.

### **Training and Coaching Series**

- We have not been able to host and lead these series due to staffing issues that we have had.
- We would like to request an extension of funds, if possible, in order to host these training sessions, starting in February, as we will have the staffing capacity to lead these trainings and provide the individual coaching and mentoring. If the funds are able to be extended, our goal would be to host these 4 series in the spring months.
- Benita would like to add an update on the FMS agency meetings to the next SDAC meeting agenda.

- Benita requested more information on when the current funds will expire and whether an extension is possible, as per PEC's request.
- Mechelle noted that the funds will expire due to the processing time it will take to process invoices to complete payment to the vendor.
- Mechelle recommended that PECs request be added to the agenda since there will be additional funds available from another fiscal year that can be utilized.
- Benita asked if funds that PEC was not able to use due to FMS issues would be returned.
- Mechelle noted that she could look into the wording of the contract to confirm.
- Lisa H. noted that there are possible strategies that can be taken to ensure the funds are utilized and would like to join an upcoming Budget Committee Workgroup meeting to further discuss options.

**9. Action Items pending from prior SDAC meeting:**

- a. Discuss adding a by-law for voting.
  - Peter shared that SCDD needs to complete further follow-up on the by-laws. This will be discussed further at the next meeting.
- b. Payment Process for Independent Facilitators
  - Completed
- c. Progressive Employment Concepts Presentation
  - Completed

**10. SDAC Member Comment Period**

- Kenya shared information on Sacramento City Unified School District's Community Advisory Committee.
- Benita shared that a law is being worked on to ban restraints from the schools.

**11. Future Dates for 2024 SDAC monthly meetings.**

- March 13, 2024, 1-3 pm
- May 8, 2024, 6-8 pm
- July 10, 2024, 1-3 pm
- September 11, 2024, 1-3 pm
- November 13, 2024, 6-8 pm

**12. Identify agenda items for the next meeting.**

1. ACRC Website Walkthrough
2. Allocate funding for a disabled youth advisory council.
3. Breakdown of ages 18-28 how many in SDP.
4. FMS Concerns



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5. *Discuss DDS Directives*

**13. Meeting adjourned at 2:17 pm.**