

Alta California Regional Center
 Self-Determination Committee Meeting
 Wednesday December 14th, 2016
 10:00 A.M. to 12:00 P.M.
 Minutes

| Members Present: | Members Absent: |
|---|------------------------|
| Stacy Shaw SA | Nancy Libby FA |
| Lisa Cooley SA | Lana Knyazev SP |
| Joyce McNair FA | Christian Griffith FA |
| Carole Watilo SP | Kimberly Terrell SA |
| Others Present: | Nina Iliff FA |
| Jason Lindo, ACRC | Brittnee Gillespie DRC |
| Robin LeMay (Support Staff), ACRC | Margaret Lamb FA |
| Sonya Bingaman, SCDD | Luis Rivera FA |
| Phil Bonnet, ACRC | |
| Legend: SA – Self-Advocate, FA – Family Advocate, SP – Service Provider | |

1. ***Call to Order by Lisa Cooley, Chair***

- Welcome & Introductions (10:00 A.M.)

2. ***Approval of Agenda & Minutes (from September 14th, 2016)***

- It was moved/seconded and carried to approve the agenda and minutes. No Abstentions.

3. ***FMS Presentation – Joseph Hernandez (Premier)***

- Presentation occurred and handouts were provided (**see attached**).

4. *Statewide Self Determination Meeting on 10/27 – Jason Lindo & Sonya Bingaman*

- Discussions that Occurred at the Statewide Self-Determination Meeting
 - Each regional center shared outreach efforts, number of clients signed up for the Self-Determination Interest list, and trainings that have occurred.
 - Some regional centers have purposely decided not to collect a Self-Determination Interest list until official trainings/orientations have been provided.
 - Many regional centers continue to meet monthly or quarterly around Self-Determination and continue to provide trainings on FMS, Independent Facilitator, and Self-Determination.
 - No new information was available regarding the waiver as its still being worked on.
 - The training materials are still being worked on by DDS and the proposed training dates have passed and did not occur.
- Two Areas of Concern from CMS
 - There is not a direct SIR process as to how the Regional Center and CMS will ensure that mandated reporting occurs from providers.
 - Not sure how paid rates will be determined for providers.

5. *Update on Current Count of Clients Registered in Sandis – Jason Lindo*

- Data Information was passed around (**see attached**).
- Sandis was utilized to break down the client's age groups and counties that are interested in Self-Determination.
- There is a considerable amount of clients interested from Yolo County.

6. ***Outreach Efforts by Committee Members***

- Outreach Plans
 - The plan is to perform outreach presentations for the Korean and Russian community in either January or February of 2017.
 - Sign up list was passed around for interested parties to assist with outreach events in ACRC's catchment area (**see attached**).
 - It was requested that if additional community groups should be included on the list, to indicate this information on the signup sheet.
 - Jason and Sonya will email the committee members with information about scheduled outreach events to allow members to participate if they are available.
- Self-Determination Meeting Frequency
 - DDS has noted they would like for the Self-Determination Advisory Committee to meet more often than quarterly.
 - The concern with increasing the meeting frequency is that not much movement has been made, and there is not a lot to discuss yet.

- An idea would be to continue meeting in person quarterly and during the other months, meet via email or over the phone.
- Much of the priority has been focused on the closure of the Sonoma Developmental Center, which will officially occur on New Year's Eve, 2018.

7. *Independent Facilitator Training Sub-Committee – Carole Watilo*

- The sub-committee has not met since the Person Centered Planning and Independent Facilitator Trainings have been put on hold.
- The plan was to host a facilitator/person centered training (1-2 day trainings that people would pay to attend and receive a certificate upon completion.
- Carole questioned if the committee would agree to the trainings occurring before the waiver is signed.
- Jason advised that the concern with providing a fee based training is that information may change based on the waiver.
- The Independent Facilitator Training Sub-Committee topic will be removed temporarily from future agendas until there is movement with the waiver.

8. *Public Comment Period*

- No comments

9. *Open discussion on Self-Determination:*

- Lisa questioned how the Self-Determination Program will overlap with other programs such as the ABLE act.
- Jason advised that until the requirements for the Self-Determination Program are laid out, it's hard to analyze how the mandates will cross.
- The Statewide Self-Advocacy Conference will be held on May 5th-6th, 2017 at the Crown Plaza Hotel in Sacramento (**see attached flyer**).

10. ***Dates for Future Meetings:***

- The SDAC committee will continue to meet quarterly on the second Wednesday of the month.
- The next meeting will occur on March 8th, 2017 at Alta California Regional Center.
- The hope is that there will be some movement in the waiver and at that point the committee can discuss the frequency of future meetings.

11. ***Identify agenda items for next meeting***

- Status of the Waiver
- Reports on Outreach Presentations/Activities
- Sandis Data – Jason Lindo

12. Meeting adjourned at 11:14 A.M.

Navigating Financial Management Services (FMS)

Presented by: Joseph Hernandez

Content provided courtesy of Community Interface Services

Participants of the **Self-Determination Program (SDP)** are required to use a **Financial Management Service (FMS)** provider. Participants pay the FMS provider a fee from funds allocated through their individual budgets.

The FMS provider is an individual or entity vendored by Regional Center(s) with the responsibility to:

- Uphold the Self-Determination Principles of Freedom, Support, Authority, Responsibility and Confirmation
- Maintain separate accounting of funds for each participant
- Help participants to manage and direct funds in individual budgets
- Ensure participants have the financial resources to implement Individual Program Plans throughout the year and that payments are within amounts authorized in individual budgets

The FMS provider supports participants with paying bills for goods and services or hiring employees.

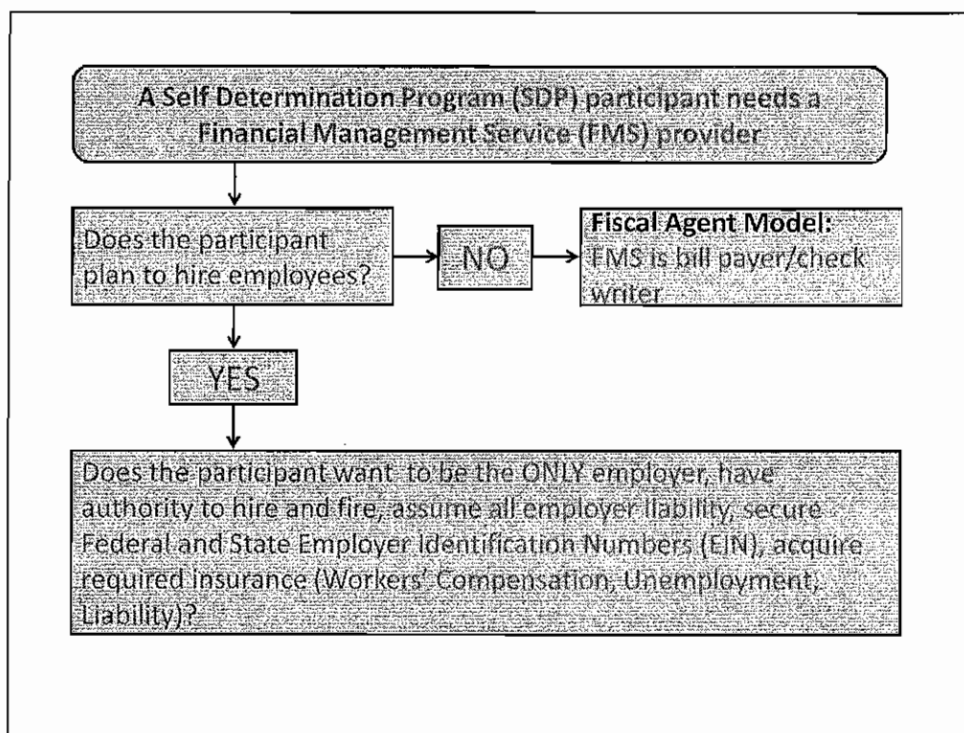
There are three FMS models:

- Fiscal Agent
- Fiscal/Employer Agent (F/EA)
- Co-Employer

The types of supports offered by the FMS provider vary in each model' participants select the model that best fits their individual needs and wants as well as their plans for using the funds in their individual budgets. FMS providers may offer one, two or all three of the FMS models.

Depending on the model, the FMS provider:

- Receives, tracks and disburses funds based on the participants' approved plans and individual budgets
- Processes payroll, withholds taxes
- Ensures compliance with laws
- Assists in verifying provider qualifications
- Prepares and distributes monthly individual budget statements/expenditure reports
- Maintains source documentation





Fiscal/Employer Agent (F/EA) Model

- Participant has employer responsibility, participant is Employer of Record and the managing employer FMS provider assists participant with specific employment tasks and processes payroll/withholds taxes
- Participant has authority to hire and fire within SDP protocols and labor laws, FMS provider supports participant with understanding relevant protocols/laws
- Participant has primary employer liability, FMS provider operates in accordance with Internal Revenue Code Section 3504
- Participant has their own Federal and State Employer Identification Numbers (EIN)
- Participant acquires required insurance and typically pays out of individual budget, FMS provider verifies insurance
- Participant's employees may be exempt from certain tax requirements, FMS provider assists participants with those determinations

Fiscal Employer Agent Typical Enrollment Forms

| Form | Purpose |
|--|--|
| Roles and Responsibilities Agreement | Establishes F/EA roles and Participant roles and responsibilities in a self-directed program |
| Form 257B | Employer/Payer Appointment of Agent |
| Form SS-4 | Application for Employer Identification Number (EIN). The EIN is required by the IRS for tax reporting and filing. |
| Confidential Information Release Authorization | Establishes the release of HIPAA protected information to authorized individuals or parties. |
| Guardianship Documents OR Power of Attorney (POA) Documents | Court Documents; Needed to formally establish Guardianship OR POA |
| Form 2848 | Power of Attorney and Declaration of Representative |
| Participant Reimbursement and Payroll Payment Schedule | Signifies the dates when time reports/invoices are due and checks are cut |
| Participant Handbook | Explains the program and outlines the rights and responsibilities of the participant |
| OSHA Standard Precautions | Education |
| Standard Precaution for Bloodborne Transmission | Education |
| F/EA Portal Enrollment Flyer | Education |
| Worker's Compensation Insurance Pool | Optional Insurance ; Program Specific |



Co-Employer Model

- Participant shares employer responsibility with the FMS provider, FMS provider is the Employer of Record, participant is the managing employer.
- Participant has authority to hire and fire within SDP protocols, labor laws, and FMS provider criteria
- FMS provider has primary employer liability
- FMS provider has Federal and State Employer Identification Numbers (EIN)
- FMS provider maintains required insurance, participant pays for insurance costs out of individual budget
- Participant's budget may need to cover employee Medical Insurance costs

Questions?



Two Different Models of Financial Management Services

FMS Co-Employer

- The FMS is the "primary" employer
- The FMS provides worker's compensation coverage
- Less paperwork for the participant
- The participant may share liability with the FMS for labor claims (*depending on the FMS agency and the claim*)

FMS Fiscal Employer Agent (F/EA)

- The Participant is the sole employer
 - Liable for worker's compensation insurance/claims, labor claims, ACA, etc. (*The FMS will assist with these claims*)
- The FMS helps to obtain a Federal Employer Identification Number (FEIN) and CA EDD number for the participant
 - The Participant has to fill out these forms: SS-4, 2678, DE-1HW
- The FMS maintains joint liability (with the participant) for paying federal and state employer taxes

BOTH Models

- The Participant decides how the budget is used to purchase services within the confines of their IPP
 - The Participant is the "managing" employer
 - Responsible for recruiting, hiring, training, scheduling, & firing workers
 - Sets workers' wages (within the confines of their budget)
 - Authorizing and submitting time sheets
 - The FMS handles all payroll processing and maintains all financial records
 - The FMS submits monthly budget reports to the RC and participant
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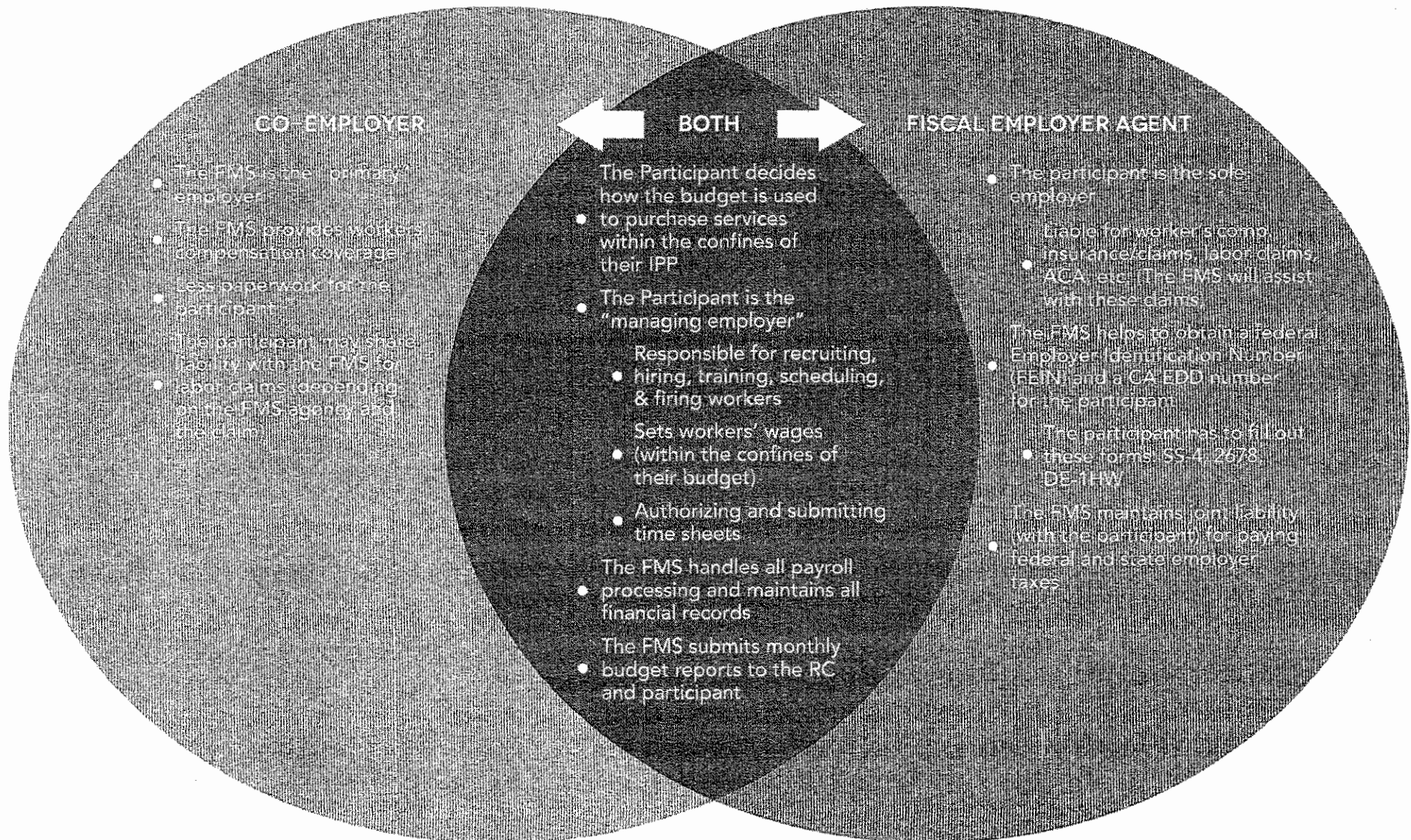


Excerpts from SB 468 that describe the role of the financial management services

(1) "Financial management services" means services or functions that assist the participant to manage and direct the distribution of funds contained in the individual budget, and ensure that the participant has the financial resources to implement his or her IPP throughout the year. These may include bill paying services and activities that facilitate the employment of service and support workers by the participant, including, but not limited to, fiscal accounting, tax withholding, compliance with relevant state and federal employment laws, assisting the participant in verifying provider qualifications, including criminal background checks, and expenditure reports. The financial management services provider shall meet the requirements of Sections 58884, 58886, and 58887 of Title 17 of the California Code of Regulations and other specific qualifications established by the department. The costs of financial management services shall be paid by the participant out of his or her individual budget, except for the cost of obtaining the criminal background check specified in subdivision (w).

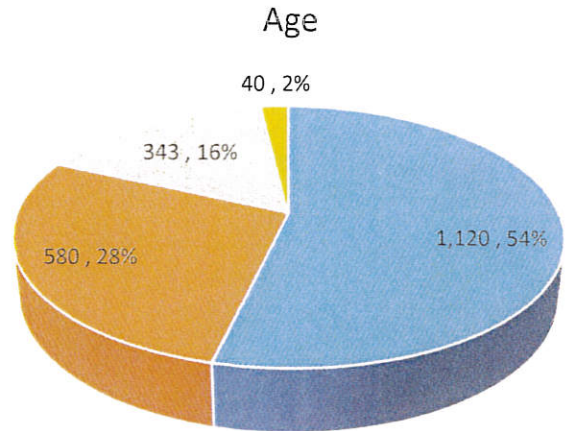
(u) The financial management services provider shall provide the participant and the regional center service coordinator with a monthly individual budget statement that describes the amount of funds allocated by budget category, the amount spent in the previous 30 day period, and the amount of funding that remains available under the participant's individual budget.

(v) Only the financial management services provider is required to apply for vendorization in accordance with Subchapter 2 (commencing with Section 54300) of Chapter 3 of Title 17 of the California Code of Regulations, for the Self-Determination Program.



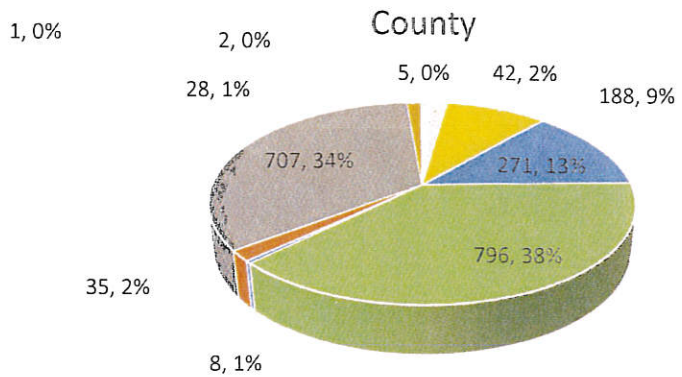
Clients Interested in Self Determination as of 12/14/2016

| Age | Count |
|-----------|-------|
| Age 2-17 | 1,120 |
| Age 18-30 | 580 |
| Age 31-60 | 343 |
| Age >60 | 40 |
| Total | 2,083 |



■ Age 2-17
 ■ Age 18-30
 ■ Age 31-60
 ■ Age >60

| County | Count |
|------------|-------|
| Alpine | 2 |
| Colusa | 5 |
| El Dorado | 42 |
| Nevada | 188 |
| Placer | 271 |
| Sacramento | 796 |
| Sierra | 8 |
| Sutter | 35 |
| Yolo | 707 |
| Yuba | 28 |
| Other | 1 |
| Total | 2,083 |



■ Alpine
 ■ Colusa
 ■ El Dorado
 ■ Nevada
■ Placer
 ■ Sacramento
 ■ Sierra
 ■ Sutter
■ Yolo
 ■ Yuba
 ■ Other

Self-Determination Presentations
in ACRC catchment area
2017

| Date | Location/comments | Sign up to assist with event |
|--------|---|------------------------------|
| | ACRC Sacramento | |
| | ACRC Woodland Office (small conference room) | |
| | ACRC Yuba City Office | |
| | ACRC Roseville Office | |
| | ACRC Truckee Office (very small office) | |
| | ACRC South Lake Tahoe Office | |
| | ACRC Placerville Office (maybe at More Rehab.) | |
| | ACRC Grass Valley | |
| | SCDD Sacramento | |
| | Spanish speaking group (Yvonne) (JL to contact) | |
| | Russian speaking group (Lana, SC) (JL to contact) | |
| 2/2017 | Korean speaking group (Dr. Cho) (JL to contact) | |

| | | |
|--|--|--|
| | | |
| | SELPA or Special Ed CACs | |
| | Transition Events | |
| | UCD Mind Institute (SB to contact) | |
| | FEAT (SB to contact) | |
| | Regional PAC Meeting (already been done by self-advocates and SCDD but could do again) | |
| | Self-Advocacy Conference in May (already been done by self-advocates and SCDD but could do again) | |
| | Supported Life Conference in October (already been done by self-advocates and SCDD but could do again) | |
| | Group arranged by Joyce McNair in Spring | |
| | Vendor Forum Training (Community Services) | |



Supported Life Institute

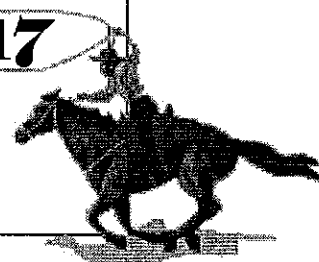
Advocating Inclusive & Dynamic Communities

Save These Dates!!!

**22nd Annual Statewide Self-Advocacy Conference
~ Western States Invited Back!**

Friday & Saturday May 5 - 6, 2017

**~ Crowne Plaza Hotel, Sacramento ~
“Self-Advocacy Round-Up”**



Registration materials coming in March!



Don't Miss out on the big statewide chance for:
Self-Advocacy and Peer Advocacy Learning
Networking with 100s of other Self-Advocates
PLUS

“Western States Roundup”
For the 2nd year, we invite self-advocacy groups from nearby Western States Nevada, Hawaii, Arizona, Others!

Keynote Speaker: **Russell Lehmann**
Speaker / Author / Advocate
Member, Nevada Gov. Council on Dev. Dis.
Board Member, Autism Coalition of Nevada

Want to be a Conference Session Speaker?
Apply by December 16th, 2016



Self-Advocates from throughout California PLUS nearby Western States are invited to apply, as **Self-advocates** are the session speakers.

Professionals or others can still play an important role by helping people practice, get ready to present, & be in the audience during sessions (though **must be registered to attend the conference**).

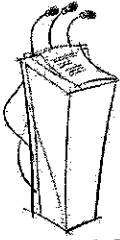
Filling Out the Speaker Application Form? (see separate form)

To apply about a session:

- 1) complete **both sides** of the attached Speaker Application Form to tell us about the session you want to present
- 2) **return** it to us by fax or mail (or scan and email)



Please note that all conference Speakers and Helpers DO pay regular conference registration fees.



Supported Life Institute

22nd Annual Statewide Self-Advocacy Conference

Speaker Application Form (Due 12/16/16)

2017 Conference: May 5 - 6, 2017 at Sacramento Crowne Plaza Hotel

1. TITLE for your breakout session: _____

2. The Conference Planning Committee would like this year's conference sessions to fit into one or more of the following categories. Please circle the **CATEGORY** best describing your session:

- a. Action/State Budget/Legislators
- b. Serving on Boards / Facilitation
- c. Independence/Living Options
- d. Transition/Youth Advocacy
- e. People First/Self-Advocacy
- f. Region/Statewide Networking
- g. Relationships & Sexuality
- h. Health and Wellness
- i. Microenterprises/Jobs

3. Tell us what your session is **ABOUT** and **HOW** it will be presented:

4. Information about the main **PRESENTER / SPEAKER**:

Name of the group or individual presenting _____

Address _____

City _____ State _____ Zip _____

Daytime Phone # (_____) _____ Evening # (_____) _____

Email? _____@_____

5. Information about a **CONTACT PERSON** (if any) assisting you with this application:

Name _____

Agency _____ Phone # (_____) _____

Address _____

City _____ State _____ Zip _____

Email? _____@_____

6. Have you ever been a speaker at a conference or have you done any other kind of public speaking BEFORE? Yes _____ No _____

If yes, please tell us when, where and what you talked about:

7. Is your People First Chapter or Self-Advocacy Group interested in an INFORMATION / SALES TABLE at Conference Faire? If so, please tell what information you share or what (non-food) items you sell, so we can send you an application in April.

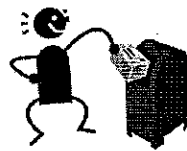
8. Final instructions and notes:

Please mail this application form to:

Supported Life Institute
1010 Hurley Way, Suite 180
Sacramento, CA 95825

or fax your application to: 916-567-1977 (fax)

or scan and email to: info@supportedlife.org



Applications must be postmarked by **December 16, 2016.**

- Applications sent by that date will be considered by Conference Planning Committee.
- With limited meeting room space, not all applicants will be selected as speakers.
- You will be notified by end of February 2017 whether your application is chosen.

All conference speakers & helpers do pay regular conference req. fees.

If you have questions about this application form or about the conference, please contact the Supported Life Institute at 916-567-1974 x201 or info@supportedlife.org

★ ★ Thank you for applying to be a 22nd annual conference speaker! ★ ★

"2017 Self-Advocacy Round-up"