



**Alta California**

Regional Center

2241 Harvard Street, Suite 100

Sacramento, CA 95815

916-978-6400

**Alta California Regional Center (ACRC)**  
**Self-Determination Advisory Committee Meeting (SDAC)**  
**Wednesday, November 8, 2023**  
**6 to 8 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		X	
Margaux De Leon, FA	X		
<b>Non-members Present:</b>			
Mechelle Johnson, ACRC Jennifer Bloom, ACRC Tracy Brown, ACRC Faye Tait, ACRC Johnny Xiong, ACRC Anne Shayler, ACRC Melissa Schuessler, ACRC Sydney Ruport, ACRC Anne Shayler Kizi Smith, ACRC	Kenisha Hurd, ACRC Helen Neri, ACRC Cat Carl, ACRC Peter Mendoza, SCDD Lori Ross, parent, IF Mirela B. Yasmin Vilchez, parent Emily S., PEC Teri Voorhes, parent, IF	Corinne Sixkiller, DDS Kathryn Yadir Morales Chris Chu, SDP Pro Kristy R., parent Stella Ramirez Rosie Lasca, parent Sherry Davis Miller	

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

Welcome & Introductions (6:00 p.m.)

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

A quorum was established at 6:42 p.m. Chairperson Lisa Cooley requested the committee vote on the approval of today’s agenda and the September 13th SDAC meeting minutes.

**M/S/C (Kenya, Margaux) Made the motion to approve the agenda of today’s meeting and the September 13th meeting minutes.**

Benita abstained from voting on the approval of the September 13th meeting minutes as she was not in attendance.

**The committee approved the agenda of today’s meeting, and the September 13th meeting minutes as is.**

**3. Public Comment Period**

- Yasmin asked the committee if there has been a consultant identified for the proposed idea for a social media campaign.
  - Kenya noted that there has not been a consultant identified yet.
- Lori asked the committee what kind of opportunities there are for clients and families to work together with Alta staff to learn more about SDP and proposed the idea of holding a conference or information session for clients and families interested or already in the SDP program.
- Rosie shared her interest in assisting with creating an animated video for the social media campaign.

**4. ACRC SDP Updates—Mechelle Johnson, Jennifer Bloom, Tracy Brown, Faye Tait & Johnny Xiong**

**A. CSS Vendorization Timelines**

## Self-Determination Meeting Minutes November 8, 2023

- Helen, Community Services and Supports (CSS) Unit Manager shared that the CSS Unit manages all the Self Determination Program (SDP) Financial Management Services (FMS) and the Self Directed Supports Services.
- Sydney, Community Services Specialist, noted that CSS has been working to bring on more 099 and 024 Person Centered Planning (PCP) Independent Facilitators (IFs) and shared an overview of the vendorization timelines process.
  - Sydney noted that the vendorization timeline process can take approximately two to three months but can vary depending on how quickly the applicant is able to complete each step which includes completing the SIR Accounting Training (held once every two months), the Vendor Document Packet, and the Vendor Orientation (self-paced online module).
  - Once these steps are completed, the application and accounting process can take up to another four weeks.

### **B. General SDP Update**

- Faye shared that as of November 3, 2023, ACRC has 307 individuals who have fully transitioned to SDP. Of those, 189 are White, and 118 are Non White (48 Asian, 18 Black, 21 Latin, 29 Mixed & 2 Other). Age Range 0-17 (90) 18-100 (217).
- ACRC has seven vendored Financial Management Service (FMS) Agencies: Acumen, Aveanna, Cambrian, GT Independence, Essential Pay, FMS Pay, and Mains'l. Their contact information is listed on the Department of Developmental Services' (DDS') website.
- A flyer will be shared with our SCs and on our social media platforms regarding the upcoming change to Option B Pre-Transition Supports that will begin January 1st.
  - ACRC meets quarterly with our vendored FMS agencies. Our last meeting was on November 2nd.
  - We also invite FMS agencies to attend SDAC meetings.
- Our regional center has three Person Centered Planning (PCP) Vendors: Engaged Services, Lighted Path Solutions, and Lincoln Training Center. There are other agencies in various stages of the vendorization process for PCP, as well as 024 reimbursements for PCP.

## Self-Determination Meeting Minutes November 8, 2023

- As we prepare to transition to Option B, we currently have five vendors under 099 Pre transition Supports: La Vi la CIP, Mirela Bere, Engaged Services, Aminah Abdul Hakim, and FMS Pay LLC.
- 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, Arabic, Hmong, Chinese, Armenian, and ASL through the collaboration of SCDD and DDS. ACRC continues to promote this.
- 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
- We offer an SDP drop-in lab to support managers and lead staff with individual case consult.
- We currently have three Participant Choice Specialist who provides daily support and seven SCs. We will continue to hire SCs as needed to keep our SDP ratio at 1:40.
- The CSM for the SDP unit, Ms. Schuessler, continues to provide training and support to the agency and unit.
- 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.
- A question was asked for Alta to explain the process for individuals who are in mid-transition from Option A to Option B.
  - Faye noted that if a participant has started Option A prior to December 31st, Alta will honor this. Starting January 1st, individuals will only have Option B.

### **C. Process for Transitioning from One FMS to Another Mid-Year**

## Self-Determination Meeting Minutes November 8, 2023

- Faye shared that Melissa and Anne have put together an internal process to streamline the process for transitioning from one FMS to another mid-year. In summary, there will be a spending plan created with the amounts spent in the original FMS and a spending plan created for the new FMS. Then a transition date from the original FMS to the new FMS will be decided upon.
- Faye noted that the process of changing an FMS in the middle of the cycle can be challenging if the original FMS has pending invoices or other items since a new Spending Plan will need to be created for the FMS that the individual is transitioning to.

### **D. Language Supports for Individuals in SDP or Interested in the SDP Program**

- Jennifer shared that whenever language supports are identified we ensure that interpretation and translation services are in place.

### **E. Payment Process for Independent Facilitators and Person Centered Plans**

- Helen noted that currently all IFs and the initial PCPs are paid under 024 reimbursement.
- Every client entering SDP has a maximum of \$2500 for initial PCP or IF services through December 2023.
- In January 2024, the initial PCP will be a maximum of \$1000.
- Pre-Transition Supports will be reimbursed under Self Directive Supports (099).
- Helen shared that Alta is allowing families that have used PCP and IF Services in the past to be paid retroactively through the requested date if the vendorization was not completed.
- Helen noted that several PCP IFs are courtesy vendorizations, which are vendors of other regional centers.
- Sydney shared the active vendors Alta currently has under the 099 Self Directive Supports.
  - ◆ La Vi la CIP
  - ◆ Mirela Bere
  - ◆ Engaged Services
  - ◆ Aminah Abdul Hakim
  - ◆ FMS Pay LLC
- Sydney noted that Alta has eight 099 applicants that are also 024 PCP IF applicants that are in progress, four of which will be vendorized soon.
- A list of current 024 vendors is available from Sydney upon request.

## 5. ACRC Website Walk-Through

- This item will be discussed at the January meeting.
- Jennifer shared a link to the Self-Determination Advisory Committee page on Alta's website.

## 6. Grant Funding Sub-Committee Update

- Kenya shared that the Grant Funding Sub Committee met on October 27th to discuss ideas for the remaining funds in the amount of \$24,000.
  - Coaching sessions in rural communities. Alta provided data that included statistics on these rural communities. From this data, it was noted that currently Sutter, Colusa, and Yuba have low participation rates for SDP.
  - Social media campaign or public service announcement video on Alta's website that talks about SDP that would also be available in other languages.
- Keyna shared that the sub-committee will also look to the committee for individuals who offer social media campaign services.
- Lisa shared an idea for creating step-by-step videos related to the SDP program.
- The Grant Funding Sub-Committee will meet again to discuss recommendations on how to utilize these funds for the committee to vote on during the December 13th special meeting.

## 7. SDAC Meetings Schedule for 2024

- **The committee made the motion to approve the 2024 meeting schedule to continue holding meetings every other month starting in January 2024 with evening meetings in May and November.**
- **The committee voted to approve the 2024 meeting schedule proposal.**
- Kenya proposed that there be a special meeting held on December 13th to vote on how the grant funding will be utilized.
  - Peter shared that a notice of a special meeting and agenda will need to be submitted ten days in advance.
- Yasmin shared a comment to propose monthly meetings in 2024.
- Yasmin requested clarification on guidelines for committee participation.

- Benita shared that the committee decided last year to hold meetings every other month due to Alta's steady increase in SDP participants and noted that if challenges or issues arise that call for the committee to meet more frequently, the committee is happy to reconsider a month-to-month schedule.

**8. Progressive Employment Concepts Update**

- Emily shared that Rachel was not able to attend the meeting tonight and is available for any questions and will attend the next meeting.

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

- a. Discuss adding a by-law for voting.
  - Peter will share prewritten by-laws with the committee to review. Further discussion in a future meeting.
- b. Process for transferring from one FMS to another mid-year.
  - completed
- c. How long is the process for an IF to be vendored with ACRC (start to end).
  - completed
- d. What department is responsible for vendorization.
  - completed
- e. What is Alta's commitment to providing language supports to clients in SDP or interested in the SDP program.
  - completed

**10. SDAC Member Comment Period**

- Benita shared concern on behalf of community members that they as IFs have been struggling to receive payment in a timely matter and proposed that the payment process for IFs be added to January's meeting agenda.
- Margaux asked how Progressive Employment Concepts (PEC) is implementing their SDP training.
  - Emily shared that they have been holding meet and greets with those who have shown interest. PEC will present at January's meeting about the training program.

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

- January 10, 2024, 1-3
- March 13, 2024, 1-3 pm
- May 8, 2024, 6-8 pm
- July 10, 2024, 1-3 pm

Self-Determination Meeting Minutes November 8, 2023

- September 11, 2024, 1-3 pm
- November 13, 2024, 6-8 pm

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

1. Progressive Employment Concepts Presentation
2. Payment Process for Independent Facilitators
3. Bagley Keene Refresher
4. ACRC Website Walkthrough

**13. Meeting adjourned at 7:31 pm.**