



# NOTICE/AGENDA

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**ZOOM LINK:**

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**MEETING ID: 894 3084 8757**

**MEETING PASSWORD: 475642**

**TELECONFERENCE:**

**(669) 900-9128**

**MEETING ID: 894 3084 8757**

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## **STATE COUNCIL ON DEVELOPMENTAL DISABILITIES SELF-ADVOCATES ADVISORY COMMITTEE MEETING**

POSTED AT: [www.scdd.ca.gov](http://www.scdd.ca.gov)

**DATE:** March 20, 2023

**TIME:** 1:30 P.M. to 4:30 P.M.

**COMMITTEE CHAIR:**

Nicole Adler

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**Item 1. CALL TO ORDER**

**Item 2. ESTABLISH QUORUM**

**Item 3. WELCOME AND INTRODUCTIONS**

#### **Item 4. PUBLIC COMMENTS**

This item is for members of the public only to provide comments and/or present information to the Committee on matters not on the agenda. Each person will be afforded up to 3 minutes to speak.

Additionally, there will be up to 5 minutes allocated to hear from the public on each agenda item, with each person allotted up to 1 minute to comment.

#### **Item 5. APPROVAL OF JANUARY 24, 2023 MINUTES**



**Page 5**

#### **Item 6. REVIEW OF COUNCIL BUSINESS**

**Page 11**

Presented by: SCDD Staff

- A. SCDD Agency Update
- B. Review of Council Agenda
- C. Developmental Center Update

**ITEMS RELATED TO COUNCIL BUSINESS ARE INCLUDED IN THE COUNCIL PACKET**

#### **Item 7. CYCLE 46 GRANTS**

**Page 13**

- A. Review Project Descriptions
- B. Review Grant Submission Platform



Presented by: Rihana Ahmad, SCDD Manager – State Plan and Self-Advocacy

#### **Item 8. SCDD FACILITATION GUIDE FEEDBACK**

**Page 23**

Presented by: SCDD Self-Advocacy DEAP

**Item 9. SELF-ADVOCACY PROJECT HIGHLIGHT Page 41**

Presented by: Chris Arroyo, Los Angeles Regional Office Manager

**Item 10. MEMBER UPDATES Page 45**

- A. Updates/Concerns from Regional Advisory Committees
- B. Emerging Issues or Barriers to Self-Advocacy
- C. Community self-advocacy projects/activities
- D. SCDD Committee Updates
- E. Recommendations for Future Meetings and Projects

**Item 11. SSAN REPORT Page 47**

Presented by: Council SSAN Rep

**Item 12. ADJOURNMENT**

Next Meeting: May 22, 2023

**Accessibility**

Pursuant to Government Code Sections 11123.1 and 11125(f), Individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Riana Hardin at (916) 263-8196 or [Riana.Hardin@scdd.ca.gov](mailto:Riana.Hardin@scdd.ca.gov). Please provide at least 3 business days prior to the meeting to allow adequate time to respond to all requests.

There are members of the public body who are participating in today's meeting that were granted a reasonable modification per the Americans with Disabilities Act (ADA). In order to protect their health and/or safety, they are participating remotely for this proceeding without providing their physical location. Multiple physical locations are being made available for the public, as well as a Zoom link for public participation.

**All times indicated and the order of business are approximate and subject to change.**

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**MARCH 20, 2023**  
**AGENDA ITEM 5**  
**ACTION ITEM**

**SELF-ADVOCATES ADVISORY COMMITTEE**  
**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Approval of January 23, 2023 Minutes***

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***Action Recommended***

Approve the January 23, 2023 SAAC Minutes

***Attachments***

- January 23, 2023 SAAC Minutes

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**SELF-ADVOCATES ADVISORY COMMITTEE MEETING MINUTES  
JANUARY 23, 2023**

**Members Present**

Nicole Adler (SA)  
Jeana Eriksen (SA)  
Julio Garnica (SA)  
Julie Gaona (SA)  
Maria Marquez (SA)  
Kara Ponton (SA)  
Alex Reyes (SA)  
Rosanna Ryan (SA)  
Wesley Witherspoon (SA)  
Eric Ybarra (SA)

**Others Attending**

Rihana Ahmad  
Renee Bauer  
Aaron Carruthers  
Charlotte Emerson  
Riana Hardin  
Dayle Henrikson  
Beth Hurn  
Peter Mendoza  
Charles Nguyen  
Victoria Schlusser  
Erick Thurmond  
Santiago Vazquez

**1. CALL TO ORDER**

Committee Chair Nicole Adler called the meeting to order at 1:36 P.M.

**2. WELCOME AND INTRODUCTIONS**

Committee members and others in attendance introduced themselves.

**3. ESTABLISHMENT OF QUORUM**

A quorum was established.

**4. PUBLIC COMMENT**

There was no Public Comment.

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Legend:

SA = Self-Advocate

FA = Family Advocate

**5. CHAIR REPORT AND ANNOUNCEMENTS**

Committee Chair Nicole Adler encouraged members to be respectful and patient with each other as we are all navigating personal challenges. Committee Chair Adler is grateful to have the opportunity to serve as Chair of SAAC, and to have this platform, to talk about important issues in the world like COVID-19, mass shootings, mental health, and self-determination. Chair Adler stated that it is important to fight for our rights. She called for serious action to deal with the problems in our communities and urged people to love and respect others.

**6. APPROVAL OF NOVEMBER 28, 2022 MINUTES**

Members reviewed the minutes from the November 28<sup>th</sup>, 2022 meeting. The minutes can be found starting on page 7 of the January 2023 SAAC packet.

**ACTION 1**

It was moved/seconded (Ybarra [SA]/ Marquez [SA]) and carried to approve the November 28<sup>th</sup> minutes as presented. Motion passed without objection.

**7. REVIEW OF COUNCIL BUSINESS**

SCDD Executive Director Aaron Carruthers provided members with an update on the status of the agency and an overview of the January Council meeting agenda. The January meeting will include elections for Vice-Chair, along with a presentation on the Governor's proposed budget and a presentation from the Chair of Alaska's Council on Disabilities and Special Education.

SCDD Sacramento Regional Office staff Peter Mendoza updated the committee on the activities of the Self-Advocacy Disability Expert Advisory Panel (DEAP). The SA DEAP has submitted project proposal ideas for the SCDD Program Development Grant Cycle 46. The committee was encouraged to share their own ideas for projects and members discussed their thoughts about the barriers and difficulties that people with I/DD face in becoming self-advocates.

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Legend:

SA = Self-Advocate

FA = Family Advocate



## **DRAFT**

### **8. SAAC SELF-ADVOCACY PRESENTATION PRACTICE**

Members practiced presenting the final version of the SAAC presentation, “Remembering the History of Self-Advocacy”, which will be presented at the January 24, 2023, Council meeting. Members made last minute revisions to the PowerPoint, shared personal stories that they would like to include in the presentation, and discussed strategies for delivering the presentation at the Council meeting.

### **9. MEMBER UPDATES**

No member updates were shared.

### **10. SSAN REPORT**

Councilmember Maria Marquez provided the committee with a report on SSAN activity since the November meeting.

### **11. SAAC RECOMMENDATION ON SCDD SSAN REPRESENTATIVE**

Members discussed who should be the Next SCDD SSAN Representative.

### **ACTION 2**

It was moved/seconded (Marquez [SA]/ Witherspoon [SA]) and carried to recommend Councilmember Alex Reyes as the next SSAN Representative. Motion passed without objection.

### **12. ADJOURNMENT**

The meeting was adjourned at 4:01 P.M.

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Legend:

SA = Self-Advocate

FA = Family Advocate

Page 3

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**MARCH 20, 2023**  
**AGENDA ITEM 6**  
**INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE**  
**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Review of Council Business***

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State Council on Developmental Disabilities staff will review Council Business with the committee. This item may include:

- A. SCDD Agency Updates
- B. Review of Council Agenda items
- C. Developmental Center Updates

**Items related to this agenda item can be found in the Council Packet.**

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**MARCH 20, 2023**

**AGENDA ITEM 7  
INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Cycle 46 Grants***

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The role of Self-Advocates Advisory Committee is to serve as a voice for Californians with intellectual and developmental disabilities (I/DD) in California. One of the ways that this is accomplished is by reviewing SCDD created materials to make sure that they are easy to understand and use.

The State Plan and Self-Advocacy Manager Rihana Ahmad will provide a demo of the new grant submission platform. Committee members will review and provide feedback on the new platform and the language used for the Cycle 46 Requests for Proposals (RFPs).

***Attachment(s)***

- Cycle 46 RFPs

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## Employment

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The State Council on Developmental Disabilities (SCDD) is invested in ensuring that all California job seekers with intellectual and/or developmental disabilities (I/DD) have positive incentive and an opportunity to access quality, individualized employment discovery, preparation, placement and support.

SCDD is seeking a grantee to engage with employers, employees with disabilities and other entities to increase awareness about the benefits of competitive, integrated employment (CIE) and employing people with I/DD.

### **SCDD is interested in funding a project that will:**

1. Create a public outreach and social media campaign that includes marketing and video content targeting family and self-advocates, businesses, employers, the public service sector and others with messages about the benefits of competitive, integrated employment (CIE) and hiring people with I/DD
  - a. Identify employees with disabilities and family members who have lived experience with CIE to share their stories and recommendations about obtaining competitive, integrated employment through recorded audio-visual marketing segments
  - b. Identify businesses that have successfully employed people with I/DD to create a network for employers (e.g., corporations, small business owners, non-profit agencies, public entities, etc.) to share success stories through recorded audio-visual marketing segments
2. Produce a report that clearly documents populations reached, hiring and employment retention results, findings (including promising and/or best practices), recommendations, and a blueprint for continuing a CIE recruitment, hiring and public outreach/marketing program and expanding its reach
3. Establish a relationship with business networks, the Department of Rehabilitation (DOR) and regional centers (RC) to collect and share information about incentive programs, resources, and technical assistance (TA) to increase the recruitment of people with I/DD in job openings, training opportunities, and employment retention

The overall project will serve as a replicable model by developing and identifying innovative, promising and/or best practices in successful collaboration, marketing and outreach efforts to promote the practice of the competitive, integrated employment of people with intellectual, developmental and other disabilities.

**The project grantee will:**

- 1.** Have demonstrated cultural competence in the field of intellectual/developmental disabilities within culturally/economically/ethnically/geographically/linguistically diverse, underserved populations
- 2.** Have demonstrated experience in collaborating with public and private agencies in the field of people with disabilities and/or competitive, integrated employment
- 3.** Have demonstrated subject matter expertise (SME) in Competitive Integrated Employment (CIE) and Customized Employment (CE)

Priority will be given to projects that focus on culturally, ethnically, geographically, economically and linguistically diverse, underserved populations (e.g., Black/African American, Asian, Hispanic/Latino, etc., in addition to low-income, bilingual or non-English-speaking, inner city and/or deeply rural populations, homeless or in licensed/foster care settings, and/or those from Native/Tribal communities) in urban and/or rural settings throughout the state.



## Health and Safety

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The State Council on Developmental Disabilities (SCDD) is invested in ensuring that all Californians with I/DD and their families/caregivers are provided with appropriate guidance and resources for making end-of-life and succession care decisions.

SCDD is seeking a grantee to develop and/or identify promising and/or research-based best practices in end-of-life and succession care planning for people with I/DD and their parent/guardians for integration into regional center (RC) case management and the IFSP/ISP/IPP planning, development and implementation process.

### **SCDD is interested in funding a project that will:**

1. Engage in collaboration with one or more Probate and/or Certified Elder Law Attorneys (CELA), with expertise in end-of-life and succession care planning for people with intellectual/developmental disabilities (PwI/DD) to develop succession care and end-of-life options
2. Include the intersection of those underserved populations of PwI/DD dealing with economic, geographic, racial and/or cultural/language disparities
3. Develop and/or identify and enhance existing curriculum, and provide training for PwI/DD, family members, caregivers, RC, Department of Aging Ombudsmen and Adult Protective Services personnel, healthcare providers and/or first responders about end-of-life and succession care planning for PwI/DD, including RC client plans, person-centered thinking and planning (PCT/PCP) opportunities, and residential/care options
4. Create a guidebook that identifies promising and/or research-based best practices that will serve as the basis for developing and implementing T4T curricula
5. Produce a final report outlining the steps taken, professionals consulted and/or trained, promising/best practices established and implemented, recommendations for ongoing statewide implementation, and projected/achieved outcomes and/or impact of project

### **The project grantee will:**

1. Have demonstrated cultural competence in the field of intellectual/developmental disabilities within culturally/economically/ethnically/geographically/linguistically diverse, underserved populations

2. Have demonstrated subject matter expertise in planning for and implementation of those supports (including information and/or technical assistance) necessary to meet impending, immediate and future social, legal and service needs of PwI/DD and their families

Priority will be given to projects that focus on culturally, ethnically, geographically, economically and linguistically diverse, underserved populations (e.g., Black/African American, Asian, Hispanic/Latino, etc., in addition to low-income, bilingual or non-

English-speaking, inner city and/or deeply rural populations, homeless or in licensed/foster care settings, and/or those from Native/Tribal communities) in urban and/or rural settings throughout the state.

## Self-Advocacy

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The State Council on Developmental Disabilities (SCDD) is invested in ensuring that all Californian youth and young adults with intellectual and/or developmental disabilities (I/DD) have access to opportunities to build and practice leadership and self-advocacy skills that will allow them to be self-determined and confident in gaining access to the civil and service rights, supports and resources that they need to live as they choose. SCDD is seeking a grantee to create a replicable Youth Leadership outreach, training and support forum/model.

### **SCDD is interested in funding a project that will:**

1. Create, adapt or enhance basic and advanced self-advocacy curricula and provide training on disability awareness, safety tips, disclosure, appropriate/available accommodations, modifications and/or supports, civil and/or service rights, and self-governance
2. Partner with existing self-advocacy organizations and provide reasonable compensation to self-advocate leaders/trainers that provide peer assistance to youth in applying for and engaging in public service opportunities through work on a cross-disability or community-based coalition, committee, and/or board
3. Conduct outreach to youth and young adults with I/DD from unserved and underserved communities and identify/develop and/or provide inclusive leadership opportunities
4. Provide individual technical assistance (TA) or group TA clinics to facilitate/assist/educate youth and young adults with disabilities in acquiring assistive technology (AT), internet service/access, and/or other equipment vital to peer and community engagement, and provide information/resources that address risk identification, prevention, and response techniques to address cyberbullying by or against youth and young adults with I/DD in AT/social media environments
5. Produce a comprehensive report that a) identifies the information, training, knowledge, and resources necessary to recognize and advocate for one's own and/or peer-based civil and service rights; 2) documents the project, including real/potential barriers, promising and best practices used, underserved geographic/cultural/linguistic populations reached, expected and resulting outcomes and impacts for youth with disabilities; and, 3) provides recommendations for model implementation and project continuation within other regions and/or populations

**The project grantee will have:**

1. Demonstrated cultural competence in the field of intellectual/developmental disabilities within culturally/economically/ethnically/geographically/linguistically diverse, underserved populations
2. Demonstrated subject matter expertise (SME) in outreach to and provision of services, supports, training and/or advocacy for the social/service rights of youth and young adults with I/DD
3. Demonstrated outreach to, knowledge of and collaborative experience with governance entities (e.g. cross-disability, community-based coalitions, committees, and/or boards, etc.)
4. Demonstrated SME in assistive technology (AT), internet service/access, and/or other equipment and devices used in social media and public communication environments
5. Demonstrated knowledge of safety issues (e.g. cyber-bullying, safe disclosures, abuse reporting, etc.) and appropriate protective responses within public and social media environments for youth and young adults with I/DD

Priority will be given to projects that focus on culturally, ethnically, geographically, economically and linguistically diverse, underserved populations (e.g., Black/African American, Asian, Hispanic/Latino, etc., in addition to low-income, bilingual or non-English-speaking, inner city and/or deeply rural populations, homeless or in licensed/foster care settings, and/or those from Native/Tribal communities) in urban and/or rural settings throughout the state.

## Education

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The State Council on Developmental Disabilities (SCDD) is invested in ensuring that all youths and young adults with intellectual and/or developmental disabilities (I/DD) have access to high quality transition programs to give them the tools and knowledge to transition into competitive, integrated employment (CIE).

SCDD is seeking a grantee to work with school-based entities (e.g. schools, districts, Offices of Education, SELPA, etc.) to provide support and assistance to become Employment Networks through Social Security's Ticket to Work (TTW) program.

The Council acknowledges that local education agencies (LEA) and Special Education Local Planning Areas (SELPA) may engage in the process of transition planning (within IEP/ITP meetings) for children, youth and young adults, which can begin at different ages. SCDD is interested in a grant project that will also identify promising practices and/or research-based best practices and recommendations in determining the age at which transition planning should begin.

### **SCDD is interested in funding a project that will:**

1. Develop and implement a marketing strategy to increase the number of school-based entities pursuing Employment Networks status under the TTW program
2. Provide technical assistance and training to school-based entities pursuing Employment Network status, which may include but is not limited to:
  - a. Application for and acceptance as an Employment Network
  - b. Application of best practices in implementing/sustaining CIE
  - c. Other areas of expertise and assistance that may be needed by school-based entities to successfully become and maintain status as an Employment Network
3. Develop a toolkit to assist future educational entities to understand, navigate, apply for, and implement Employment Networks to support transition-aged youths and young adults with I/DD

### **The project grantee will:**

1. Have demonstrated cultural competence in the field of intellectual/developmental disabilities within culturally/economically/ethnically/geographically/linguistically diverse, underserved/unserved populations

2. Have demonstrated subject matter expertise and experience in special education and working with educational entities, including but not limited to local education agencies (LEA), Special Education Local Plan Areas (SELPA), etc.
3. Have demonstrated subject matter expertise in Competitive Integrated Employment (CIE) and Customized Employment (CE)

Priority will be given to projects that focus on culturally, ethnically, geographically, economically and linguistically diverse, underserved/unserved populations (e.g., Black/African American, Asian, Hispanic/Latino, etc., in addition to low-income, bilingual or non-English-speaking, inner city and/or deeply rural populations, homeless or in licensed/foster care settings, and/or those from Native/Tribal communities) in urban and/or rural settings throughout the state.

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**MARCH 20, 2023**  
**AGENDA ITEM 8**  
**INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE**  
**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***SCDD Facilitation Guide Feedback***

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The role of Self-Advocates Advisory Committee is to serve as a voice for Californians with intellectual and developmental disabilities (I/DD) in California. One of the ways that this is accomplished is by reviewing SCDD created materials to make sure that they are easy to understand and use.

As a follow-up to discussions had at the January 23<sup>rd</sup> SAAC meeting, the SCDD Self-Advocacy Disability Advisory Panel (SA DEAP) would like SAAC to provide feedback on proposed updates to the SCDD Plain Language Facilitation Guide, previously approved by both SAAC and SSAN in 2018. The SA DEAP would like SAAC members feedback on the content and usability of the guide. SAAC members played an important role in creating this guide and the SA DEAP would like members to continue to provide their thoughts on the updated resource.

***Attachments***

- DRAFT SCDD Facilitation Guide

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# **Facilitation Guide**





SCDD created this guide with the help of self-advocates across California as a resource and tool. SCDD is committed to helping people with intellectual and developmental disabilities (I/DD) participate in groups, networks, boards, and committees.

The California State Council on Developmental Disabilities (SCDD) thanks the many self-advocates and facilitators who have provided feedback and direction regarding facilitation; especially the members of the State Council on Developmental Disabilities Self Advocates Advisory Committee (SAAC) and the Statewide Self Advocacy Network (SSAN).

***SCDD 2022-2026 State Plan Goal #1:*** By 2026, the California State Council on Developmental Disabilities, will maintain or increase the number of people with intellectual and developmental disabilities to become strong self-advocates, peer trainers and community leaders.

For more information, please visit our website at [www.scdd.ca.gov](http://www.scdd.ca.gov)  
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# How to Use this Guide

This guide is a toolkit to help you find out what facilitation is, how it works and how to get it!

If you are new to a self-advocacy group, network, board or committee and would like support to help you be an active member, facilitation can be a tool for you to use. This guide will give you information to decide if this is support you would like to have.

GO through all the pages of this guide. (if you need help to read it or have questions- ask someone to help you!)

There is information about Attendant Services or Personal Care Services – this is not facilitation services but if you need both – say so!

There is a facilitation worksheet at the end of this guide – this worksheet can be helpful for you to decide what you would like help on.

Remember- you can always ask a member of the self-advocacy group, board or committee for help to participate!

# Table of Contents



<b>What is Facilitation?</b> .....	<b>7</b>
<b>What are Attendant or Personal Care Services?</b> .....	<b>8</b>
<b>Facilitation 1, 2, 3</b> .....	<b>9</b>
<b>Hiring a Facilitator TIPS</b> .....	<b>10</b>
<b>Facilitator Do's and Don'ts</b> .....	<b>11</b>
<b>Resources</b> .....	<b>12-13</b>

# What Is Facilitation?

**Facilitation** is a service that someone can provide to help someone else participate in activities. Facilitation is an accommodation you can use to help you participate in different meetings, committees, boards, and networks.

A **Facilitator** is a person that provides facilitation services for another person and can help people participate in different meetings, committees, boards, and networks!

A **Facilitator** can help you understand what is being talked about in a group, network, board, or committee, by explaining ideas and words without trying to influence your decision-making.

A **Facilitator** can help guide you to developing skills, look up information needed to make informed decisions and to vote on issues.

A **Facilitator** can help you find solutions to problems or issues that come up!

A **Facilitator** can help you get your thoughts together to speak up or ask questions on an issue before, during or after a meeting.

A **Facilitator** can support you to take care of other tasks like making travel arrangements, schedule other meetings, write a report, and keep a calendar to stay on track.

**Remember- it is your choice to use facilitation services and work with a facilitator!**

# What Is Attendant or Personal Care Services?

Attendant service or sometimes called Personal Care Services is help from paid staff to perform activities of daily living. Activities that are considered Attendant or Personal Care Services **may** include either assistance with care and hygiene (bathing, dressing, bathroom activities), daily living activities (meal preparation, shopping, cooking, and house cleaning), help attending and managing medical appointments and/or mobility and escort (driving and transportation) responsibilities.

If you need this type of service to participate in a group, network, board, or committee, be sure to talk to the organization to find out how to get this service.

Some people may need both facilitation & attendant services. Some people have different people for each service and some people have one person doing both jobs.

# Facilitation

## 1, 2, 3

### **1** Getting ready BEFORE the Meeting:

- ☐ Look over the handouts, packets, and presentations. Ask any questions you might have on the materials for the meeting.
- ☐ Your facilitator can help you review materials and can help you to think about questions that you might have about the meeting, they may even be able to answer some of your questions.
- ☐ Write down any notes or questions you would like to share at the meeting, as it is sometimes hard to remember thoughts on different meeting topics.
- ☐ It is hard to have all the information that could come up in a meeting, but a facilitator can help you to feel more prepared. It is ok to ask for help, especially if you are new to serving on a board, committee, or network.

### **2** Getting help DURING the meeting:

- ☐ Your facilitator can remind you to ask the questions of the materials that you have written down.
- ☐ Your facilitator can explain information in different ways if needed.
- ☐ Your facilitator explains information in a way that does not give an opinion.

### **3** Getting organized AFTER the meeting:

- ☐ Go over any notes from the meeting with your facilitator.
- ☐ Make a plan to follow up on anything from the meeting.
- ☐ Schedule time to meet for the next meeting with your facilitator.

# **Tips for Advocates When Hiring a Facilitator**

## **Step 1: Hiring**

- Create a job description that includes tasks your ideal facilitator would need to do, how many hours you would need them to work, and the price you would like to pay (the organization or group may have a price or rate already approved).
- Post the announcement on a job board and include when applications are due.
- Review applications
- Set up interview(s) for candidates that you like.
- Come-up with Come up with interview questions that you are asking all people applying for the job.
- Set a time for interviews that work for you and the candidate(s).
- Interview each person to find out if they can do the job and that you get along with them.
- Tell them more about what you will need them to do for you.
- If you have more than one person you are interviewing, rate the candidates responses during the interview to figure out which candidate you want to hire.



# **Tips for Advocates When Hiring a Facilitator**

## **Step 2: Figuring out the Payment Process**

- Each agency or organization has different process for paying for facilitation services.
  - Find out what information and paperwork your facilitator will need to fill out so that they can get paid for the work that they do for you.
  - Find out who needs the paperwork from your facilitator so they can get paid for their work.
- 

## **Step 3: Train**

- You know what you need help with and the best way to help you.
- Show your facilitator how they should do their job.
- Let your facilitator know if they are helping you in the way that you want.
- Make sure you are clear about what you need and how the facilitator should do their job.
- Don't be afraid to talk to your facilitator and give them feedback on how they are doing their job.

# **Tips for Advocates When Hiring a Facilitator**

## **Step 4: Supervise**

- Pay attention to how your facilitator is doing their job.
  - It takes time to develop a working relationship and routine with someone so be patient with your facilitator.
  - You know what you need help with and the best way to help you.
  - Don't be afraid to talk to your facilitator and give them feedback on how they are doing their job.
  - Let your facilitator know if they are helping you in the way that you want.
  - It takes time to develop a working relationship and routine with someone so be patient with your facilitator.
  - If your facilitator is doing something that you don't like, or makes you feel unsafe, or not listened to, don't be afraid to talk to someone you trust to get advice on what to do in the situation.
- 

## **Step 5: Terminate**

- You have the right to decide to fire your facilitator if they are not doing the job that you need.
- If your facilitator is doing something that makes you feel uncomfortable, unsafe, or not listened to: don't be afraid to tell the agency responsible for paying them, your service coordinator or someone you trust who can help you report if needed.

# **Tips for Facilitators When Being Hired**

## **Step 1: Hiring**

- Be interviewed by the person.
  - Make sure you can do the job and understand the role.
  - Provide information to be hired. (Can differ depending on the organization).
- 

## **Step 2: Figuring out the Payment Process**

- Make sure that you understand how you will be paid
  - Make sure you understand when you will be paid
  - Understand what paperwork is needed and who gets the paperwork.
- 

## **Step 3: Train**

- Your employer will train you on how to do your job.
- You want to make sure you understand your role.
- Ask questions to help you understand how the person with a disability wants to be supported.

# **Tips for Facilitators When Being Hired**

## **Step 4: Supervise**

- The person you are supporting directs the support that is needed.
  - Respect scheduled appointments of the person you are supporting.
  - If your plans or availability changes: COMMUNICATE with need to You and the person may want to talk regularly about how things are going and if it is working.
  - Be open to receiving feedback on your work performance.
- 

## **Step 5: Terminate**

- You understand that the person supported can end this working relationship.

# Facilitator

## Do's and Don'ts

**DO** help the person **FIND** their POWER...

- Recognize a person's humanity
- Encourage problem solving skills
- Support the development of self-advocacy skills
- Prioritize active participation
- Ensure the person is supported the way that they want
- Confidential information is protected
- Take the time to understand where a person is at or coming from

**DON'T** TAKE the person's POWER away by ...

- **NOT** listening to the person's words and wishes
- Thinking the person is **NOT ABLE** enough to participate in a meeting!
- Doing everything for the person instead of encouraging/teaching/guiding the person!
- Using ableist or demeaning language
- Deciding "I know best" and speak for the person or for yourself!
- Deciding "I have the power" and disregard the person's role in a meeting
- Say or act one way BUT then say or act in another way!
- NOT respecting the person's privacy about sensitive topics and information!

# Resources

These resources can help YOU and your facilitator make difficult or complex material easier to understand.

## **Fantastic Facilitation**

<https://autisticadvocacy.org/wp-content/uploads/2019/05/FantasticFacilitation.pdf>

## **Owning Your Organization**

<https://autisticadvocacy.org/wp-content/uploads/2019/05/PADSA-owning-your-organization.pdf>

## **Facilitation: Purpose – Planning – Practice**

A guide to provide background and planning tools that lead to more effective participation. (2011)

[http://brcenter.org/lib/lib\\_pdf/CN\\_FacilitationGuide.pdf](http://brcenter.org/lib/lib_pdf/CN_FacilitationGuide.pdf)

## **Center for Plain Language**

Nonprofit organization promoting the use of plain language in the public and private sectors.

<http://www.centerforplainlanguage.org>

## **Plain Language Action & Information Network**

Promotes plain language for all government communications. Strategies to improve communication from the federal government to the public.

<http://www.plainlanguage.gov>

## **Inclusive and Accessible Boardsmanship**

The California Department of Developmental Services (DDS) has an online data base called “Consumer Corner” that produces many helpful resources in plain language. Their Resource on Boardsmanship is very helpful.

[https://www.dds.ca.gov/wp-content/uploads/2020/07/CC\\_Boardsmanship\\_Eng.pdf](https://www.dds.ca.gov/wp-content/uploads/2020/07/CC_Boardsmanship_Eng.pdf)

**Get on Board and Make a Difference: Effective Practices for Including People with Developmental Disabilities and New Members on Boards and Committees.** Green Mountain Self-Advocates and the Arc of Vermont <https://gmsavt.org/wp-content/uploads/2020/05/Get-On-Board-And-Make-A-Difference-Effective-Practices.pdf>





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**MARCH 20, 2023**  
**AGENDA ITEM 9**  
**INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE**  
**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***SCDD Regional Self-Advocacy Project Highlight:***

***Self-Advocate Leadership Academy (SALA)***

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Self-advocacy is the first goal of the Council's 5-year State Plan. Under this goal, SCDD has committed to develop projects to maintain and/or increase the number of people with intellectual/developmental disabilities to become strong self-advocates, peer trainers and community leaders. SAAC has expressed interest in learning more about the self-advocacy related projects that SCDD is engaging in at the regional level.

The Los Angeles Regional Office of the State Council on Developmental Disabilities is hosting a 6-month Self-Advocate Leadership Academy (SALA) to give self-advocates the opportunity to develop the knowledge and skills needed to engage in advocacy and to change systems that serve people with intellectual and developmental disabilities. The first training cohort began training on January 9<sup>th</sup>, 2023 and will be attending virtual trainings through June 26<sup>th</sup>, 2023.

Chris Arroyo, Los Angeles Regional Office Manager will provide an overview of the project and would appreciate SAAC member's feedback on the training syllabus.

***Attachments***

- DRAFT Syllabus for Los Angeles Regional Office SALA

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# DRAFT SYLLABUS FOR SALA LA OFFICE

## INTRODUCTION

- Introduction to Course -- using Zoom, Zoom chat, Google Drive
- Get to Know Each Other

## MODULE 1: SYSTEMS OVERVIEW

The Fundamentals of Systems that Serve Individuals with Intellectual & Developmental Disabilities

- What is Self-Advocacy?
- An Overview of Self-Advocacy Groups
- Small Group Dynamics
- IDD Systems Overview
- Non-IDD Systems Overview
- Civics – 3 Branches of Government, State Departments, State Budget, and Legislative Processes
- Advocacy Opportunities – tools and strategies to gather information, recruit allies, and make systemic change
- How To Provide Public Testimony
- How to Organize Communities
  - Action and Work Plans
- Americans with Disabilities Act (ADA) Overview
- Lanterman Act: Regional Center & Self-Determination Program (SDP) Overview
- Individual Advocacy – Rights, Appeals, Complaints
- Critical Thinking, Problem-Solving, and Conflict Resolution
- Shifting Perspective from Individual Rights to Policies
- Regional Center & Healthcare Disparities
- Social Justice and Intersectionality

## MODULE 2: LEARNING HOW TO JOIN SYSTEMS

Strategies for Joining Groups in Order to Impact Them

- Open Meetings/Public Records/Parliamentary Procedure
- How to Be an Effective Board Member
- Self-Advocacy & Independence
- Building Healthy Relationships

## **MODULE 3: SYSTEMS CHANGE**

### **Learning How to Impact Systems**

- Group Development, Dynamics, and Leadership
- How to Train Others
- Critical Thinking – Conflict Resolution
- Universal Design
- Basics of Grant Writing

## **OBJECTIVES**

- To increase knowledge about the different systems that provide services and supports to individuals with disabilities
- To understand the rules and laws that govern these systems
- To understand how to effectively participate and join these systems through a variety of options and strategies
- To know how to positively impact these systems to bring about change

## **OUTCOMES**

- To support advocates to access the services they need from different systems
- To confidently provide public input during open meetings of different systems
- To become leaders and govern systems that provide services to individuals with IDD by becoming committee and/or board members
- To provide technical assistance and training to support individuals with IDD, in partnership with the SCDD LA Office

### **Instructional Methodology:**

- Lecture (interactive, YouTube videos, Miro/post-its) – teaching a new idea or concept
- Small groups (break-out rooms) – explore and elaborate, play with the idea, manipulate the idea. Small groups should be used to research, explore, discover.
- Group Discussion (class together) – increase perspective, debate, use critical thinking. Make sure to ask the right questions. Group discussion to cement or elaborate what they learned.
- Be intentional about telling students why we are doing certain things or using specific methodologies.
- Use timer when staff and participants present information

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**MARCH 20, 2023**  
**AGENDA ITEM 9**  
**INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE**  
**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Member Updates***

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All members will have five minutes to give the committee updates on local and regional concern(s) for people with intellectual and developmental disabilities (I/DD). Updates may include:

- A. Updates/Concerns from the Regional Advisory Committees (RAC)
- B. Emerging issues or barriers to self-advocacy
- C. Community self-advocacy projects/activities
- D. SCDD Committee Updates
- E. Recommendations for future meetings topics and projects

**Attachments:**

None

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**MARCH 20, 2023**

**AGENDA ITEM 10  
INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***STATEWIDE SELF-ADVOCACY NETWORK (SSAN) REPORT***

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The SSAN met on March 8<sup>th</sup> & 9<sup>th</sup> over Zoom. The Council SSAN Representative will provide the committee with an update on SSAN activity since the last meeting.

The next SSAN meeting will take place on June 7<sup>th</sup> & 8<sup>th</sup> 2023 on Zoom.

**Attachments:**

March 2023 Statewide Self-Advocacy Network (SSAN) Report

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**March 20, 2023**

**AGENDA ITEM 11.  
INFORMATION ITEM**



**SELF-ADVOCACY ADVISORY COMMITTEE**

***Summary of March 2023 Statewide Self-Advocacy Network Meeting***

**Recent Activity:** The Statewide Self-Advocacy Network (SSAN) met on March 8<sup>th</sup> and 9<sup>th</sup>, 2023 over Zoom.

**Focus of Meeting:**

The 2-day March 2023 SSAN meeting was held on Zoom. The meeting began with members holding a moment of silence to honor Judith Heumann, a disability rights icon who passed away recently.

SCDD State Plan and Self-Advocacy Manager Rihana Ahmad provided SSAN members with an update on SCDD activities since the December 2022 SSAN meeting. This included an update on SCDD's efforts toward the implementation of SB 639 and an update on Self-Determination Program activities. SCDD has submitted a report with recommendations on the implementation of SB 639. SCDD has held a total of 105 Statewide Self-Determination Orientation trainings, reaching 1,528 participants. SCDD will hold a Grant Projects Showcase on March 15, 2023. Grantees will present projects from the 2022 grant cycle and 2024 grant opportunities will be announced. SCDD is currently recruiting for positions with the SDM-TAP Program and the QA project. Applications for these positions can be found on the Council's website.

SSAN Workgroup chairs updated members on their activities since the December SSAN meeting and encouraged members to join in the upcoming workgroup meetings.

SCDD North Valley Hills Regional Office Manager presented the SCDD Facilitation Guide and collected feedback from SSAN Members to ensure that the guide is accurate and complete. Feedback from members included the need to include tips on how to manage relationships with facilitators who you have personal relationships with, clarify the difference between personal care and facilitation, and consider changing the design on the cover page.

Day one ended with a discussion about how SSAN can make more of an impact throughout the state. Members discussed engaging in more issue-focused work, holding trainings and townhalls throughout the state, increasing youth participation in SSAN and its activities, and conducting outreach and expanding membership to make SSAN more inclusive. Members also discussed the possibility of entering a group submission to SCDD's "There Should Be a Law" contest and the need to shift the workgroup structure. The operations workgroup will meet to review feedback from members and talk about different options.

**March 20, 2023**

**AGENDA ITEM 11.  
INFORMATION ITEM**



**SELF-ADVOCACY ADVISORY COMMITTEE**

***Summary of March 2023 Statewide Self-Advocacy Network Meeting***

On Day 2 of the meeting, members reviewed and approved the final changes to the SSAN and SCDD Memorandum of Understanding (MOU), the document that explains the working relationship between the two groups.

Representatives from the Department of Developmental Services (DDS) provided members with an update on California's implementation of the Home and Community Based Services (HCBS) Final Rule. DDS gathered input from SSAN members about training and implementation activities. SSAN members provided recommendations on resources that can be used to help regional center consumers understand their rights.

SCDD Deputy Director of Policy and Public Affairs Bridget Kolakosky provided an update on SCDD's legislative activities, including SCDD's policy priorities, current legislative efforts, the current economic impact on the California Legislature and SCDD's efforts toward the implementation of SB 639.

Representatives from the Youth Leadership Forum Planning team provided a presentation on the 2023 program and discussed how SSAN can help to encourage youth with disabilities to apply for the program

Members ended by discussing takeaways from the March meeting and sharing ideas about potential topics for the June 2023 SSAN meeting.

**2022 – 2024 SSAN Leadership:**

**Chair:** Charles Nutt, North State Regional Representative

**Vice-Chair:** Nicole Patterson, DDS Representative

**Secretary:** Rebecca Donabed, Sequoia Regional Representative

**Actions Taken:**

- Approved the Minutes from the December 2022 SSAN Meeting
- Approved updates to the SSAN Memorandum of Understanding (MOU)
- Approved the March 2023 Edition of the SSAN Newsletter

The next SSAN Meeting is scheduled for June 7-8, 2023 over Zoom. Please visit the [SSAN Page](#) on the SCDD website for more information.

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**MARCH 20, 2023**  
**AGENDA ITEM 11**  
**INFORMATION ITEM**

**SELF ADVOCATES ADVISORY COMMITTEE**  
**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Adjournment***

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The next committee meeting is scheduled for May 22, 2023.

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