



NOTICE/AGENDA

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
STATEWIDE SELF-DETERMINATION ADVISORY COMMITTEE MEETING
POSTED AT: www.scdd.ca.gov**

This is a teleconference and zoom meeting only. There is no physical location being made available to the public per [Government Code Section 11133](#). Therefore, members are not required to list their remote locations and members of the public may participate telephonically or by Zoom from any location. Accessible formats of all agenda and materials can be found online at www.scdd.ca.gov

MEETING DETAILS:

ZOOM WEBINAR LINK: https://bit.ly/Sept-2023_SSDAC-Webinar
TELECONFERENCE NUMBER: 1 669 900 9128
WEBINAR ID: 858 6040 4615
PASSCODE: 806105

DATE: September 28, 2023

TIME: 10:00 AM – 4:00 PM

COMMITTEE CO-CHAIRS: Viviana Barnwell and Rick Wood

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

Item 4. APPROVAL OF JUNE 2023 MINUTES 

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Item 5.	CO-CHAIRS REPORT TO SSDAC <i>Presented by: Viviana Barnwell and Rick Wood</i>	Page 10
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Item 6.	SCDD UPDATES <i>Presented by: Aaron Carruthers</i>	Page 19
	<ul style="list-style-type: none"> • SCDD SDP-related Activity Updates • SDP Evaluation Recommendations 	
Item 7.	BEST PRACTICES PLATFORM UPDATES <i>Presented by: Viviana Barnwell, Rick Wood and SCDD Staff</i>	Page 20
Item 8.	DDS AND OMBUDSPERSON UPDATES <i>Invited: Vicki Smith, Suzy Requarth and Katie Hornberger</i>	Page 29
Item 9.	DECEMBER TOWN HALL <i>Presented by: Viviana Barnwell, Rick Wood and SCDD Staff</i>	Page 30
Item 10.	PUBLIC COMMENTS <i>This item is for members of the public to provide comments and/or present information to this body on matters not listed on the agenda. There will be up to 20 minutes allocated to hear from the public with each person allotted up to 3 minutes to comment.</i> <i>Additionally, there will be up to 10 minutes allocated to hear from the public on each Council agenda item, with each person allotted up to 1 minute to comment.</i>	Page 31
Item 11.	MEETING ADJOURNMENT	

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 Robin Maitino-Erben at (916) 263-8193 or robin.maitino@scdd.ca.gov. Please provide at least 3 business days prior to the meeting to allow adequate time to respond to all requests.

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

September 28, 2023

AGENDA ITEM 4.

ACTION ITEM

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

Approval of June 2023 Minutes

Committee members will review and approve the meeting minutes from the June 2023 meeting.

Action Recommended

Approve the June 14, 2023, meeting minutes.

Attachment

June 14, 2023, Meeting Minutes



DRAFT

**Statewide Self-Determination Advisory Committee
Meeting Minutes
June 14, 2023**

Attending Members

Sherry Alvarez (SCLARC)
Viviana Barnwell (Co-Chair)
Joyce Clark (SDRC)
Lisa Cooley (ACRC)
Richard Dier (NLARC)
Rosalinda Garcia (HRC)
Fran Goldfarb (WRC)
Debby Hight (NBRC)
Vi Ibarra (RCEB)
Tim Jin (RCOC)
Martha Johanson (SARC)
Pierre Landry (FDLRC)
Cathay Liu (ELARC)
Betty Monterrey (SGPRC)
Charles Nutt (FNRC)
Maia Pawooskar (IRC)
Emma Villa (CVRC)
Jennifer Walsh (GGRC)
Rick Wood (Co-Chair)

Absent Members

Chris Miller (RCRC)
Mariela Ramos (VMRC)
Casey Taylor (TCRC)

Others Attending

Aaron Carruthers
Beth Hurn
Carolyn Tellalian
Charles Nguyen
Chris Arroyo
Claudia Lopez
Debra Adler
Danielle Isola
Dena Hernandez
Diana Sandoval
Elizabeth Hassler
Emma Villa
Felicia Ford
Georgina Kier
Irene Litherland
Jan Opsvig
John Forrest
Jon Francis
Judy Mark
Julie Eby-Mckenzie
Julie LaRose
Kaitlynn Truong
Katie Dempsey

Others Attending

Katie Hornberger
Kristianna Moralls
Lisa Culley
Lourdes Gomez
Marlene Morales
Mary Ellen Stives
Michelle Smith
Naomi Hagel
Patricia Herrera
Renee Bauer
Riana Hardin
Robin Maitino-Erben
Robin Monroe
Roxy Ortiz
Samantha Thalken
Sheila Keys
Sheraden Nicholau
Sofia Cervantes
Stella Ramirez
Suzy Requarth
Yasmin
Yaritza Sanchez

1. CALL TO ORDER

Co-Chair Rick Wood (FA) called the meeting to order at 10:35 A.M.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves as indicated.

4. **APPROVAL OF THE FEBRUARY 2023 MEETING MINUTES**

It was moved/seconded (Landry [FA]/Hight [FA]) and carried to approve the February 2023 meeting minutes as corrected. (Motion passed. Fran Golfarb and Jennifer Walsh abstained, the remaining members voted to approve [see page 1 for a list of voting members], see corrections below).

- Correct the spelling of Lori Walker's name.

5. **CO-CHAIR REPORT TO SSDAC**

Co-Chair Rick Wood reported that he has attended various local SDAC's and noted that committees differ widely in the formality, structure, and adherence to Robert's Rules of Order. Co-Chair Wood expressed that LVACs that allow for the informal exchange of ideas seem to have positive and successful meetings. Co-Chair Wood reported that the SSDAC Workgroup has met between meetings to finalize the Best Practices Submission Form and to work on an SSDAC reporting tool. Co-Chair Wood asked that members who are interested in serving on the SSDAC Workgroup reach out to him and encouraged self-advocates and/or BIPOC individuals to consider participating.

Members discussed a variety of issues related to the running of LVAC meetings, including the creation of Bylaws/Codes of Conduct, filling vacancies, the spending of implementation funds, and how to conduct meetings after the expiration of the Governor's Executive Order that allowed for more flexibility in conducting meetings virtually throughout the COVID-19 pandemic. Members expressed a need for training and resources to assist members in running meetings. Committee members expressed a desire to find a way for LVACs to communicate with each other to discuss problems and solutions without violating The Bagley Keene Open Meetings Act. Aaron Carruthers, Executive Director of the State Council on Developmental Disabilities said that he would look into how members can accomplish this.

6. **SSDAC REPORTING TOOL**

Co-Chair Rick Wood introduced the SSDAC Bi-Monthly Reporting Tool, a survey that members will fill out between meetings to collect data and report issues with SDP implementation. SCDD staff provided a demonstration of how to use the reporting tool. Members suggested changes to the survey questions to provide more clarity and ensure common understanding of different stages in the enrollment process. Staff will send the link to members after making these changes.

PUBLIC COMMENT

Carolyn Tellialian asked if any of the Regional Centers share how they spend the implementations funds they receive for SDP.

Kristianna Moralls expressed that it may be beneficial to have an option to indicate if a Regional Center does not track certain data.

Felicia Ford expressed concern about impropriety in awarding Request for Proposal (RFP) funds and stated that LVAC members should have to sign an agreement to ensure that they are not benefiting from the awarding of these funds.

Elizabeth Hassler stated that an agreement such as Felicia Ford suggested would not work as well in very rural areas and/or provider deserts.

7. SCDD UPDATES

SCDD Executive Director Aaron Carruthers provided an update on SCDD's SDP activities. The Council continues to hold SDP Orientation trainings, which are attended by 80% family advocates, 10% consumers and 8% professionals. The majority of participants find the information useful (86%) and state that they plan on enrolling in SDP (82%). SCDD has adopted a Zero Tolerance policy for its LVAC appointees to support members in their roles. SCDD, in partnership with UCLA and Disability Rights California, is in the process of drafting recommendations to include in the Self-Determination Program Evaluation. Recommendations are based on the data collected and analyzed by UCLA. The final report will be submitted to the Legislature on June 30, 2023 and will be made available to the public in Plain Language and Spanish.

8. DDS AND OMBUDSPERSON UPDATES

Acting Ombudsperson Katie Hornberger provided an update on the amount and types of inquiries received by the Office of the Ombudsperson. Ms. Hornberger explained that information from these calls can lead to solutions in the form of directives from DDS, citing the recent directive regarding FMS payments as an example. Ombudsperson Hornberger informed members that the Lanterman Ombuds Office opened in December of 2022 to answer questions specifically related to the Lanterman Act. The Self-Determination Ombudsperson position has been posted and DDS is receiving applications. Ombudsperson Hornberger stated that Regional Center staff are still in need of training and are calling the Office of the Ombudsperson for information. Members asked questions about the information that the Office of the Ombudsperson receives about SDP related disputes and resolutions from the Office of Administrative Hearings. Ombudsperson Hornberger explained the new process for OAH decision

making, stating that as of March 1, 2023, decisions will be sent to DDS and the department has 30 days to either adopt the decision or propose their own solution. She encouraged people to visit the new appeals page on the DDS website, which can be found at <https://www.dds.ca.gov/general/appeals-complaints-comments/>.

Suzy Requarth, Assistant Deputy Director of the Policy and Program Development Division and Katie Dempsey, Chief of the SDP and Policy Program provided a presentation of SDP participant demographics as of April 2023, along with an overview of recent DDS Directives and upcoming focus areas. Regional centers are required to offer weekly billing for all FMS through September 30, 2023, and in March 2023 DDS implemented updates to the billing processes to alleviate delays in FMS Payments. As of April 2023, FMS rates have been revised and will be based on the number of employees hired and the number of providers they're using, instead of being based on the number of services purchased. Ms. Requarth informed members that DDS is working to incorporate more data points into their system to allow monitoring of enrollment timelines and is also working to develop Regional Center targets and benchmarks, as required by statute. To view the full DDS presentation, use the following link: <https://scdd.ca.gov/wp-content/uploads/sites/33/2023/06/SSDAC-Presentation-6.15.2023.pdf>

Members asked questions about the timeline for collecting RC data and requested that SDP data be broken down by percentage of RC clients to assist in determining which RCs are struggling to serve their population. Members asked questions about the status of 099 vendors. DDS is working with RCs to determine if there are enough 099 vendors and is dedicated to ensuring that people have the support that they need. Members expressed concern about how the increase in FMS rates will impact individual budgets. Suzy Requarth stated that DDS is tracking the issue and gathering information to inform their policies and directives.

PUBLIC COMMENTS:

Paula S stated that it is very difficult to get accurate and complete information about SDP unless you are connected to DDS or an advocacy organization, and asked where the general public can get information.

Lourdes Gomez pointed out that the way the data is presented doesn't provide a full perspective that includes the total population, those who have taken orientation, and those who have enrolled in SDP.

Jon Francis thanked Suzie Requarth for her presentation and asked that DDS provide information on how the rising cost of FMS will be addressed.

Jan Opsvig stated that the timeline to have all Spending Plans changed is too short, making it impossible for the IF and participant.

Christianna Morales from Disability Voices United (DVU) indicated that she wants to amplify the voices of participants, who have had RCs and FMS place demands on them to change their spending plans. She expressed that participants rights to control their spending plans must be protected.

Judy Mark from DVU expressed concern that the FMS employer burdens eat into participants individual budgets. She stated that there is tremendous demand for SDP, but that there are still systemic barriers to participation. She said that people are happy once they get into SDP, and that the focus has to be on removing barriers to participation.

9. **BEST PRACTICES PLATFORM UPDATE**

CO-Chairs Rick Wood and Viviana Barnwell presented the final version of the SSDAC Best Practices Submission Form and Best Practices Platform, which will be linked to SCDD's Self-Determination Program webpage. SCDD staff provided a demonstration of the Best Practices Submission Form and showed an example of a submission. The Co-Chairs explained that the SSDAC is looking for examples of any practices that Regional Centers have found to work well in the areas indicated on the submission form and encouraged members to make submissions.

10. **SSDAC PRIORITY: DISPARITIES**

Co-Chairs Rick Wood and Viviana Barnwell opened up a conversation about how to approach a project to reduce disparities in the SDP. Co-Chair Viviana Barnwell suggested establishing a disparities workgroup made up members of BIPOC communities to develop a targeted survey that will identify activities to address barriers. Members expressed interest in bringing in individuals who aren't part of the SSDAC to participate in this workgroup. Members discussed experiences with discrimination in the SDP and what is being done at the RC level to address disparities.

It was moved/seconded (Landry [FA]/Nutt [SA]) and carried to delegate the development of a Disparities Workgroup to the SSDAC Workgroup. (Motion passed unanimously. [see page 1 for a list of voting members])

PUBLIC COMMENT

Felicia Ford stated that it is important to address equity at every opportunity. She noted the importance of listening to the Black community and thanked the committee for their attention to the issue of disparity.

Jan Opsvig spoke about the barriers facing monolingual speakers, noting that those who speak Spanish only often struggle with using technology and that it is important to develop trust when working with these individuals.

Yasmin thanked the committee for working to be inclusive and address disparities and stated that she has been offended by the way that she has been treated in this process. She stated that families would benefit from advocacy training. She called for the conversation about disparities to be led by those who have lived experience, especially self-advocates.

11. **PUBLIC COMMENTS**

There were no public comments.

12. **MEETING WRAP-UP AND ADJOURNMENT**

Co-Chair Rick Wood reminded members to submit their bi-monthly reports and best practices. The meeting was adjourned without objection at 3:55 P.M.

September 28, 2023

**AGENDA ITEM 5.
INFORMATIONAL ITEM**

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

Co-Chairs Report to SSDAC

Co-Chairs Viviana Barnwell and Rick Wood will provide an update on SSDAC-related activities that have taken place since the June meeting, including updates on the work the DDS SDP Workgroup, SSDAC Workgroup, the new reporting tool for local SDAC Chairs, disparities project and more.

Attachment

July-August Local Report Summary

Unprofessional Conduct Policy for SCDD-appointed Local SDAC Members

Handout(s)

There may be additional materials on the day of the meeting.

Bi-Monthly SDAC Reports 9.13.2023

Responses Received	ALL Regional Centers
Alta California Regional Center Far Northern Regional Center North Los Angeles County Regional Center Alta California Regional Center San Andreas Regional Center Eastern Los Angeles Regional Center Regional Center of the East Bay North Bay Regional Center Valley Mountain Regional Center Eastern Los Angeles Regional Center Golden Gate Regional Center	Alta California Regional Center Central Valley Regional Center Eastern Los Angeles Regional Center Far Northern Regional Center Frank D. Lanterman Regional Center Golden Gate Regional Center Harbor Regional Center Inland Regional Center Kern Regional Center North Bay Regional Center North Los Angeles County Regional Center Redwood Coast Regional Center Regional Center of the East Bay Regional Center of Orange County San Andreas Regional Center San Diego Regional Center San Gabriel/Pomona Regional Center South Central Los Angeles Regional Center Tri Counties Regional Center Valley Mountain Regional Center Westside Regional Center

Key Takeaways:

9 out of 21 RCs have submitted reports – majority are entering data

What are the reasons given for not moving forward into the Self-Determination Program after completing orientation? – most say program is too complicated/takes too long

How many participants are on an FMS waiting list? - most did not answer this question

Feedback from GGRC (GGRC does not track/report most of the data we are requesting

- Because of how SANDIS currently tracks data, it would be better to gather data that can be done by tracking POS data like an FMS start date rather than non-POS dates like an orientation or the beginning of a spend down on a budget.
- Also, please give SDACs and RCs the tools to make this easier. E.g., tools or functions on SANDIS, a spreadsheet to track overtime, etc.

- This regional center would be happy to receive examples of tracking programs or spreadsheets other RCs use for SDP.

Feedback from RCEB (re: trouble collecting data)

- "Note: I entered ""unknown"" on all of the data questions (or I entered 0 when a number was required) because our regional center either does not track or will not share with me the information. Here is a copy/past of the response I received when I reached out to our regional center to determine how we might best gather this info: "To get back to you about this in general, I have consulted with Lisa (Exec Dir) and she discussed with ARCA and the consensus and what was related to State Council was that this was not something RCs were required to do. It seems that much of what this group is asking for are items that RCs do not routinely track. DDS are the ones who keep a closer eye some of these detailed statistics and we do provide them periodic reports. We can provide you some of the regular stats around enrollment and orientations that we routinely share at monthly SDLAC meetings, but we do not have the bandwidth to gather the rest."
 - The monthly reports she referenced report the following:
 - Total number of participants successfully enrolled in SDP
 - Number of enrollments in the past month
 - Number of clients in year 2, 3, or 4 of SDP
 - Number of unenrollments in the past month (without detail of why they disenrolled)

Responses to survey questions

How many days does it take for a participant to be enrolled* once they complete orientation?

- ACRC – 3 months
- FNRC - 6 months
- NLACRC - From Orientation 346 days, from IPP 143 days
- SARC - Approx. 387.5 days (12.5 months)
- NBRC - 180-240 days
- VMRC - This often depends on whether they have an Independent Facilitator, agree to budget, readiness to start (have the information needed to start- e.g., unmet needs, cost for services, etc.)

How many people at your RC have completed SDP orientation but chosen not to move into the Self-Determination Program?

- NBRC 6
- SARC 218
- ACRC 1
- NLARCRC 449

How is your regional center spending SDP implementation funds?

- FNRC - Spanish translated brochures, postcards/flyers for service coordinators (Eng. & Spanish), hiring of Project Coordinator, creation of SDP documentary in the North State and movie premier night. IF grant opportunities.
- NLACRC - We have 3 current PCP specialist to assist in the SDP process.
- ACRC - We have contracts with several CBOs to provide support to clients/families and to the community related to SDP. ACRC SDAC Committee is contracted with Progressive Employment Concepts and Supported Life Institute to conduct outreach and education to our community, including individuals with complex needs and communities of color.
- SARC - has funded PHP cohort groups as well as individual coaching provided by NeuroNav.
- ELARC - has contracted with community-based organizations to provide community conversations focus groups with IF, FMS, SCs, developed user friendly printed and digital copies of SD guide, provided trainings to community, as well as coaching support for Spanish speaking participants. In addition, a self-advocate institute is currently being established to have self-advocates become SD ambassadors.
- NBRC - coaching and consultation fees, has tripled our number of participants.
- VMRC - We are working on a training binder for SDAC members to implement and maintain. We have hand-over-hand coaching with Adjoin and ICC to participants and their parents. We are organizing a town hall for representative to support facilitating discussions with FMS's. We have purchased books and had them translated in Spanish (Think Outside the Box by Disability Voices United). In the first year, it was the SDP orientation book (e.g., replicated the Tri-Counties SDP training). We may use funds toward distributing pens, etc. at local events (e.g., Resource Fair) related to SDP.

What is your regional center doing to reduce barriers to enrollment (e.g., FMS crisis, reaching underserved communities, certifying budgets, etc.)?

- ACRC SDAC Committee is contracted with Progressive Employment Concepts and Supported Life Institute to conduct outreach and education to our community, including individuals with complex needs and communities of color. - We hold quarterly meetings with our FMS agencies to discuss barriers and resolve concerns. We also meet 1:1 to address individual participant needs. Contracted with Progressive employment Concepts to serve individuals with complex needs, and general SDP outreach, as requested. Presented at the Supported Life Institute Conference and had an informational table and presentation.
- FNRC - Monthly meeting with FMS to discuss barriers and solutions. FNRC developed a specialized unit of Service Coordinators with two Supervisor (one Spanish speaking) to meeting the need of further developing SDP.
- NLACRC - Our SDP team works very closely with case management team guiding them in every step to assist in the SDP process. We have monthly

office hours virtually and in person for any guidance. We also hold monthly Training for our new staff allowing all CSC's to attend to gain more knowledge on SDP. We hold monthly IF roundtables to work closely with our Independent Facilitators teaching them our procedures and hearing their concerns to make improvements to the program. We also work very closely with our SDLAC to ensure effective implementation of the Self-Determination Program and facilitate the sharing of best practices and training materials.

- SARC is implementing a SDP only unit of Service Coordinators in an effort to promote quicker processing times and expedite approval processes. The PCS team is also conducting outreach to underserved communities to promote education and provide resources regarding SDP.
- ELARC's LVAC members wrote a letter to DDS advocating for a crisis team be developed to temporarily address the FMS issues. This letter was also shared amongst the SSDAV members through the co-chairs. In addition, our manager of community services serves on the statewide FMS workgroup. Lastly, we have implemented an FMS focus group that meets bi-monthly to address local issues.
- NBRC - outreach with our EdSpectrum consultant
- VMRC - We have trained Participant Choice Specialists in entering initial authorizations and applying spending plan changes to existing SDP participants. We are onboarding more FMS's through courtesy vendorization (e.g., Cambrian, Ritz). We are providing individual trainings for people that don't have equipment to access technology to attend trainings (e.g., go to homes to provide individuals with 1:1 training in their home). We have also provided trainings in other languages (e.g., Spanish, sign language interpretation). In addition, we will train in smaller groups, where needed. We accommodate trainings based on need (e.g., take the training to individuals instead of coming via Zoom or in person).

Do you have any recommendations for improving outcomes (e.g. FMS crisis, disparities, speeding up the enrollment process, etc.)?

- ACRC - Related to disparities, have more self-determination information available in other languages. More FMS agencies are needed and should be more readily available to serve clients. Share the benefits of SDP for participants served: info sessions, lunch and learn, etc. Conduct targeted outreach to those with specific accounting backgrounds, associations, magazine ads, as these individuals may not be aware of the market and need for FMS agencies.
- FNRC - FMS need strict regulation. Continued need to market SDP in rural areas within CA.
- NLACRC - Some recommendations are: DDS having more oversight to help navigate the program, having them know how to implementing directives before they are released. FMS should be mandatory - review all spending plan prior to transitions. Require FMS to respond to all parties within 48 hours. Have a separate unit in accounting for SDP.

- ELARC applied and received a grant through the DDS Service Access & Equity funds to continue with a self-imposed reduce 1:40 caseload. This allows staff the opportunity to spend more time with participants and begin to develop a trusting relationship which will ultimately result in reducing barriers. In addition, the PCSs are supporting the SCs and participants with transition as well as support with on-going case management."
- VMRC - Recommendations would include streamlining enrollment process to support budget development, entering of authorizations and staying consistent with timelines to reduce lengthy transition times into SDP. Recommendations would also be to support more onboarding of additional FMS's and also streamline their processes to where VMRC staff are familiar with how each FMS works and works collaboratively with participants, their families, and IF's to inform them of these processes. It is also recommended that policies and procedures from FMS should be communicated directly to the regional center in addition to the participant/their parent, along with the IF, to avoid communication gaps and delays in processes. This is often due to the parent not always receiving the information, understanding it, or perhaps getting it in their junk mail and not knowing this. With regard to disparities, if DDS can provide regional centers with equipment to track data without manually doing this individually with each regional center, it would be easier to track which target groups are not accessing SDP orientations, etc. to understand which target groups can be supported to avoid such disparities.

UNPROFESSIONAL CONDUCT

Purpose:

To inform Councilmembers, employees, and volunteers serving on advisory committees of the State Council on Developmental Disabilities' commitment to providing a workplace in which all individuals are treated with courtesy, dignity, and respect.

Authority/Reference:

Government Code § 1090 et seq.; 19990 et seq.; 87100 et seq. California Code of Regulations, Title 2, Division 1, Administrative Personnel, Chapter 1, State Personnel Board, Subchapter 1.3. Examinations and Appointments, Article 8. Examinations, Section 172. General Qualifications.

Applies To:

Councilmembers employees, and volunteers serving on advisory committees

POLICY

In addition to prohibitions against unlawful harassment and discrimination, SCDD has zero tolerance for abusive, unprofessional and/or unethical conduct in the workplace. Accordingly, derogatory racial, ethnic, religious, age, disability, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

For the purposes of this policy, unethical is defined as not only the previously stated behaviors, but also unethical accounting practices, bribery, incompatible activity with state employment, and misappropriation of funds, including financial conflicts of interest. Members of the Council, its Committees and employees shall conduct themselves using the principles of honesty, integrity, fairness, and good-faith.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment and/or unprofessional, inappropriate behavior. Forms of harassment and other unprofessional, inappropriate behavior, include, but are not limited to: **Verbal:** repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color

jokes, propositions, threats or suggestive or insulting sounds; **Visual/Non-Verbal**: derogatory posters, cartoons or drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures, inappropriate jokes being sent or forwarded via email; **Physical**: unwanted physical contact including touching, interference with an individual's work movement or assault, and **Other**: making or threatening reprisals as a result of a negative response to harassment or sexual advances.

CONTACT INFORMATION

Employees or volunteers who believe they have experienced abusive, unprofessional conduct described in this policy should contact the Personnel Office at (916) 263-8121.

RETALIATION

Actions of retaliation taken against individuals who report or file a complaint of unprofessional conduct or provide information during a supervisor's fact finding meeting(s) are strictly prohibited. SCDD will not tolerate any retaliation against any individual(s) who, in good faith, report and/or provide information relative to a complaint of unprofessional conduct regardless of whether the complaint is determined to be valid or unfounded.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is available as a resource for employees who desire counseling for stress, interpersonal conflicts, legal issues and/or other concerns. Employees may contact the Personnel Office at (916) 322-5521 for more information regarding EAP or Magellan Healthcare at (866) EAP-4SOC (1-866-327-4762). TTY users should call (800) 424-6117. The EAP is a confidential program.

Most Recent Action

Revision approved by HR & Legal April 25, 2018

September 28, 2023

**AGENDA ITEM 6.
INFORMATIONAL ITEM**

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

SCDD Updates

Executive Director Aaron Carruthers will provide members with an update on SDP-related activities the Council is participating in, including an overview of the Self-Determination Program Evaluation recommendations.

Attachments

None – there will be handouts the day of the meeting.

September 28, 2023

**AGENDA ITEM 7.
INFORMATIONAL ITEM**

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

Best Practices Platform Updates

Committee members will be introduced to the new fillable submission form available in English and Spanish. This form was created as an additional way to submit best/promising practices to the SSDAC.

There will also be an announcement that best/promising practice submissions are now being accepted from self and family-advocates and professionals who have experience with the SDP. This is in addition to local SDP advisory committee members, SCDD Disability Expert Advisory Panel members and Regional Center Participant Choice Specialists that are already able to submit ideas.

Updates will conclude with members receiving a summary of the submissions received since the last meeting.

Attachment(s)

Best/Promising Practices Fillable Submission Form (English)
Best/Promising Practices Fillable Submission Form (Spanish)

Handout(s)

There may be additional handouts on the day of the meeting.

SSDAC Best Practices Submission Form

Please enter your best or promising practices for implementation of the Self-Determination Program below.

A **promising practice** is a practice, project or activity that has been implemented in order to meet a need and/or address a barrier.

A **best practice** is a promising practice that has been successfully applied and supported by research and/or repeated use and is now recognized as a best practice by professionals.

The Statewide Self-Determination Advisory Committee (SSDAC) is collecting best and promising practices for the purpose of sharing this information on its Best Practices webpage, which is under development and expected to launch in the summer of 2023. Submissions will be reviewed by members of the SSDAC prior to posting publicly, and you will be contacted directly if the committee has any additional questions.

I am a(n):

LAC Member

Participant Choice Specialist (PCS)

SCDD DEAP Member

SSDAC Member

Self-Advocate or Family Advocate

Professional/Community Organization

I would like to:

Submit a Best Practice

Submit a Promising Practice

Contact Information: (Note: this information will only be used to contact you regarding this survey. Your personal information and the best/promising practice information you provide here will not be shared with or accessed by anyone outside of the SSDAC and SCDD)

Name

Email Address

Phone Number

This best/promising practice is related to:

Disparities

Enrollment

Financial Management Service (FMS)

Independent Facilitators

Individual Budgets

Local Volunteer Advisory Committees (LVACs)

National Best Practices

Outreach

Oversight

Person Centered Planning

Spending Plans

Systemic Program Improvements

Training and Education

Please describe the best/promising practice:

How has this best/promising practice been implemented? (If you don't know, please enter N/A)

What are the observed/documentated outcomes of this best/promising practice? (If you don't know, please enter N/A)

How have outcomes been measured: (If you don't know, please enter N/A)

Do you have any research, a whitepaper, or documentation to support this best/promising practice?

Yes

No

Please attach any supporting documents, materials or resources that you would like to share.

SSDAC Best Practices Submission Form

A continuación, por favor de ingresar sus prácticas mejores o prometedoras para la implementación del Programa de Autodeterminación.

Una **práctica prometedora** es una práctica, proyecto o actividad que se ha implementado para satisfacer una necesidad y/o abordar una barrera.

Una **práctica mejor** es una práctica prometedora que se ha utilizado con éxito y es respaldada por investigaciones y/o se ha usado repetidamente y ahora es reconocida por profesionales como una práctica mejor.

Yo soy:

Una miembro de LAC

Una especialista en elección de participantes

Una miembro de SCDD DEAP

Una miembro del SSDAC

Autodefensor o defensor de la familia

Organización profesional/comunitaria

Me gustaría:

Una mejor práctica

Envíe una práctica prometedora

Información de contacto:

Nombre

Correo electrónico

Número de teléfono

Esta práctica mejor/prometedora está relacionada con:

Disparidades

Inscripción

Servicio de Administración Financiera (FMS, por sus siglas en inglés)

Facilitadores independientes

Presupuestos individuales

Comités voluntarios locales de asesoría (LVACs, por sus siglas en inglés)

Prácticas mejores nacionales

Alcance

Supervisión

Planificación centrada en la persona

Planes de gastos

Mejoramientos de programas sistémicos

Entrenamiento y educación

Por favor describa la práctica mejor/prometedora:

¿Cómo se ha implementado esta práctica mejor/prometedora? (Si no lo sabe, por favor de escribir "N/A")

¿Cuáles son los resultados observados/documentados de esta práctica mejor/prometedora? (Si no lo sabe, por favor de escribir "N/A")

¿Cómo se han medido los resultados?: (Si no lo sabe, por favor de escribir "N/A")

¿Tiene alguna investigación, una hoja informativa, o documentación para respaldar esta práctica mejor/prometedora?

Sí

No

Por favor de adjuntar cualquier documento, material o recurso de respaldo que le gustaría compartir: (opcional)

September 28, 2023

**AGENDA ITEM 8.
INFORMATIONAL ITEM**

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

DDS and Ombudsperson Update

DDS will provide members with an update on SDP-related activities including any relevant updates on recent directives, data, and more.

In addition, the Ombudsperson will give an update on trends, including any new updates on the state of the FMS' serving clients.

Attachments

None – there may be handouts on the day of the meeting.

September 28, 2023

**AGENDA ITEM 9.
INFORMATIONAL ITEM**

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

December Town Hall

The final meeting of the year will be held in December. The Co-Chairs are planning a town hall format for this meeting.

Member's will participate in an exercise to help develop a targeted topic for the meeting.

Attachment(s)

None – there will be handouts and/or a live link the day of the meeting.

September 28, 2023

**AGENDA ITEM 10.
INFORMATIONAL ITEM**

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – SSDAC

Public Comments

This item is for members of the public to provide comments and/or present information to this body on matters not listed on the agenda. There will be up to 20 minutes allocated to hear from the public with each person allotted up to 3 minutes to comment.