



**Alta California**

Regional Center

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**Alta California Regional Center (ACRC)  
Self-Determination Advisory Committee Meeting (SDAC)  
Wednesday, October 13, 2021  
1:00 P.M. to 3:00 P.M.  
Minutes**

Members:	Present	Absent
Benita Ayala, FA	X	
Carmen Delgado, FA	X	
Daniel Meadows, SA	X	
Karen Mulvany, FA	X	
Kelsey Handcock, DRC	X	
Kenya Martinez, FA	X	
Kimberly Terrell, SA	X	
Lisa Cooley, SA (Chair)	X	
Meena Kalyanasundaram, FA		X
Pam Cheh, Community Resource Partner	X	
Tom Hopkins, SA		X
Tracy Ligtenberg, FA		X
William Reed	X	
Non-members Present:		
Brittany Mangum, ACRC Mechelle Johnson, ACRC Jennifer Bloom, ACRC Johnny Xiong, ACRC Tracy Brown, ACRC Thalia Castro Vega, ACRC Bethaney Temby, ACRC Nicole Neilsen, ACRC	Maxine Paula Milam, DDS Joe Hernandez, SP Kidada Medina, FA Tammi Bradley, SDP Life Rachael Palmer Felicia Ford Tracy Evanson Janelle Lewis Kay	
Legend: SA – Self-Advocate, FA – Family Advocate, SP – Service Provider		

## **1. Call to Order by Benita Ayala, Co-Chair**

Welcome & Introductions (1:02 P.M.)

## **2. Approval of Agenda & Minutes (from September 8, 2021)—Lisa Cooley**

- Meeting Agenda:
  - Motion to amend agenda by Karen Mulvany (Kenya Martinez should be cited as chair of Subcommittee for Grant 2020-2021 (item #5)).
  - Motion to approve agenda, by Daniel Meadows
  - Seconded by Karen Mulvany
- Meeting Minutes
  - Motion to amend minutes by Karen Mulvany add website for acronyms <https://www.altaregional.org/post/acronym-and-term-definitions>
  - Benita moves to approve minutes as amended
  - Karen seconds motion
  - SDAC passes unanimously

## **3. ACRC SDP Updates—Mechelle Johnson, Jennifer Bloom, Johnny Xiong, & Tracy Brown, ACRC**

### **a. Training of ACRC Service Coordinators and Client Services Managers**

- Clients who “flipped the switch” October 1<sup>st</sup>= 6, for a total of 25
- ACRC continues to update our internal spreadsheets for clients going through the SDP enrollment process. We’ll be providing our month update on our website starting next month.
- ACRC continues to have seven FMS vendored Agencies: Acumen, Aveanna, Community Interface Services, GT Independence, The Emelyn Group, Public Partnerships, and Mains’l. Their contact information and available FMS services are listed on the DDS website.

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- ARCC Center sent letter advising that they will no longer be offering FMS services for SDP as of 11/30, but will continue for Participant Directed Services.
- Four agencies in various stages of the vendorization process for PCP. Two of the four applicants are actively moving through the process.
- ACRC SDP Timelines are documented on our website
- We continue to meet and attend statewide SDP meetings, meet with DDS monthly, and with Independent Facilitator partners for collaboration.
- For SDP education of its staff, ACRC continues hold our weekly Q&A sessions, new SDP Committee, and consultation with ACRC staff.

### **Timeline of SDP at ACRC:**

- We have been training staff since 2018 prior to selection of clients in Phase 1. SDP informational meetings started March 2018, SCs were sharing information with clients and inquired about their interest to be placed on the DDS interest list.
- Jason Lindo conducted SDP orientation training for each unit. He reviewed the Power Point and answered Questions
- 2018 October- Participants selected for initial rollout
- 2019 March/April- Branch Managers started conducting community trainings, Jason Lindo & Patti Diamond facilitated trainings at the Sacramento office. Trainings continued in person through 2/2020 when COVID hit we transitioned to virtual orientations and now SDP orientations are available online.
- 2020 January – SDP implementation training for all staff. Walked through process from orientation to flipping the switch
- 2020 May- SDP training via WebEx
- 2020 July- Issued expectation for Service Coordinators to attend SDP orientation, added monthly training topic to unit meetings.
- May 2021 Started weekly SDP Q&A Sessions for Staff
- September 2021, we started a dedicated SDP committee for ACRC Service Coordinators and Client Services Managers.

*Question about expenditure report times lines document.*

See:

[https://www.altaregional.org/sites/main/files/file-attachments/sdp\\_implementation\\_timelines.pdf?1632238054](https://www.altaregional.org/sites/main/files/file-attachments/sdp_implementation_timelines.pdf?1632238054)

*SDP Ombudsperson's Office-What is the allocation for Regional Centers and why is the Ombudsperson not located at Regional Centers?*

In our September 10<sup>th</sup>, meeting with DDS, the questions were posed. Our Liaison at DDS, Tim Travis responded that the Ombudsman office is independent of DDS, but was to be housed at DDS pursuant to the Lanterman Act Welfare and Institutions Code section 4685.9. In terms of allocation, the Ombudsperson Office will be staffed by the head of the office, and by maybe one or two individuals per office.

*In response to the question-What If the SDP timeline is not working?*

Please reach out to Mechelle or the associate directors, or the client service managers. Mechelle can be reached at [sdpquestions@altaregional.org](mailto:sdpquestions@altaregional.org).

*In response to: "Can staff attend SDAC Meetings?"*

It is not a good use of their time. There are a number of CSMs and members on our management team in this meeting who take information back to our teams. We have weekly SDP Q&A sessions and other opportunities to share information.

*Question for DDS: Define definitions of unmet needs in Person Centered Plan and in traditional services.*

DDS was to get clarification. This was not outlined in the law, but unmet needs are assessed using the traditional services model. This is distinct from unmet needs discussed in a Person Centered Plan.

*Carmen asks what percentage of staff have received training. She also asked if the staff is engaged with the program or if they looking at it as just another initiative?*

ACRC staff will watch the orientation at minimum. Many staff are attending the Q&A sessions and becoming very familiar with SDP and it is now a part of the new hire orientation. Mechelle said she

believes most staff are engaged and if she comes across someone who is not buying into the program, there will be/is coaching. Tracy shares that the more momentum we have, we're getting more staff talking about it and getting people excited about SDP. She shared there is a lot of positive feedback from our Service Coordinators.

Tracy Evans shared that her daughter is transitioning into SDP- many people are interpreting that the \$2500 is for the PCP, but participants need to understand that the \$2500 needs to fund the whole process prior to flipping the switch. Families need to ask questions to see how the \$2500 will be allocated because they need to use it for the whole transition process, including fees for independent Facilitators, if they are used.

Felicia Ford shared that SDP has been wonderful for her daughter. She said that it is a learning process for everyone. SDP is different for everyone. It is not for everyone and should not be pushed on those who do not want to leave traditional services.

#### **b. 024 Reimbursement Process for Person-Centered Planners Training**

<https://www.altaregional.org/sites/main/files/file-attachments/sdac.024.pdf?1634157482>

#### **c. Certified Budget: How to Include April 2022 Rate Increases**

Mechelle reached out to Tim Travis at DDS, and he indicated there is a team working on implementing the rate reform and did not have any information how that will work for SDP.

Karen shared our SDAC can ask DDS for this information. Also, San Diego Regional Center presented their approach to creating a certified budget at: <https://www.youtube.com/watch?v=sVQ4IC-HaXc>

Sonya asked about reinstated Social Recreation and Mechelle said she is awaiting guidance at this point. Mechelle will follow up with this item during Nov SDAC meeting.

#### **4. Presentation on the CASDP Network Website—Mark Altieri, CASDP**

Mark did not attend; no presentation.

#### **5. SDAC Voting Items—Committee**

##### **a. Approve meeting dates for 2022**

- **January 12, 1-3 pm**
- **February 9, 1-3 pm**
- **March 9, 1-3 pm**
- **April 13, 1-3 pm**
- **May 11, 1-3 pm**
- **June 8, 1-3 pm**
- **July 13, 1-3 pm**
- **August 10, 1-3 pm**
- **September 14, 1-3 pm**
- **October 12, 1-3 pm**
- **November 9, 1-3 pm**
  - Carmen moves to accept dates; Karen seconds the motion and requested that the ACRC website be changed to show the committee occurrence from bi-monthly to monthly, and to also add the approved 2022 meeting dates.
  - SDAC approved 2022 meeting dates unanimously.

##### **b. Discuss and Vote Upon Addition of a Standing Agenda Item:**

- **Lisa all SDAC requests for Regional Center or SDAC follow-up on SDAC minutes, which items will later be copied to the agenda for the next SDAC meeting. These items will be known as Action Items.**
  - Lisa moves to accept the standing agenda item; Karen seconds the motion

**c. Discuss and vote upon SDAC report on progress and Recommendations to send to ACRC and DDS.**

Karen makes a motion to create and send a SDAC report of our SDP progress made in the past year, plus SDAC recommendations, to send to ARC's Executive Management Team and ACRC Board of Directors, as well as to DDS. This is part of the SDAC's duties per the Lanterman Act. Karen also volunteers to draft the report for the past year for SDAC review and approval, but will need the updated data on SDP progress from ACRC.

- Kim seconds this motion and proposes this report be completed monthly.
- SDAC approved unanimously.

Kelsey is concerned that the folks without a translator during Q&A sessions and were not able to ask questions. She would like something on our website for accommodations for other languages/translation. Kelsey will collaborate with ACRC in the best implementation. Karen makes a motion to accept Kelsey's recommendations and make an action item to add translation options on ACRC's website and agenda.

- Carmen seconds this motion.
- SDAC approves unanimously.

**6. Updates from Providers from Grant Fund 2020-2021—Kenya Martinez, Subcommittee for Grant 2020-2021, Chair**

Kenya provided an update on SDP grant funds that will expire on 12/31/21, if not used. She has reviewed information to complete PCP 96 hours; they cannot do more hours. The timelines were for spring next year, but this is not realistic. Lisa and David are also going through training. They may not qualify for the program due to the number of hours they would need to complete. We need to look at what else we can allocate for funding.

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Tanya Richmond responded by saying you have a be a Person Centered Thinking Trainer to be a Facilitator. The contract is until end of December. This is a lot of work, so the person selected will need to be aware of the amount of time and work involved.

*Karen asked if someone else can take this place.*

The answer is yes and this will need to be done rapidly.

*Benita asked if anyone in committee would like to attend the funded, but unused, training for Person Center Planning?*

Tammi Bradley thinks she would be available.

*Karen asked if the money is lost if it is not used or will it be added to the following year.*

Benita answered saying that based on what Lori Banales, ACRC Executive Director, shared a few months ago, that yes, it will go toward the following year. Mechelle said her understanding it will be lost if not used, but she will check with our CFO and get back to the committee.

Benita added she would like to establish a new grant and allocate the unused funds to that. She asked if anyone will be willing to do this. Reach out to Benita for use of remaining funds (estimated \$300-\$400) if they are available.

Karen would like to hear ideas for next year's grant.

Rachael Palmer provided an update on her grant-funded trainings, Person Centered Thinking training and Independent Facilitator training. There are two trainings to be completed for the Person Centered planning in SDP in Nov/December with 1:1 mentoring to the trainees. There will be \$6500 of unused funds returning back to the SDAC, if unused. Rachel shared that they could offer an additional training so the fund is not wasted. Reach out to Rachel to get all the trainings she did.



Kenya said there is not enough plain language for self-advocates and Independent Facilitator trainings for self-advocates. People Planning Together could be a good training for SDP recipients.

Benita is interested in utilizing a portion of the remaining funds towards SDA

Kenya would like focus on youth (25 and younger).

## **7. SDPC Grant Subcommittee Recommendations for Grant Proposal**

Benita, Carmen, and Kenya are part of this subcommittee, but anyone else is welcome. You may email Kenya if interested at [kenyamartinez95@gmail.com](mailto:kenyamartinez95@gmail.com)

Kenya advocates for accredited trainings. Some are asking for a social work background.

Ideas:

- Utilizing translation services
- SDP coaches
- Benita would like to invite two SDP coaches and navigators, Felicia Ford and Tracy Evanson, to speak.

Felicia Ford and Tracy Evanson are partnering with A CRC. What they want to do is usher people in to SDP with different ideology. They would like to mentor and coach. This is to eliminate the stress for the recipient of SDP, have fun with it, and let them guide their own life.

Tracy shared that she was invited to be on the SDAC for San Gabriel Regional Center. She was not at all familiar with SDP and it was overwhelming, so she declined at the time. One year later, Tracy came back and took the initiative with COVID and attended these trainings

time and time again to gain more information. Tracy's daughter will be starting SDP on 11/1 and is looking forward to it! These workshops will help people whom are feeling overwhelmed and give them bite sized information to digest. They do not need to know about every single detail regarding services codes to get the full idea of SDP.

Benita said that Tracy and Felicia offered to share a binder of the information they have been collecting.

*Karen asked at what point do they join this program- once the switch is flipped or prior to?*

Felicia answered by saying they can join at any point. It would really depend on what the client/family member wants. There could be a cohort of clients that could take this together. The idea is flexibility and speaking in plain language. The goal is people having more information and being able to decide if they want to be in SDP. These workshops are for learning. Tracy said they empower the client and family. This is the main objective in SDP.

Lisa asked that this information related to coaching be in different languages. If other languages want to be added, this would be added to the budget. The trainings and binders would also need to be updated.

*Karen's concern is outside of grant funding, there is no current SDP funding for any services prior to flipping the switch except for PC planning and initial Independent Facilitator.*

Felicia responded by saying SDP is here to stay and grants are given every year and their services can be funded with that money.

Daniel, Lisa, Karen, William, Tom, Carmen, and Kimberly voted to support the Grant Subcommittee's proposal to proceed in a 1-year

contract with Tracy and Felicia's SDP coach concept for a grant proposal.

## **8. Update from SDAC Provider Committee—Karen Mulvany**

Presentations will take place November. Will report back on initial presentation at November SDAC meeting.

Providers will be issued a survey response form to gain understanding of what they thought of the presentation and what improvements can be made.

## **9. Public Comment**

Sonya wanted to thank Benita and the others who invited Tracy and Felicia and encourages everyone to invite folks who have SDP success stories. She also shared that one of the committee members was unable to make it to committee today due to the time. Sonya would like to know if the committee would like continue having SCDD create the meeting links for SDAC meetings going into 2022.

The SDAC responded that it would appreciate SCDD's ongoing support for remote online SDAC meetings.

Felicia and Tracy were grateful to be at this meeting.

Mechelle's response to questions or statements brought up during September public comment is that she wants the community to know that we are accountable and responsible and want the community to know that they are being heard.

## **10. SDAC Member Comments**

Karen Mulvany:

- Electronic Visit Verification is coming up and there is no DDS guidance yet on how to direct support providers under SDP are supposed to comply. This could add cost to SDP budgets. Also, SDP providers will need to know which staff are exempt, such as live-in staff, and how a live-in staff is defined.
- We have heard that some FMSs require providers to submit hours before the end of the calendar month, and if that deadline is missed, payment will be delayed for a month. Some (and perhaps most) providers may not be able to participate in SDP under these terms.
  - It is especially important for our vendored providers, who are accustomed to ACRC payment terms, to be aware of different FMS practices. Participants need to know about these issues in advance, especially if the participant is acting as an employer.

Kim would like to know about the money they get in traditional services vs. SDP. If someone is allowed to do alternate services rather traditional services, they may need more money for the new activity.

Benita would like an exact amount of what is left over in the Self-Determination grant so we can spend it by the end of the year. Please email this information to Benita.

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

- Look into changing SDAC time back to 10-12.
- Action Items:
  1. Karen Mulvany, SDAC member, will draft a report outlining SDP progress by the SDAC and ACRC for SDAC approval, with a due date of the November SDAC meeting agenda publication.
  2. ACRC will amend the SDAC website to post membership of the committee, so that the SDAC has access to accurate roster for quorum counting purposes.

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- The membership roster should also indicate whether the member was appointed by ACRC or the SCDD, and whether they are a SA, FA, FRC representative, or DRC/OCRA representative, to demonstrate compliance with the Lanterman Act.
- 3. ACRC will update the SDAC meeting website page to reflect monthly meeting occurrence and newly approved 2022 meeting dates.
- 4. ASL/Translation support implementation:
  - ACRC will add and highlight on our website and agenda ACRC options for accommodations for other language /translation, including ASL.
  - Kelsey will collaborate with ACRC on the best implementation.
- 5. ACRC will email Benita with and advice the SDAC of the amount of remaining funds in the prior year's Self-Determination Program grant.
- 6. ACRC Questions:
  - Please Advise if ACRC has any guidance on SDP provider requirements to comply with Electronic Visit Verification.
  - Please advise how ACRC can work to improve FMS disclosure of their business terms to participants. Some FMSs are requiring providers to provide payroll information and accept reimbursement timeframes that are dramatically different from Regional Center practices, which may lead to declined participation in SDP. Participants need to know about these issues before selecting a FMS, especially if the participant is acting as an employer.

### **12. Dates for Future Meetings:**

- November 10, 2021, 1 PM- 3 PM

### **12. Meeting adjourned at 3:16 PM**



**Service Code 024 Vendorization for initial SDP Person Centered Planning and Independent Facilitation**

Per the [DDS directive to RCs dated 9/3/2019](#), ACRC can fund initial person-centered planning services for SDP participants from non-vendored providers who demonstrate they have received training or certification in the person-centered planning/facilitation process. Payment to non-vendored providers are funded through "Purchase Reimbursement" (service code 024.)" [DDS correspondence to RCs dated 2/13/19](#)

**Important Note:** Regarding the maximum allowable amount of \$2500 for Person Centered planning, if the entire \$2500 is not utilized for the person-centered plan, the remaining balance (up to \$2500) can be utilized to fund Independent Facilitator services.

Regional Center funding for SDP Person Centered planning is not intended for those that are not interested in participating in SDP.

The maximum allowable cost is \$2500. Exceptions may be granted through communication with DDS. [Self-Determination Program – Frequently Asked Questions - CA Department of Developmental Services](#)

Service Coordinator gathers the following documentation:

1. IPP or IPP addendum reflects the identified person-centered planner or independent facilitator, and is signed by the client/authorized representative.
2. Copy of certification or training documentation from the provider relating to person-centered planning services.
3. Invoice that demonstrates that person-centered planning services have been delivered as agreed to by the SDP Team

**Invoice shall include:**

- Hourly or flat rate of the provider
  - Number of hours required to complete the initial person-centered plan.
  - Narrative Description of services provided
  - Name of provider and signature on invoice
  - Contact information for provider: phone number, address and email address
  - Yes/No statement as to whether the provider is vendored with ACRC or another Regional Center.
4. Copy of the Person-Centered Plan and any other documents prepared, such as a one-page description. "At the end of the planning process, the individual or organization providing person-centered planning services should ensure that there is a written document with clearly stated outcomes provided to the participant that captures the strengths, hopes and dreams of the participant, along with their vision for their future and the supports needed to have a meaningful life in the community." [DDS Newsletter for SDP dated 8/30/19](#)