#### **AGENDA**

INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, NOVEMBER 4, 2019

Meeting: 5:00 p.m. to 7:00 p.m.
Inland Regional Center
Conference Center – <u>Auditorium, Section A</u>
1425 S. Waterman Avenue
San Bernardino, CA 92408

Call to Order/Ms. Stark

2) \$250,000 Contracts/Mr. Toms

Minutes of September 9, 2019 Board Meeting/Ms. Stark

**Action** 

Action

Public Input: (Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. <u>Please submit Request to Speak Form noting the agenda item to be addressed at sign-in table.</u>) In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue/comment, contact your CSC or email your comments to <u>Btrustees@inlandrc.org</u>.

Self Determination Update/Mr. Meza (Written Report)	Info
Executive Director's Report/Ms. Johnson	Info
Director's Reports/Directors	Info
Committee Reports (Written Reports)	
1) Another Way/Ms. Gonzales	Info
2) Consumer Advisory Committee/Mr. Nelson	Info
3) Legislative Committee/Ms. Cummings	Info
4) Vendor Advisory Committee/Ms. Remington	Info
5) Master Trust Committee/Ms. Miller	Info
Old Business	
New Business	
1) 1.2.4(a) Purchase of Service Policy/Mr. Toms	Action

3) Approval of New VAC Members/Ms. Remington

4) Revised Another Way Operating Manual/Mr. Urtz

Action Action

#### **Trustee Input**

#### **Executive Session**

1) Legal Matters (In accordance with Welfare & Institutions Code Section 4663(a)(5)

2) Employee Salaries and Benefits (In accordance with Welfare & Institutions Code Section 4663(a)(3)

**Next Meeting Date:** 

January 13, 2020

## MINUTES OF SEPTEMBER 9, 2019 Inland Counties Regional Center, Inc. Board of Trustees Meeting

**BOARD PRESENT:** Kiana Buffington; Carmen Estrada; Alicia Lara; Ted Leonard; Eric Naranjo; Cameron Page; Donita Remington; Rene Rojo; Elvia Sanders; Gizelle Siojo; Joshua Souder; Sheela Stark; Alva Stewart

**MEMBERS ABSENT: None** 

DIRECTORS PRESENT: Steve Beckett; Felipe Garcia; Lavinia Johnson; Don Meza; Merissa Steuwer; Vince

Toms; Kevin Urtz; Treva Webster

**RECORDING SECRETARY:** Sandra Guzman

BOARD FACILIATORS: Marie Andrews; Mary Garza, Ashwin Gaur; Robyn Souder

**STAFF PRESENT:** Kurtis Franklin; Gabriel Ortiz

GUEST PRESENT: Greg Damewood, Parent; Alma Janssen, DDS; Shannon Meehan, SCDD; Emily Stillion,

**Parent** 

CALL TO ORDER: Ms. Stark called the meeting to order at 5:07 P.M.

MINUTES OF JULY 8, 2019 BOARD MEETING: 1) Motion made to approve the minutes of the July 8, 2019 meeting as presented M/S/C Rojo/Souder.

**PUBLIC INPUT:** Greg Damewood, parent of an individual who is a consumer of the regional center. Mr. Damewood extended an invitation to the Board to Recovery Happens at Fairmount Park on September 13, 2019 from 11:00 a.m. – 4:30 p.m. He also shared he was advised that facilities are not required to complete a Special Incident Report (SIR) if a consumer of a CCF Level 4i goes to the ER. He believes an ER visit merits an SIR. SIRs should be called in within 24 hours and he appreciates all the monitoring regional center does to keep everyone safe. He suggested the use of baby monitors and padding around furniture edges to prevent injuries while someone is having a seizure. Mr. Damewood provided a copy to the Vice Chair of IRC's Conflict of interest Policy because he thought he heard a son of a trustees was appointed to oversee financial trusts.

**SELF DETERMINATION UPDATE:** Mr. Meza submitted a written report. The Board questions: 1) If the Independent Facilitator can be the consumer's CSC? The CSC is available to provide advice and support during the process but cannot serve as the Independent Facilitator. Doing so would create additional workload for the CSC and they will not be compensated for it. 2) Is there a timeline for those initially selected to participate in the program? Everyone selected must attend an orientation first. IRC is holding these orientations for 25 attendees per class. Part of the difficulties is getting the selected participants to attend the orientation. The department has recognized that this is an issue and has discussed putting a drop-dead date to complete the orientation. Failure to attend may result in being drop from the program. A new draw of consumers to fill any vacancies will take place in October. Once participant attends the orientation, they will need to develop their budget, a person center plan and

spending plan. The spending plan will serve as the contract and how they will pursue the next 12 months. Most regional centers included IRC are not at this stage yet.

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson reported the following: 1) As of August 26, 2019 IRC has 39,619 active cases. That is an increase of 413 cases since the last report. Managers continue to interview and hire to fill vacant and some growth positions. 2) IRC currently has 768 employees, 501 of those employees serve in some capacity as case managers. 3) On June 24, IRC received a letter from DDS indicating that IRC did not meet all the required staffing ratios. Also included in your packet is an IRC Growth Analysis prepared by Ben Cheng. 4) Thank you and congratulation to Don Meza, Marie Harris and all the member of the Blood Drive Committee for another successful drive held at IRC. 5) Congratulations to Maria Harkin and the entire HR team for a great Open Enrollment. 6) Thank you to Merissa Steuwer for working with Gallagher to obtain the best benefit rates for IRC's employees. 7) Congratulation to Theresa Charles from the Senior Unit for receiving the Hercules of the Month Award and to Jonathan Vasquez of the Riverside Adult East Unit for receiving the Positively Contagious Award.

**DIRECTOR'S REPORT:** No Questions

#### **COMMITTEE REPORTS**

- 1) ANOTHER WAY: Ms. Gonzales submitted a written report. The Board had no questions.
- 2) CONSUMER ADVISORY COMMITTEE: Mr. Nelson submitted a written report. The Board was given the opportunity to read report and had no questions.
- 3) LEGISLATIVE COMMITTEE: Ms. Cummings submitted a written report. The Board had no questions.
- 4) VENDOR ADVISORY COMMITTEE: Ms. Remington submitted a written report and highlighted the following: 1) The Vendor Fair held at IRC was well attended and everything went well. Vendors are looking forward to the upcoming Fall Festival. 2) Emergency preparedness. 3) Vendors thanked IRC and Vince Toms for answering valuable questions.
- 5) MASTER TRUST COMMITTEE: Ms. Miller submitted a written report. There were no questions from the Board.

**OLD BUSINESS: None** 

#### **NEW BUSINESS**

- 1) PURCHASE OF SERVICE GUIDELINES REVISION: Mr. Toms reviewed the changes to 1.2.4(s) Policy on Procurement and Disbursement of Funds Relative to Resource Development, and General Operations for the Inland Regional Center. California Resource Development Plans (CRDP) language for Affordable Housing projects was added 2. Motion made to approve revisions M/S/C Rojo/Souder.
- 2) **250,000 CONTRACTS:** Mr. Toms presented 5 contracts 4 the Board's approval. 4 non CPP 24/7 care supervision of adults with behavior and or medical needs homes and 1 non CPP specialized facility for clients with traumatic or acquired brain injuries. **3. Motion made to approve the 5** contracts presented M/S/C Rojo/Naranjo.
- 3) **PERFORMANCE CONTRACT:** Mr. Toms presented the proposed 2020 Performance Contract Plan. Measures 19, 20 and 21 are new measures. The rest are the measures are pretty standard

- and are created by DDS. The plan's timeline requirements was also discussed. <u>4. Motion made</u> to approve IRC's 2020 Performance Contract Plan as presented M/S/W/ Stewart/Rojo.
- 4) NOMINATIONS COMMITTEE RECOMMENDATIONS: Ms. Stark is requesting the Board's approval to reappoint Ms. Elvia Sanders to a second term on the Board. <u>5. Motion made to reappoint Ms. Sanders to a second term M/S/C Rojo/Souder.</u>

#### TRUSTEE INPUT:

Mr. Naranjo announced he just started his fall semester and is one step closer to starting his teaching career.

Mr. Leonard announced he will be going back to the Special Olympics. He is currently looking for a basketball team to play on.

Ms. Stark adjourned the meeting at 5:48 p.m. to go into Executive Session. Executive Session was called to order at 6:01 p.m.

The Board reconvened 7:06 p.m. The Board took action on salary schedule and legal matters.

Ms. Stark adjourned the meeting at 7:08 p.m.

Sincerely,

Alva Stewart Board Secretary Sheela Stark Board Chair

#### MOTIONS FOR THE SEPTEMBER 9, 2019 MEETING:

- 1. Motion made to approve the minutes of the July 8, 2019 meeting as presented M/S/C Rojo/Souder. Closed Session:
- 2. Motion made to approve revisions M/S/C Rojo/Souder.
- 3. Motion made to approve the 5 contracts presented M/S/C Rojo/Naranjo.
- 4. Motion made to approve IRC's 2020 Performance Contract Plan as presented M/S/W/Stewart/Rojo.
- 5. Motion made to reappoint Ms. Sanders to a second term M/S/C Rojo/Souder.



## SELF-DETERMINATION PROGRAM (SDP) TARGET DATES

JUNE 29, 2018 NEW

**Updated estimated timeline** — The "Participant Selection" section below has been updated to include the date by which the Department must receive the names of the individuals who will be considered for selection of the initial 2,500 participants in the Self-Determination Program.

The Department, in collaboration with the self-determination advisory workgroup and other stakeholders, has been working on the major components necessary to implement the Self-Determination Program (SDP). Outlined below are some of the major components requiring completion prior to the SDP becoming operational. The list below is not exhaustive but includes the key components and steps under active development.

The Department will post updates on the progress of each component.

- Federal Funding Approval
   Status: Completed. The application for federal funding, or Waiver, was approved by the Centers for Medicare and Medicaid Services on June 6, 2018.
- Individual Budgets Target for completion: August 15, 2018
   Task: Finalizing guidance information on how the individual budget amount is calculated, and the process for adjusting the budget when needed.



- Financial Management Services (FMS) Target for completion: August 31, 2018.
  - Task: Finalizing FMS vendorization requirements and rates.
- Independent Facilitators Target for completion: August 31,2018.
   Task: Defining the role(s) an independent facilitator may play and how this may be different if a participant chooses to select their service coordinator to fulfill the functions of an independent facilitator.
- Participant Selection Target for completion: October 1, 2018 Task: Selection of the initial SDP participants. It's important to note that only those individuals who have participated in an informational meeting and whose names have been received by the Department by September 17, 2018 at 5:00 PM will be considered for selection (by the Department) of the initial 2,500 participants in the SDP. Individuals whose names are received after September 17, 2018 will be considered for subsequent selections of SDP participants. Subsequent participant selections will occur if some of the initial 2,500 participants choose not to enroll or they enroll, then decide not to continue in the SDP. Timing for future selections will be established at a later date. Information for those who are interested on how they can be considered for participation in the SDP can be found at <a href="https://www.dds.ca.gov/SDP/sdpEnrollment.cfm">www.dds.ca.gov/SDP/sdpEnrollment.cfm</a>.
- Home and Community-Based "Settings" Requirements Target for completion: October 31, 2018.

  Task: Finalizing training materials on the federal requirements, how they apply to services in the SDP and the assessment process for ensuring all services, or "settings", meet the requirements. Due to federal regulations effective in March 2014, everywhere someone receives services (e.g. the "setting" where the service is provided,) must promote, and not prevent,



community participation and inclusion. The target date projects time needed to provide training to those who will be involved in the assessment process.

Orientation Materials - Target for completion: October 31,2018. Task: Finalize all orientation materials. The orientation materials will form the basis of the information participants need to support them in the SDP. In addition to the components above, the orientation will include information on what services are available in the SDP and tools to help participants choose qualified service providers. Training for those providing these orientations will also be necessary prior to participant orientations.

https://www.dds.ca.gov/SDP/SDPUpdates.cfm



#### **DDS Timeline for Workgroup Completion**

Participant Selection	Target Completion Date: 10/1/18	Next Workgroup Target Date: Discuss on 6/28/18	Communication to Selected Participants	Initial Selection	Representative Sample for each Regional Center
Orientation Development	Target Completion Date: 10/31/18 Worksroup Target	Completion Date: 9/30/18 Next Workgroup Target: Full group material review 6/28/18	Train-the-Trainer Finalize PowerPoint & Templates	Pilot the Presentation for Freedback. Complete Power boint & Associated Templates	Finalize Program Guidance
Budget Development	Target Completion Date:	Workgroup Target Completion Date: 7/28/18 Next Workgroup Target: Review took/Instructions.	outline process by 6/28/18	Define Average Costs	Disagreement Process
Setting Assessments	Target Completion Date: 10/31/18 Worksroup Target	Completion Date: 9/30/18 Next Workgroup Targett Review Yool, outline process by 6/28/18	tssue Guidance Assessment Tool	Temporary Settings Assessment Process	User Training
Financial Management Services	Target Completion Date: 8/31/18	Workgroup Target Completion Date: 7/31/18 Next Workgroup Target: Update group on 6/28/18	bsvue Geiddance	Rates Cash Flow for Provides Payments	Vendortation
Independent	Target Completion Date: 8/31/18	Worngroup sarget Completion Date: 7/28/18 Next Worngroup Farget: Review Guidance Draft on 6/28/18	Issue Guidance	A Service Coordinator as Independent Faciliator Family Member as Independent Faciliator	Independent Faciliatator Tranning Materials
Waiver	Completed:	June 6, 2018	On the Clock as of March 13, 2018	Received Questions from CMS and Responded by May 1,2018	Anticipated Waver Approval Ame 11, 2018



#### **Self Determination Advisory Committee Meeting NOTICE and AGENDA**

Inland Regional Center – Building 3 1425 S. Waterman Ave San Bernardino, CA 92408

> OCTOBER 24, 2019 6:00PM to 8:00PM

"MEET & GREET" from 5:00pm to 6:00pm. Facilitated by Rhonda Morris.

THE PUBLIC MAY LISTEN IN (BUT NOT PARTICIPATE) BY CALLING +1 (951) 394-3547

PARTICIPANT CODE: Conference ID: 292 752 308#

Individuals with disabilities who need reasonable accommodations to participate in the meeting should contact Don Meza by phone: (909) 890-3425 or e-mail: dmeza@inlandrc.org by October 18, 2019.

5:00-6:00PM Meet and greet for SDP participants and families

Guaranteed SDAC attendee: Rhonda Morris

6:00 PM - Call to Order and establishment of Quorum

- a. Welcome and notice of Spanish translation available
- b. Introductions
- c. Invitation for written comments
- d. Brief explanation of Robert's Rules/meeting etiquette

**Public Comment Period\*** 

#### **Consent Items**

- a. Approval of Agenda
- b. Discussion, and approval of "Welcome" materials for new SDAC Members

#### **Discussion Items:**

- a. Review of most recent SSDAC newsletters/updates Maia Pawooskar
- b. SDP Consumer Fair event: theme, speakers, "stations," and general discussion all
- c. Update on consumers list for the next lottery Don Meza



- d. Update on number/percentage of IRC participants who are in transition from traditional IPPs to SDP Jonathan Eckrich and Don Meza
- e. Updates on orientation trainings/schedule & common questions Jonathan Eckrich
- f. New Vendors / Providers (FMS, PCP, IF, etc.) Don Meza and Jonathan Eckrich
- g. Announcements Upcoming community events for potential SDAC involvement
- h. Recommendations for improvement all
- i. Next month's "Meet & Greet" volunteer

**Upcoming SDAC Meeting Schedule:** 

Thursday, November 21, 2019

**NOTE: NO DECEMBER MEETING** 

Thursday, January 23, 2020

Thursday, February 27, 2020

Thursday, March 26, 2020

All meetings begin at 6:00pm unless otherwise noted.

All meetings will be held at:

Inland Regional Center (Conference Building C)

1425 S. Waterman Avenue

San Bernardino, CA 92408

Adjourn

\* This item is for the members of the public to provide comments and/or present information to the Committee on matters not on the agenda. Please note that only those present will be able to make public comment, and time may not be ceded to a third party. Each person will be afforded up to three (3) minutes to speak. Written requests will be considered first.

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 the meeting should contact Don Meza by phone: (909) 890-3425or e-mail: dmeza@inlandrc.org at least 5 days prior to the meeting.



Agenda items may be taken out of order to meet the Committee's and its guests' needs as necessary. Action may be taken under any agenda item.

Note: Breaks will be announced as needed.



### Executive Director's Report November 2019

#### Respectfully Submitted by Lavinia Johnson

#### and Kevin Urtz

**CONSUMER TOTALS:** As of October, 2019, we have 39,619 active cases. That's a decrease of 310 cases since our last report in September. This is the first time in years we have shown a decrease but there is an explanation. A review of our records has revealed that we have many cases that initiated intake but for various reasons (lack of records or lack of follow up by initiating party, etc.), were never closed. We decided to clean that group up by sending letters to the last known addresses and if there was not response back, the cases were inactivated. There were 724 of these cases, some going back several months. Had it not been for these inactivations, we would have shown a growth of 414 cases. Last year at this time, we had 36,659 consumers which means that we experienced a growth of 2,650 consumers during the past 12 months (4,866 over the past *two* years).

**STAFFING:** We continue to advertise, interview and hire to fill any vacancies and are hiring to fill some growth positions. We currently have 768 employees which is the same as last quarter but we have increased the number of employees serving as case managers, 510 (up from 501 in August). This generally equates to an overall caseload average of 77:1 although individual caseload sizes vary considerably. This is a slight improvement over last quarter but, again, largely due to the inactivated cases addressed earlier.

LEGISLATIVE CONTACTS: During the past couple of months we have made a number of contacts with our local legislators. Through the efforts of C.J. Cook, his Community Engagement Unit and IRC's CAC we had several legislative representatives visit and converse with us at IRC on September 26. Among those meeting with us were Assemblymember Jay Olbernolte and representatives from the offices of Assemblymembers Freddie Rodriguez and James Ramos (2 representatives) as well as representatives from Senators Mike Morell, Shannon Grove, and Connie Leyva. Lavinia and Kevin also had a productive meeting with Senator Leyva at her office on September 25. It is our intent to continue to set meetings with our legislators so that they better understand our needs and concerns.

MEDICAID WAIVER AUDIT: Beginning October 7, I RC had its semi-annual Medicaid Waiver audit. This program generates significant amounts of Federal funding for the state. At the October 11 exit interview, the audit team was very complimentary of IRC's efforts. Although there were minor details to correct, they commented that reporting was consistent, that they would like to share our internal auditing form with other regional centers and that we should all "pat ourselves on the back". Although we will not get the formal written report for several months, we want to congratulate Aderonke Adejuyigbe, her entire Medicaid Waiver team and all the employees who helped make this a successful audit. The number of IRC consumers currently enrolled in Medicaid Waiver is 15,621, the most in the state. Essentially these cases have qualifying deficits that would have allowed them to be placed in Medicaid (MediCal) funded health care placements but have waived that right to live in the community. IRC's role is to monitor and document that their needs are met in the less costly community setting.

**COMMUNITY EVENTS:** Finally, we would like to talk about several very successful community events we recently had:

- On September 21 we held our annual Exceptional Families Conference at the IRC Conference Center. The event, consisting of a morning session in English (227 attendees) and an afternoon session in Spanish (178 attendees), was very successful. We want to thank all those who worked hard to make the event so successful. These include community family partners/parents Dipna Rodriguez, Mario Rodriguez, Maria Elena Rodriguez, Enrique Camacho and Alejandra Rivera. Also Sharon Barton from InRoads, C. J. Cook and his IRC Community Engagement Unit and Felipe Garcia, Director of Children's Services at IRC. Thank you all.
- On October 22, IRC hosted a summit and recognition conference for our Local Partnership Agreement Core Partners. These are people and agencies in the community and at IRC working together to better prepare our consumers for employment, find employment and help them succeed in their employment. Participants included the Department of Rehabilitation, multiple Local Educational Agencies (LEAs), schools from all over our catchment area, State Council on DD, Inland Empire Autism Society and IRC. I want to thank Vince Toms and the Community Services Department at IRC, especially Jonathan Eckrich (Training & Development Manager), Andrew Burdick and Beth Crane (Employment Specialists) for their efforts in putting this together. Approximately 200 attended. Kevin would like to add that he had a discussion with Joe Xavier, State Director of DOR prior to the event. Mr. Xavier commented that he works in Sacramento and frequently hears that the Inland Empire is the model for inter-agency cooperation. We agree and it is thanks to the efforts and people like we had at this event.
- Finally, on Sunday October 27, IRC held its annual Fall Festival. This year's even was exceptional. In addition to being held on the pedestrian mall in historic downtown Riverside, there were more vendor booths (over 100!), food options and opportunities for fun than ever before. It was a great event for our clients, families, IRC and the community in general. We hope you had a chance to visit. Once again, we want to thank C. J. Cook and his Community Engagement Team for putting together a great festival. We also want to thank our vendors, sponsors, partners, the City of Riverside and the community in general for their participation

# Director Adult Services Report November 2019 Respectfully submitted by Don Meza

Adult Services Team Update: The adult services team continues its steady growth with approximately 13,000 consumers being served. There are 13 teams to cover the two-county area with approximately 200 service coordinators. The adult services team will be losing a program manager and long-time employee of IRC. Mary Pounders who has served IRC since 1986 will be retiring effective December 2nd, 2019. We shall miss her, but we wish her the best. Mary's position has been posted and candidates will be interviewed in the month of November in order to fill the position effective with Ms. Pounders retirement.

Medicaid Waiver (MW): IRC recently participated in an audit by DDS/DCHS of the Medicaid Waiver program. We facilitated a transparent review of documentation, with access to residential facilities as well as day programs, and visits with consumers in their own homes. At the exit interview, the Audit team from DDS shared that they were impressed by our documentation and diligence in maintaining records. According to the audit team we scored 100 percent in several areas, and any issues they found, were minor and easily correctable. IRC continues to serve over 14,000 active Medicaid Waiver enrolled consumers. The MW staff continues to add "Deeming" cases. DDS will continue to provide the accounting of 1915i cases directly to CMS. IRC's directive is to review and account for the 1915i cases. IRC has approximately 1,650 consumers that qualify for the 1915i Waiver program.

Self Determination (SD): The SD Advisory group last met on September 26<sup>th</sup> and October 24<sup>th</sup> (next meeting is scheduled for November 21st at IRC). The list of consumers selected for the initial pilot was released on October 1<sup>st</sup>, 2018. IRC has 258 consumers that were selected for the Self Determination pilot. Consumers not selected will remain on the interest list and consumers that would like to be considered for future spots can still be added. All consumers selected to the SDP pilot, are required to participate in an orientation of the Self Determination Program. The first orientation for the SDP was completed on May 1<sup>st</sup> at IRC. There have been various opportunities for consumers in the SDP to complete the orientation requirement since then. The orientations have been scheduled approximately twice per month and there are orientations scheduled through the end of the year. There are some consumers who have elected not to continue. On November 22<sup>nd</sup> DDS will have a 2<sup>nd</sup> draw to add new participants to fill SDP vacancies.

## Inland Regional Center Children & Transition Services November 04, 2019 IRC Board of Trustees Report

Submitted by Felipe J. Garcia IRC Director of Children and Transition Services

Greetings, Children, and Transition services continue to grow at a rapid pace. Our statistics are as follows: as of October 1<sup>st,</sup> we currently have 18, 719 cases under School Age and Transition services. School Age has 11,593 and Transition has 7,126 cases. There are 217 active caseloads of which 136 are in School Age and 81 are in Transition. This is a net growth of 410 cases since the last Board Report. We continue to grow and work closely with our families to assist our consumers with resources that are needed to be integrated into their local communities.

#### Inland Regional Center Conference

Inland Regional Center held our second annual Exceptional Families Conference 2019. This year the conference had two sessions. The morning Session was from 8:00 am-12pm for English speaking families. The afternoon was from 1:00pm-5:00 pm for Spanish speaking families. This year the conference focused on Transition age services as there has been major changes within the transition age individuals and work options. Our Keynote speaker was Beth Forkner who has a son with a Developmental Disability. Mrs. Forkner has been a pioneer in the Developmental Disability arena. Our Executive Director and Associate Executive Director were present and made opening remarks for the morning session. The afternoon Spanish session opening remarks were done by Felipe J. Garcia Director of Children and Transition Services. The conference was well attended for both sessions. Families had the opportunity to hear about Mrs. Forkner's son and his success attending college on the East Coast. Families also were provided information on different job opportunities for their children. Social Security benefits were also a topic of discussion which Program Manager Laura Miller and her team explained to our families.

#### School Age and Transition Retreat

As part of our ongoing staff development and promoting of team unity we had a retreat for the School Age and Transition teams. There are 14 units who cover both Riverside and San Bernardino Counties ages 3-25. Each unit has 15-24 Consumer Services Coordinators. We provided a fun friendly environment. The staff worked with their own teams and played Family Feud IRC. The activity provided our management insight on how their own teams work together to reach a common goal. Overall, the staff was excited and participated as a team in the first Family Feud IRC. I believe the staff needed a day to unwind and feel appreciated for all the hard work they do. My hope is that this will rejuvenate staff and help them continue the good work they do to help our families.

Community Services

#### **Board of Trustees Quarterly Report**

#### November 4, 2019

#### **Respectfully Submitted by Vince Toms**

The overall direction of Community Service is to provide quality customer service to our prospective and current vendors. We must create and keep high quality vendors and ensure the relationships are collaborative and mutually respectful. The following will detail the changes and status of the Vendorization Unit, Quality Assurance, Resource Development, Training and Community Engagement Units.

Vendorization continues to finalize new vendors and updates all license and insurance requirements. They hired the replacement staff, who is set to start in late October. The unit handles an average of 1400 calls a month, which are mainly technical assistance for internal staff, prospective vendors and established vendors.

The Resource Development and Transportation Unit has received the funding approval for the 2019-2020 Community Resource Development Plan from the Department. IRC received \$1.16 million in funds for a joint affordable housing project with the City of Coachella and Chelsea Development Agency. This is an exciting venture for IRC and will allow us to hold the leases on 10 studio and/or one-bedroom apartments for up to 45 years. It is the first non-HUD 811 affordable housing project that IRC has secured.

Quality Assurance is starting a restructure of the unit and have now hired two additional staff to meet the needs of the pending Departmental oversight. In the restructure, the Employment Specialists will move to the Resource Development Unit and several caseloads will be reorganized for better efficiency. The liaisons continue to investigate and process hundreds of Special Incident Reports (SIR) a month. They continue to incorporate technology to enhance work processes, like the use of Seamless Documents for SIRs and Placement Requests.

The Training unit continues to focus on training the Self Determination participants and have done a total of twelve trainings. They continue hosting the Person-Centered Trainings for our staff and have provided six additional staff trainings in the last two months. With that there have been vendor and community trainings also.

The Community Engagement Unit is continuing the preparation for the 2019 IRC Fall Festival, to be held on October 27, 2019. This year, the theme will be Halloween, and we anticipate many local leaders to attend, as our guest. On September 21, 2019, IRC hosted our Exceptional Parents. The conference was presented in the morning in English and in the afternoon in Spanish. The focus of the conference was employment, advocacy, and transition. We had 227 participants in the English session and 178 in the Spanish session.



#### Intake, Early Start, Clinical Services and The Early Start Family Resource Network REPORT September/October 2019

(Focus on The Early Start Family Resource Network)
Information from Janice Hinton, ESFRN Manager, September 2019

#### **Parent-to- Parent Support**

The Early Start Family Resource Network (ESFRN) received 333 referrals from Early Start Infant Services Coordinators during the month September.

The ESFRN facilitated several parent trainings. Topics included:

- Sensory Integration Parent Training, Part 1 (San Bernardino)
- Sensory Integration Parent Training, Part 2 (Victorville)
- The Benefits of Low Tech Assistive Technology (San Bernardino)
- IEP Overview Parent Training (Ontario)

Parent Representatives at IRC provided one home visit and one NICU visit to families.

The ESFRN emailed a monthly calendar of events to over 3,300 parents and professionals. The ESFRN posted over 15 different topics of interest, resources or upcoming event information to our social media pages.

#### **Outreach**

ESFRN staff and Parent Representatives provided a resource table at a two-day conference in Ontario. The ESFRN Manager and Parent Representatives provided a presentation to nurse residents at LLUCH and shared information on the Early Start program, the family support services the ESFRN provides and the parent perspective of having a child with special needs.

#### **Parent-Professional Collaboration**

ESFRN Parent Representatives attended the IRC vendor fair. The ESFRN Manager attended the Early Start Interagency Executive Committee Meeting, the Early Start Pre-VAC and the Interagency Parent Training Sub-committee. The ESFRN hosted a training, The Benefits of Low Tech Assistive Technology and over 40 parents and professionals attended. An ESFRN Parent Representative participated in the Learn the Signs, Act Early Junior Ambassador webinar.

#### **Professional Development**

ESFRN Parent Representatives attended the IRC dental training. ESFRN staff and Parent Representatives attended the Early Start Interagency Training, Communication Success, followed by the Early Start Parent Representative meeting. ESFRN staff attended the two-day Children's Network Conference in Ontario. The ESFRN Manager participated in the FRCNCA Webinar on the topic of Family Voices of CA & Early Start Family Resource Centers. ESFRN staff attended The Benefits of Low Tech Assistive Technology training. Early Start Parent Representatives attended the CLASE (Colaboración, Liderazgo, Abogacía, Servicio y Educación) Community of Practice offered by the Autism Society of the Inland Empire. Two Early Start Parent Representatives attended the Scarlett's Park Conference in Fresno, which focused on the Deaf Plus population. This year's conference focused on children who are Deaf/Hard of Hearing who also have autism.



Inland Regional Center Board Report Submitted by Andrea Gonzales, Another Way Coordinator Date: October 23, 2019

#### Hello Board Members,

Thank you for caring about the work Another Way does and those it serves. As we enter 2<sup>nd</sup> Quarter my thoughts turn to grant funding. As of right now we have \$134,000 in submitted proposals pending. Of these, Annenberg (\$35,000) and the Leona B. Carpenter Foundation (\$40,000) are under serious consideration. If they are approved, Another Way will move forward with developing a new Three-Year Board Approved Strategic Plan (FY19/20 – FY23/24). This will happen during an off-site Strategic Planning Session. As in the past it will be a combined effort that includes input and recommendations from IRC's Board and the Another Way Advisory Committee. Our past strategic plan served as a guide and helped us stay on track to meet our programmatic and financial goals.

With regards to programs, to date we've provided direct service to 75 consumers since July 1 of 2019, more if you count their family members who also benefit from rent, utilities and food assistance. We're also going to give out 450 (\$50) gift cards to our most vulnerable families for the holidays. Together, this is approximately \$52,947.00 in assistance for quarters 1 and 2.

This year Another Way decided to forgo its traditional food drive or "Navidad en el Barrio". This was not without serious contemplation on the part of staff and the Advisory Committee. For the past four years we've been tracking the number of bags left over after the event is over. It's usually in the range of 300. At the end of the event we are often left scrambling to find places to donate the food to because some of it is perishable and there isn't a place to store it. The end results are that the extra food is given to churches and nonprofits in the region, which is good but does not benefit our consumers. We've discussed reducing the number of bags we purchase. However, the problem is we can never accurately predict how many people on the list will show up even with mailers going out and case managers reminding their clients. This year we put the money into gift cards for people to purchase items they want for the holidays. This way we have more time to get them to our clients and if needed we can mail them when transportation is an issue. They still must qualify as low-income. I've discussed the situation with Navidad and thanked them for their past support. They were understanding and left the door open to come back next year if we decided that it's the best course of action.

Below is a calendar of Another Way's upcoming events. Please feel free to contact me if you have questions about any event. You are always welcome to attend.

Happy Holidays,

, Sester Monday

Andrea Gonzales

Another Way Coordinator

#### Calendar of Events for FY19/20

- **November 4<sup>th</sup>:** Giving Tree Decorations and Cookies and Milk for Staff to start selecting children to buy gifts for.
- **December 11<sup>th</sup>**: Toy Drive at 217 E Club Center Dr Ste. C, San Bernardino, CA 92408. Toy Drive will run from 3:30 p.m. to 6:30 p.m. Volunteers will be needed from 9:00 a.m. thru 8:00 p.m. "Holiday Carnival Theme"
- March 14<sup>th</sup>: Bowling Tournament at Arlington Lanes 7100 Arlington Ave. Riverside, CA 92503 from 12:00 3:00 p.m.
- April Possible strategic planning, pending grant approval.
- May 15<sup>th</sup>: Another Way Training and Mixer. Advisory Committee Training from 12:00 to 3:00 p.m. Mixer from 7:00 p.m. to 10:00 p.m. at JW Marriott 74-74-855 Country Club Drive, Palm Desert, California, 92260
- May 16<sup>th</sup>: Another Way's 22<sup>nd</sup> Annual Golf Tournament from 8:00 am to 4:00 p.m. at JW Marriott 74-74-855 Country Club Drive, Palm Desert, California 92260. Volunteers will be needed at 6:00 a.m.
   VOLUNTEERS WILL BE NEEDED TO ASSIST WITH ALL EVENTS



# LEGISLATIVE REPORT November 2019

# November 2019 Respectfully Submitted by Jennifer Cummings Fair Hearings and Legal Affairs

Bill	Title	ARCA Position	Bill Location	STATUS
AB 167	Childcare and development services: infants and toddlers: state funding	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 169	Guide, signal, and service dogs: injury or death.	Support	Senate - Appropriations (Suspense)	CHAPTERED
AB 177	Election day holiday.	mended	Assembly - Appropriations	1st Fiscal
AB 189	Child abuse or neglect: mandated reporters: autism service personnel.	Support	Senate - Appropriations	CHAPTERED
AB 196	Paid family leave.		Senate - Labor, Public Empl. & Retirement	2-Year
AB 216	Pupil discipline: restraint and seclusion.	Comments	Assembly - Education	2-Year
AB 236	Special education programs: Family Empowerment Centers on Disability.	Support	Senate - Appropriations (Suspense)	2nd Fiscal
AB 241	Implicit bias: continuing education: requirements.	ı	Senate - Third Reading	CHAPTERED
AB 242	Courts: implicit bias: training.	Support	Senate - Third Reading	CHAPTERED
AB 243	Implicit bias training: peace officers.		Senate - Appropriations	2nd Fiscal
AB 251	Personal income taxes: credit: family caregiver.	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 261	Developmental services: regional ctrs: suspension of services.		Assembly - Approp./Held under submission	1st Fiscal
AB 301	Hate crime data collection and outreach.		Assembly - Approp./Held under submission	1st Fiscal
AB 311	Half-day billing		Assembly - Approp./Held under submission	1st Fiscal
AB 316	Medi-Cal: benefits: beneficiaries with special dental care needs.		Assembly - Approp./Held under submission	1st Fiscal
AB 365	Limited Examination and Appointment Program (LEAP): persons with developmental disabilities. Disability hiring.	Support	Senate - Appropriations (Suspense)	VETOED
AB 367	Presence at care facilities: conviction of crimes.	Support	Assembly - Human Services	1st Policy
AB 385	Medi-Cal: EPSDT mental health services: outcomes	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 388	Alzheimer's disease.	Support	Senate - Appropriations (Suspense)	2nd Fiscal
AB 416	Personal income taxes: deductions: CalABLE contributions.	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 428	Special education funding.		Senate - Appropriations (Suspense)	2nd Fiscal
AB 438	Regional center services: holidays.		Assembly - Appropriations	1st Policy
AB 439	Juveniles: competency.	Support		CHAPTERED
AB 447	Care facilities: criminal record clearances.	1	Senate - Appropriations (Suspense)	2nd Fiscal
<b>AB</b> 468	Pesticides: schoolsites: organic landscape management practices.	1	Assembly - Education	1st Policy
AB 477	Emergency preparedness: vulnerable populations.	1	Enrolled (Passed both houses)	CHAPTERED
<b>AB 497</b>	Deaf and Disabled Telecommunications Program.	Support	Assembly - In Floor Process	CHAPTERED
AB 506	Long-term health facilities. (would redefine class "AA" violations)	1	Senate - Third Reading	VETOED
AB 531	Foster youth: housing. (cert. requirements for transitional housing placement providers)	1	Senate - Appropriations	2nd Fiscal
AB 536	Developmental services. (age of elig. to 22)	Support if Amended	Assembly - Approp /Held under submission	1et Fiens
AB 568	Caregiver resource centers: volunteer workforce.	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 605	Special education: assistive technology devices (use outside school)	Support	Enrolled (Passed both houses)	CHAPTERED
AB 627	Developmental services: regional ctrs. (rural satellite offices)	1	Senate - Appropriations	2nd Fiscal
AB 633	Health facilities. (spot bill about safety and sanitation practices)	•	Assembly - Pending Referral	1st House





# LEGISLATIVE REPORT

November 2019 Respectfully Submitted by Jennifer Cummings Fair Hearings and Legal Affairs

<b>B</b>	Title	ARCA Position	Bill Location	STATUS
AB 640	Sex crimes: investigation and prosecution. (training for district attys)	Support	Enrolled (Passed both houses)	CHAPTERED
AB 641	Developmental services: integrated competitive employment.	Support	Assembly - Approp./Held under submission	1st Fiscal
<b>AB</b> 680	Public safety dispatchers: mental health training.	Support	Senate - Appropriations	2nd Fiscal
AB 736	Taxation: savings plans: qualified ABLE program.	Support	Senate - Governance and Finance	2nd Policy
AB 737	Residential care facilities for the elderly: licensing and regulation. (application requirements)	Support	Enrolled (Passed both houses)	CHAPTERED
AB 744	Healthcare coverage: telehealth.	Support	Senate - Appropriations	CHAPTERED
AB 781	Medi-Cal: family respite care. (Pediatric Day Health Care)	Support		CHAPTERED
AB 812	Developmental services: Inspector General. (Work Group)	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 813	Developmental services: alternative dispute resolution.		Assembly - Approp./Held under submission	1st Fiscal
AB 823	Developmental services. (CPP: mobile crisis svcs/paid emplymt)	1	Assembly - Human Services	1st Policy
AB 837	Peace officers: training: hate crimes.	Support	Assembly - Approp./Held under submission	1st Fiscal
<b>AB</b> 850	Social workers: student loan repayment program.	Support if Amended	Assembly - Revenue & Taxation	1st Policy
AB 856	Personal income tax: credit: home care services.	Support	Assembly - Revenue & Taxation	1st Policy
AB 911	Office of Emergency Services: 911 Emerg. Communication System.		Senate - Appropriations	CHAPTERED
<b>AB 924</b>	In-home supportive services.	•	Assembly - Human Services	1st Policy
AB 934	Schoolbuses: video monitoring systems.	Support	Assembly - Transportation	1st Policy
<b>AB 947</b>	Visually impaired pupils: expanded core curriculum.		Senate - Appropriations (Suspense)	CHAPTERED
AB 996	Special education: pilot program.	Comments	Assembly - Education	1st Policy
AB 999		Comments	Assembly - Judiciary	1st Policy
<b>AB 1004</b>	$\overline{}$	Support	Senate - Appropriations	CHAPTERED
AB 1005	Foster children and youth: family urgent response system.	Support	Assembly - Human Services	1st Policy
AB 1014	$\neg$	ı	Senate - Third Reading	VETOED
AB 1019	Apprenticeship: developmentally disabled persons. (Adds DOR & SCDD to Interagency Advisory Committee on Apprenticeship)			CHAPTERED
AB 1021	Pupils with exceptional needs: summer schoo	Support	Assembly - Education	1st Policy
AB 1034	_	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 1042	Medi-Cal: beneficiary maintenance needs: home upkeep allowances: transitional needs funds.	Support	Senate - Appropriations	2nd Fiscal
AB 1052	Peace officer training: hate crimes.	Support	Senate - Appropriations	2nd Fiscal
AB 1128		Support	Senate - Appropriations	CHAPTERED
AB 1136	$\overline{}$		Assembly - Approp./Held under submission	1st Fiscal
<b>AB 1169</b>	Personal income taxes: credit: employer: qualified wages.	Support	Assembly - Approp./Held under submission	1st Fiscal
<b>AB 1170</b>	$\neg \neg$	Support	Assembly - Approp./Held under submission	1st Fiscal
AB 1172		Support if Amended	Senate - Appropriations	CHAPTERED
AB 1199		Support	Senate - Third Reading	CHAPTERED
AB 1227	Health and human services: information sharing: administrative	Support	Senate - Appropriations	VETOED
AB 1287	AB 1287  Universal assessments: No Wrong Door system.	1	Senate - Appropriations	CHAPTERED



# Respectfully Submitted by Jennifer Cummings Fair Hearings and Legal Affairs



Bill	Title	ARCA Position	Bill Location	STATUS
AB 1295	Mental health: temporary housing and supportive services program.		Assembly - Approp./Held under submission	1st Fiscal
AB 1351	Transit operators: paratransit and dial-a-ride services: assessment.	Support	Senate - Appropriations	CHAPTERED
AB 1382	Master Plan for Aging.	•	Senate - Appropriations	VETOED
AB 1514	Deaf and Disabled Telecommunications Program.	Support	Assembly - In Floor Process	CHAPTERED
AB 1544	Community Paramedicine or Triage to Alternate Destination Act.	Oppose	Senate - Appropriations	2nd Floor
AB 1572	Mental health services: gravely disabled.	•	Assembly - Health (hearing cancelled by authorst Policy	d 1st Policy
AB 1608	Community care facilities: criminal background checks		Assembly - Appropriations	1st Fiscal
AB 1643	Developmental services - fair hearings	Oppose	Senate - Human Services	2nd Policy
AB 1709		ı	Senate - Third Reading	2nd Floor
AB 1721	Crimes: elder or dependent adult abuse.	•	Assembly - Pending Referral	1st House
AB 1764	Forced Sterilization Compensation Program.	Support	Assembly - Approp./Held under submission	1st Fiscal
<b>AB 1766</b>	Community care facilities: data collection: severe mental illness.		Senate - Human Services	2nd Policy
<b>AB 1777</b>	Residential care facilities for the elderly: land use permits.	(B)	Assembly - Rules	
AB 1796	Community care facilities: criminal background checks.	į.	Assembly - Appropriations	1st Fiscal
ACR 1	Immigration: public charges.	Support	Senate - Third Reading	CHAPTERED
<b>ACR 53</b>	California Down Syndrome Awareness Week and Day.	Support		CHAPTERED
<b>ACR 58</b>	Special Olympics Day (April 8, 2019)	Support		CHAPTERED
<b>ACR 59</b>	Autism: sensory-friendly movie screenings.	Support		CHAPTERED
AJR 14	Assembly Resolution recognizing the benefits provided by Special		Senate - Consent Calendar	CHAPTERED
	Olympics			
HR 21	March DD Awareness	Support		ADOPTED
SB 10	Mental health services: peer, parent, transition-age, and family support specialist certification.	Support	Assembly - Appropriations	VETOED
SB 11	Health care coverage: mental health parity.	Support	Senate - Approp./Held under submission	1st Fiscal
SB 12	Mental health services: youth.	Support	Assembly - Appropriations (Suspense)	2nd Fiscal
SB 81	Budget Trailer Bill: Developmental Services			CHAPTERED
SB 135	Disability compensation: paid family leave.	•	Senate - Inactive	1st Floor
SB 154	Medi-Cal: restorative dental services.	Support	Assembly - Appropriations (Suspense)	VETOED
SB 160	Emergency services: cultural competence.	Support	Assembly - Appropriations (Suspense)	CHAPTERED
SB 163	Group homes: foster family agencies: unaccompanied undocumented minors	Concerns	Assembly - Appropriations (Suspense)	VETOED
SB 175	Health care coverage: minimum essential coverage.		Senate - Inactive	1st Floor
SB 214	Medi-Cal: California Community Transitions program.	Support	Assembly - Appropriations	2nd Fiscal
SB 217	Special education: individuals with exceptional needs: early education programs. (transitional kindergarten)	Support	Assembly - Education	2nd Policy
SB 228	Master Plan on Aging.		Assembly - Appropriations	CHAPTERED
SB 263	Taxation: savings plans: qualified ABLE program: small business cash method of accounting.	Support	Senate - Approp./Held under submission	1st Fiscal
SB 280	Older adults and persons with disabilities: fall prevention.	1	Assembly - Appropriations	CHAPTERED

Page 3 of 5



# LEGISLATIVE REPORT November 2019 Respectfully Submitted by Jennifer Cummings Fair Hearings and Legal Affairs

Bill	Title	ARCA Position	Bill Location	STATUS
SB 285	Public social services. (Cal-Fresh outreach - enrollment goals)	Support	Assembly - Appropriations	2nd Fiscal
SB 322	Health facilities: inspections: employee reporting.	•		CHAPTERED
SB 329	Discrimination: housing: source of income.	Support	Assembly - Appropriations	CHAPTERED
SB 338	Senior and disability victimization: law enforcement policies.	Support	Assembly - Third Reading	CHAPTERED
SB 345	Residential care facilities for the elderly: placement agencies.	•	Senate - Human Services	1st Policy
SB 361	Medi-Cal: Health Home Program.	Support	Assembly - Appropriations	2nd Fiscal
SB 389	Mental Health Services Act.	Support	Enrolled (Passed both houses)	CHAPTERED
SB 398	Protection and advocacy agency (access to individuals &	Neutral	Assembly - Third Reading	CHAPTERED
	records)			L
SB 412	Developmental services: fees. (repeals AFPF/FCPP)	ARCA Sponsored	Assembly - Appropriations Suspense	2nd Fiscal
SB 450	California Environmental Quality Act exemption: supportive and transitional housing: motel conversion.	Support if Amended	Assembly - Third Reading	CHAPTERED
SB 453	Older adults. (CA Dept. of Aging to develop best practices)		Assembly - Appropriations	CHAPTERED
SB 492		Support	Senate - Public Safety	1st Policy
SB 512	Long-term services and supports.	-	Assembly - Appropriations	2nd Fiscal
SB 557	Criminal proceedings: mental competence expert reports	ŧ	Enrolled (Passed both houses)	CHAPTERED
SB 611	Housing: elderly and individuals with disabilities. (would establish the Master Plan for Aging Housing Task Force)	Support if Amended	Assembly - Appropriations	VETOED
SB 640	Mental health services: gravely disabled. (LPS Act)	1	Senate - Health	1st Policy
SB 653	Dental hygienists: registered dental hygienist in alternative practice:	ı	Senate - Approp./Held under submission	1st Fiscal
SB 661	long-term care		Senate - Rules	2-Year
SB 683	Developmental services: regional centers. (website design, DDS transparency and public information policy for regional centers)	Concerns	Assembly - Appropriations (Suspense)	2nd Fiscal
SB 721	Developmental services: rate methodology.		Senate - Human Services	1st Policy
SB 735	Public social services: accommodation: notification.	Support		CHAPTERED
SB 744	Planning and zoning: California Environmental Quality Act: permanent supportive housing: No Place Like Home Program.	Support if Amended	Assembly - Third Reading	CHAPTERED
SCR 57	Commemorates the 50th anniversary of the Special Olympics	Support	Assembly - Pending Referral	CHAPTERED
SJR 5	California transportation infrastructure.	Support	Senate - In Floor Process	CHAPTERED
SJR 8	Special education funding.	Support		CHAPTERED
SR 28	Prader-Willi Syndrome Awareness Month (May)	1		CHAPTERED
HR 582 (Federal)	HR 582 Raise the Wage Act - Would raise federal min. wage to \$15 by 2025. (Federal) Would phase out subminimum wage for workers with disabilities.	ı	Passed House 7/18/19 (Senate next)	



# LEGISLATIVE REPORT

November 2019

Respectfully Submitted by Jennifer Cummings Fair Hearings and Legal Affairs

STATUS

Bill Location

ARCA Position

UPCOMING LEGISLATIVE DEADLINES & EVENTS:

Bill

Statutes take effect
Legislature reconvenes
Last day for each house to pass bills introduced in 2019
Grassroots Day at the Capitol Jan. 1 Jan. 6 Jan. 31 April 21

#### Summary of VAC meeting on October 21, 2019

Donita Remington Chair, Vendor Advisory Committee

The following is a summary of the October 21, 2019 VAC meeting. The meeting was well attended. The complete minutes (once approved) will be posted on the VAC section of IRC's website. Introductions of VAC members and attendees were made. Donita Remington reminded vendors that there would be a VAC meeting in December.

Summary by Vendor Category:

Summary by Vendor	
Vendor Group:	Concerns / Priorities
Day Programs:	Lynn De Anda ( <a href="ldeanda@desertarc.org">ldeanda@desertarc.org</a> ) was absent, but sent in a report. Lynn reported that QA spoke to the vendors about ISP timelines. ISPs must be submitted to the CSC within 30 days of the semi or annual date. The importance of documenting client choice and who was invited to the IPP or IDT meetings were stressed. QA can offer assistance in addressing documentation with Direct Care Staff. Lynn reported that the group is still interested in meeting with Residential and Transportation vendors in an open forum.
Health Care Facilities	Shelly Dawson ( <a href="style=" square;"="" style-type:="">style="style="style-type: square;"&gt;style="style="style-type: square;"&gt;style="style="style="style-type: square;"&gt;style="style="style="style-type: square;"&gt;style="style=</a>
Infant/Children's Programs:	Johanna Caicedo ( <u>Johana.caicedo@thementornetwork.com</u> ) reported that the Building Blocks of Communication was well attended. The follow up presentation will be in January. Due to the restructure of Early Start staff at IRC vendors should contact the PM if they are unsure of the assigned CSC. The vendors are continuing to present success stories at the PreVAC meetings.
Residential (Level 2-3):	Position vacant.
Residential (Level 4):	Mumbi Kairu ( <u>mumbi.np@pamojainc.com</u> ) was absent. No report.
Respite	April Stewart (april@24hrcares.com) reported that vendors received a helpful presentation on Medicaid Waivers and the Medicaid waiver audits. Jen Delgado will be filling in for April beginning with the next PreVAC meeting. There will be a presentation on Another Way at the next PreVAC meeting.
SLS	Paul Castanedo ( <a href="ILSinc@live.com">ILSinc@live.com</a> ) reported vendors received Cal Fresh training, including the reporting requirements. Some vendors are hesitant to participate in the program due to concerns about the adverse impact on other services. The vendors will send out email information after participating in the program for 30 days to get the word out to vendors and CSCs. Vendors discussed the standardization of protocols committee at IRC and requested that a SLS representative be part of the committee, if possible. This was added to the old business list for the next VAC meeting. Vendors also discussed the unilateral closing of client services without a planning meeting. The need for mutual respect was discussed.
Specialist/ Support Programs	Doug McKown (dr.mckown@samaritancares.org) was present. A PreVAC meeting was not held prior to the VAC meeting. The next meeting will be scheduled as the need arises.

Vendor Group:	Concerns / Priorities
Transportation	Felecia Arnold (nemt1stclasstransportation@yahoo.com) reported that vendors discussed ongoing concerns about the TSRs. They are not providing necessary information including addresses, phone numbers, contact person and behaviors. Vendors cannot know if a 1:1 aide is necessary before providing transportation if they are not informed of behavioral issues. Finding a way to obtain all necessary information from CSCs is a continuing concern for the vendors; the way the TSRs are generated does not allow the vital information to be given to the vendors. This was added to the old business list for the next VAC meeting. Vendors also discussed the issue of Day programs wanting consumers to be dropped off at other locations (for example, the park). This request must be properly approved in advance to avoid issues regarding liability. Felecia was asked to coordinate an open forum meeting with Lynn (see Day program notes). This item was added to the old business list for the next VAC meeting
Vocational	Position vacant.
Behavior Mod Programs:	Position vacant.
Member-at-Large:	Robert Horrigan was absent. Donna Gimm  (donna.gimm@thementornetwork.com) and Donita Remington (donitar@csusb.edu) had nothing to report as members-at-large.

Jennifer Cummings provided vendors with a comprehensive list of pending legislation to watch. Vendors were encouraged to contact Jennifer via email with any questions.

Membership Committee: Bob Horrigan <a href="mailto:rphorrigan@gmail.com">rphorrigan@gmail.com</a> was absent, but sent in information. He will be sending applications to the members of the Membership Committee very soon. The VAC voted to conduct a vote via email on any recommendations made by the membership committee. The goal is to have new representatives approved in time to take to the IRC Board for ratification at the November 4th Board meeting.

Training: Cert training will be offered soon, information will be distributed. A new vendor announced an Open House.

Resources: None

Regional Center Update: Vince Toms announced that IRC should know about the Disparity Proposals by January. Vince urged vendors to hire bilingual staff and reminded vendors of the two areas of disparity 1.) Spanish speaking families and 2.) Consumers with Autism. Community partners are conducting face-to-face meetings with members of these communities to increase awareness and reduce disparities. DDS is displaying an increased initiative in the legislative agenda. Vendors are encouraged to monitor the DDS website. The final rule, funding guidelines and information about Webinars for Day Services providers will be listed on DDS's website. Vendors were encouraged to look at prior awards and encouraged to look at Person Centered Training as a means to meet heightened scrutiny. IRC's Service Provider page has been updated to reflect current service needs. The process for submitting program designs has been streamlined. Even though IRC lists current needs (and areas that are not currently needed), new vendors can be vendored (though may not receive referrals) if they meet the qualifications.

Lavinia Johnson reported that the vendors will receive a financial update at the next meeting. Lavinia reported that Mary Pounders, PM will be retiring soon after many years of service. Lavinia encouraged vendors to attend the Fall Festival on Sunday, October 27<sup>th</sup> from 11:00 a.m. to 2:00 p.m.

Old Business: None. Three items (see above notes) were added to the Old Business section of the agenda for the next VAC meeting.

Public Input: None

The next VAC meeting will be December 16, 2019 at 10:00 a.m. at IRC. Vendors will bring items for a holiday dessert potluck. Lavinia Johnson offered to provide coffee for the meeting.



## BOARD OF TRUSTEES REPORT November 11, 2019 RESPECTFULLY SUBMITTED BY LAURA MILLER

As of 9/30/2019, Master Trust has 273 active trusts. Total assets are \$21,638,349.10

#### **COMMITTEE MEMBERS**

Tom Cosand, Drew Cutler, Bob McGuire, Debra Mannon, Cameron Page, Evan Page, Jack Padilla, Steve Spears, and Sheela Stark

#### **BUSINESS**

In August 2019, our investors met with committee members, IRC Staff, and IRC attorneys to discuss the investment portfolio. Since inception (12/31/2012), the overall portfolio is up +3.5% versus the blended benchmark of +2.3% (a difference of 1.5%).

The committee would like the current fee schedule to be reviewed and a report given to them.

All trusts with a balance of under \$10,000.00 have been approved for closure by the committee.

#### **ACCESS**

For August and September 2019, requests included clothing, outings, salon services, pre-need burial policies, DMV registration renewals, medical & dental services not covered by insurance, electric razor, trips, camps, bond fees, legal fees, bowling league fees, cell phone minutes, cable bills, smog certification for trust owned vehicle, carpet cleaning, landscape and pest control fees for trust owned home, and mileage reimbursement. With the holidays approaching, we expect to see our volume of requests increase.

Our goal with the trust is to improve communication with our beneficiaries and their support teams. With the assistance of our Executive Director, Lavinia Johnson, we have reached out to the regional centers across the state to request use of their facilities to conduct meetings. Our current procedure calls for Master Trust staff to be visiting with our beneficiaries at least once every two years. Our trust staff would conduct visits in the consumer's homes and day programs.

We find if we meet with the beneficiary, service coordinator, family members, care providers, supporting living workers, and anyone else involved with the consumer's life, we can gather valuable information about the consumer's wants and needs. When we meet at the regional center offices, we can see more consumers in a shorter time period. We plan to visit all centers in the next twelve months and increase face-to-face visits to consumers to a minimum of one time per year.

P.O. Box 10338, San Bernardino, CA 92423 ■ Telephone 909.382.4678 ■ Facsimile 909.382.4687

Master Trust of California is a Program of Inland Counties Regional Center, Inc.

A California Non-Profit Corporation

#### TABLE OF CONTENTS

	Pag
General Guidelines	2
Consumer Services	3
Services for Children Ages 0-36 months	3
Infant Education Programs	4
Occupational/Physical Therapy	4
Speech Therapy	5
Services Available to All Consumers	5
Behavior Modification Services	5
Insurance Co-Payment Reimbursement	5
Conferences	6
Day Program for Adults	6
Diapers/Incontinence Supplies	6
Medical and Diagnostic Request	6
Mobility Training	6
Occupational/Physical Therapy	7
Out-of-Home Placement	7
Respite Services	7
Special Equipment: Durable and Non-Durable Miscellaneous Items	
and Home Modifications	8
Speech Evaluation and Therapy for Assistive Technology Evaluation	8
Independent Living Services	9
Supported Living Services	9
Transportation	9
Excentions	10

1.2.4(a) PURCHASE OF SER	VICE	POLICY	
--------------------------	------	--------	--

(This page left intentionally blank)

Formatted: Centered, Indent: Left: 0"

Deleted: Updated

Formatted: Not Highlight

2 2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; Revised 4-18-18; Revised 7-31-19

Inland Regional Center will purchase those services and supports that assist individuals with developmental disabilities in achieving the greatest self-sufficiency possible and in exercising personal choices. The regional center shall secure services and supports that meet the needs of the consumer, as determined in the consumer's Individual Program Plan. Within the context of the Individual Program Plan, Inland Regional Center shall give highest preference to those services and supports which would allow minors with developmental disabilities to live with their families, adult persons with developmental disabilities to live as independently as possible in the community, and that allow all consumers to interact with persons without disabilities in positive, meaningful ways.

#### General Guidelines

Any person believed to have a developmental disability shall be eligible for initial intake and assessment services in the regional centers. Funds expended for the diagnosis and assessment of the developmental disability and may be limited to special diagnostic problems related to diagnosing the developmental disability.

Inland Regional Center shall identify and pursue all possible sources of funding for consumers receiving regional center services. These sources shall include, but not be limited to the following:

- Governmental or other entities or programs required to provide or pay the cost of providing services, such as Medi-Cal, Medicare, the Civilian Health and Medical Program for Uniform Services, public education, and federal supplemental security income (SSI) and the state supplementary program (SSP);
- 2) Private entities, to the maximum extent they are liable for the cost of services, aid, insurance, or medical assistance to the consumer.

Regional Center funds shall not be used to supplant the budget of any agency which has a legal responsibility to serve all members of the general public and is receiving public funds for providing those services. In addition, Inland Regional Center will not purchase any service that would otherwise be available from Medi-Cal, Medicare, the Civilian Health and Medical Program for Uniform Services, In-Home Supportive Services, California Children's Services, private insurance, or a health care service plan when a consumer or a family meets the criteria of this coverage but chooses not to pursue that coverage. (WYC §§ 4648 (a)(8) and 4659 (c).)

Additionally, services purchased by the regional center must be cost\_effective and must meet the administrative requirements of the State and Inland Regional Center and must be approved for payment by Inland Regional Center in advance of the service being provided. WIC § 4512 (b)

#### Deleted: 1)

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Deleted: i.e. SSI

Deleted: 2)

**Deleted:** Any person believed to have a developmental disability shall be eligible for initial intake and assessment services in the regional centers. Funds expended for the diagnosis and assessment of the developmental disability and may be limited to special diagnostic problems related to diagnosing the developmental disability.

Deleted: Welfare and Institutions Code, Sections

Formatted: Font: Italic

Deleted:

Deleted: (Welfare and Institutions Code, Section

Formatted: Font: Italic

Deleted: ¶

Deleted: Updated

Formatted: Not Highlight

Regional Centers are mandated to utilize the least costly provider who is able to accomplish the consumer's individual program plan, consistent with the particular needs of the consumer and the family. (WIC § 4648 (a)(6)(d).)

Families are counted on to carry out the same responsibilities for their family members with disabilities as they do for other family members. When the cost exceeds that of caring for a family member without disabilities, Inland Regional Center may provide funds for services to supplement that which parent/legal guardian/conservator(s) provide. Only when there are special needs related to a developmental disability, can financial assistance be provided by Inland Regional Center. (WIC § 4646.4 (a)(4).)

All requests for Purchase of Services will be documented in the consumer's Individual Program Plan/Individualized Family Service Plan and based on the consumer's needs. Purchase of Service will be reauthorized only when there is clear documentation that the consumer is making progress toward objectives that have been made. (WIC § 4648 (a)(7).)

Individual circumstances may exist which may require authorization of service purchases which are not consistent with these standards. Specific exceptions to these standards may be granted only on the following basis:

- 1. The Interdisciplinary Team (ID Team) must identify and document in the consumer's Individual Program Plan (IPP) or Individualized Family Service Plan (IFSP) circumstances warranting an exception to the standards.
- 2. The Compliance Review Team has determined that the requirements set forth in WIC § 4646.4 have been met.

#### CONSUMER SERVICES

#### Services for Children Ages 0-36 months

Regional Centers are the state's designee for service provision for children ages 0-36 months in California's Early Start Program for Infant and Toddlers. Regional Centers are required to develop an Individualized Family Service Plan and based upon the child's needs provide services mandated by Part C of the Individuals with Disabilities Education Act. Early intervention services include, but are not limited to:

- o Assistive Technology
- o Durable Medical Equipment
- Audiology
- For diagnostic or evaluation purposes only: Health Services, Nursing Services and Medical Services

Deleted: (Welfare and Institutions Code, Section

Deleted: (s)

Deleted: (

Deleted: Welfare an Institutions Code, Section

Deleted: (

Deleted: Welfare and Institutions Code, Section

Deleted: will review these service purchases before services are provided, in accordance with (.

Deleted: Welfare and Institutions Code, Section

Formatted: Font: Bold

Deleted: Updated

Formatted: Not Highlight

2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; Revised 4-18-18 Revised 7-31-19

- o Nutrition Services
- Occupational Therapy
- Physical Therapy 0
- Speech Therapy
- Psychological Services
- Service Coordination
- o Family Training, Counseling and Home Visits Special Instruction
- Behavior Therapy
- Interpreter/Translator (As Necessary)
- Transportation and related costs
- Vision Services
- Other services may, in special circumstances, be required when those services are necessary to enable the child to receive early intervention services.

Eligible children from 0-36 months are also entitled to the full range of relevant regional center services. Generic resources such as medical insurance must be pursued when available.

Inland Regional Center may provide funds for services to supplement those which parent/guardian/conservator(s) are counted on to provide when there are special needs related to the developmental disability for infants and toddlers who meet Early Start eligibility condition criteria and/or have an established risk of being developmentally delayed. Using the above guidelines, services may be purchased for eligible children from 0-36 months based on the needs and preferences of the consumer's family, taking into consideration a range of service options proposed by the Individual Family Service Plan Team, the effectiveness of each option in meeting the Individual Family Service Plan goals, and the cost effectiveness of each option.

#### Infant Education Programs

Inland Regional Center will utilize the generic services available from the school district for infant programs and will refer parents to those infant education programs offered by the schools. If the infant program provided by the school district does not meet the needs of the individual consumer, the Infant Services Coordinator may support the parents in addressing the issue through the Individual Family Service Plan.

#### Occupational/Physical Therapy

Occupational therapy may be purchased after the Interdisciplinary Team has developed an Individual Family Service Plan with the participation of regional center staff, and the parent/authorized representative. The efficiency of the program and continual need for the services is evaluated at least every four (4) but not more than six (6) months by the Interdisciplinary Team.

Deleted: (s)

Deleted: Updated

Formatted: Not Highlight

5 2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; Revised 4-18-18; Revised 7-31-19

#### Speech Therapy

Speech therapy may be purchased after the Interdisciplinary Team has developed Individual Family Service Plan with the participation of regional center staff, and the parent/authorized representative. The efficiency of the program and continual need for the services is evaluated at least every four (4) but not more than six (6) months by the Interdisciplinary Team.

#### Services Available to All Consumers

The Individual Program Plan team planning and decision process will identify supports and services for each consumer to achieve the greatest self-sufficiency possible based on the needs and preferences of the consumer, the consumer's representative or the consumer's family, taking into consideration a range of service options proposed by the Individual Family Service Plan / Individual Program Plan Team, the effectiveness of each option in meeting the Individual Family Service Plan / Individual Program Plan goals, and the cost effectiveness of each option.

These services may include, but not be limited to:

#### Behavior Modification Services

Behavior modification services are intended to provide interventions that result in changes that will assist the consumer to adapt or alter the occurrence or performance of his or her behavior.

Behavior modification services may be provided for children and adults on a case by case basis as determined by the Interdisciplinary Team process.

Applied Behavioral Analysis (ABA) services may be authorized for those consumers with intensive behavioral intervention needs, and parent/guardian/conservator(s) are required to participate in the training. Funding of these services by Inland Regional Center will not exceed 40 hours per week across all settings (school and home) and will be re-evaluated every six (6) months.

#### Insurance Co-Payment Reimbursements

Insurance deductible or co-payment reimbursements are required for services such as Applied Behavioral Analysis, Speech Therapy, Occupational Therapy and Physical Therapy. When a service has a deductible or co-payment, the payment will be reimbursed with the following process:

The vendor will request the deductible or co-payment from the family at the time of service. The family will pay the deductible or co-payment to the vendor. The family will send the Explanation of Benefit (EOB), via an email to the Inland Regional Center Behavior Specialist Technician. In

Deleted: ¶

Formatted: Font: Bold

Deleted: (s)

Deleted: Updated

Formatted: Not Highlight

2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; Revised 4-18-18; Revised 7-31-19

the body of the email, they will provide the name and Unique Client Identifier (UCI). IRC will reimburse the vendor once invoiced and according to the patient's responsibility indicated on the EOB. The vendor will then in turn reimburse the family.

#### Conferences

Within available resources, Inland Regional Center may fund conference registration fees for consumers and/or their parent/guardian/conservator(s) to attend conference(s) related to the consumer's developmental disability(ies) at a maximum of \$600 per family, per fiscal year. All requests must be made and authorized in advance and be supported by an Individual Program Plan objective for conferences.

#### Day Program for Adults

After graduating or receiving a certificate of completion from public or private education, consumers will be supported in determining the program services of their choice. Preference is given to those program services which constitute the least restrictive option, emphasize community integration and critical skills development, in addition, preference is given to the closest, most appropriate and cost-effective program that meets the consumer's needs. Funding through the Department of Rehabilitation, enrollment in Adult Education and Regional Occupational Programs may be utilized to maximize consumer integration in the community.

#### Diapers/Incontinence Supplies

Diapers for a consumer who is three years of age or older may be approved when the family can demonstrate financial need and when doing so will enable the child to remain in the family home. The incontinence supplies purchased must be the same type of incontinence supplies available to consumers through Medi-Cal. Private and generic sources first must be exhausted.

#### Medical and Diagnostic Requests

The regional center may purchase incidental medical or dental services after private and generic sources have been exhausted and will consider using the most cost-effective services first. All requests must be accompanied by a copy of the denial from Medi-Cal or the consumer's health/medical private insurance.

Inland Regional Center is unable to purchase the following medical and diagnostic services:

- Experimental treatments
- Therapeutic services or devices that have not been clinically determined or scientifically
  proven to be effective, or safe, or for which risks, and complications are unknown
- Medical or diagnostic evaluations not related to the developmental disability
- Psychological evaluations that are not used to determine eligibility

Deleted: ¶

Deleted: Parents, legal guardians, conservator or surrogates are eligible for reimbursement by Inland Regional Center. Conferences reimbursement is up to \$500.00 per family, per fiscal year. All requests must be supported by an Individual Program Plan objective for conferences. ¶

Deleted: Updated

Formatted: Not Highlight

2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; <u>Revised</u> 4-18-18; <u>Revised 7-31-19</u>

#### **Mobility Training**

Mobility training will be purchased only for travel between the adult consumer's home and primary day activity (day program, trade school or work). The Interdisciplinary Team will determine if the consumer's residence and primary day program are within a reasonable walking distance of a bus line.

There must be consensus between the Consumer Services Coordinator, consumer, and parent/guardian/conservator(s) that once mobility training has been successfully completed, the public bus system will be used to access the consumer's primary day activity.

#### Occupational/Physical Therapy

Occupational/Physical therapy is a program intended to assist consumers who evidence a significant delay in gross and fine motor and self-help skills and who could benefit from the service. Purchase of occupational therapy is offered to consumers who have a demonstrated need, and who do not qualify for such services through generic resources such as Medi-Cal, California Children's Services (CCS), privately funded resources or family health/medical insurance.

#### Out-of-Home Placement

Inland Regional Center will explore all available resources prior to considering the first time placement of minors. Parental financial support may be required through the Parental Fee Program process.

Adult consumers who desire to move away from the family home will be assisted in selecting the setting that will best match their needs. These may include licensed homes by either the Department of Social Services Community Care or Department of Public Health. Consumers wishing to reside independently in their own home or apartment may benefit from Supported Living Services.

#### Respite Services

Respite care is defined as temporary and intermittent care provided for short periods of time (1) in the consumer's own home or (2) out-of-home respite may also occur at an approved residential facility or setting to support family members in keeping consumers in the home. It is intended to relieve family members of the demanding responsibility of caring for the consumer by providing care and supervision to ensure consumer's safety in the absence of family members. When the family has authorization for ongoing in-home respite and wants a one-time out-of-home respite authorization, the hours of in-home respite may be modified accordingly.

Deleted: ¶

Deleted: care provider

Deleted: Updated

Formatted: Not Highlight

Respite services authorized for minor consumers are subject to California's Family Cost Participation Program (FCPP). Families have 30 days from the date they are notified of the cost participation amount to ask for a review of the rate. As allowed by <u>CCR</u> § 56265, the Regional Center's Executive Director or designee may adjust the level of cost participation.

Respite hours may be authorized for an individual with medical care needs pending generic funding e.g., Early Periodic Screening, Diagnosis and Training (EPSDT) or <a href="Home and Community-Based Alternative (HCBA)</a>, Wavier Program. The regional center will only consider services such as In-Home Supportive Services as a generic resource when the approved services meet the respite need as identified in the consumer's individual program plan or individualized family service plan.

Children between 0-21 years of age may receive EPSDT funding support. Adults ages 21 years plus may receive HCBA Waiver funding support.

A regional center may only purchase respite services when the care and supervision needs of a consumer exceed that of an individual of the same age without developmental disabilities.

Special Equipment: Durable and Non-Durable Miscellaneous Items and Home Modifications

Special equipment may be purchased by Inland Regional Center after the Interdisciplinary Team has identified the need during the Individual Program Plan meeting with the participation of the consumer, parent/guardian/conservator(s), regional center, other program staff and care provider, if appropriate. The equipment purchased must encourage independence, inclusion and empowerment. If the consumer is a child, a referral must be made to CCS for assessment/evaluation of need and potential funding before Inland Regional Center may purchase such equipment. These assessments should include options that are most appropriate to meet the needs of the consumer and family.

Other resources for special equipment may include the Department of Rehabilitation, Medi Cal, private insurance, and other community resources depending on the age of the consumer.

Speech Therapy, Evaluation and Therapy for Assistive Technology Evaluation

Speech therapy is a program intended to assist consumers who evidence a significant delay in receptive/expressive language skills and who could benefit from the service. Purchase of speech therapy is offered to consumers who have a demonstrated need, and who do not qualify for such services through generic resources such as Medi-Cal, privately funded resources or family health/medical insurance.

Speech Evaluation and Therapy for Assistive Technology Evaluation is provided by the respective school districts. Other sources such as the schools, private insurance and other

Deleted: ¶

Deleted: California Code of Regulations Section

Formatted: Font: Italic

Deleted: [ Deleted: ]

Deleted: In-Home Operations Nursing Facility (NF)

Deleted: NF

Deleted: authorized representative

Deleted: California Children Services (

Deleted: )

Deleted: ¶

Deleted: Updated

Formatted: Not Highlight

2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; <u>Revised 4-18-18</u>; <u>Revised 7-31-19</u>

generic agencies will be researched. IRC may provide an assistive Technology Evaluation to determine appropriate equipment for in-home use as determined by the Interdisciplinary Team.

#### Independent Living Services

Independent living skills services provide adult consumers with functional skills training to enable the individual to acquire or maintain skills to live independently in his or her own home, or to achieve greater independence while living in the home of a parent, family member, or other person. Independent living programs focus on functional skills training for adult consumers who generally have acquired basic self-help skills and who, because of their physical disabilities, do not possess basic self-help skills, but who employ and supervise aides to assist them in meeting their personal needs. Independent living skills services may also provide the supports necessary for a consumer to maintain a self-sustaining, independent living situation in the community.

Independent living skills functional skills training components may include:

- a. Cooking;
- b. Cleaning;
- c. Shopping in natural environments;
- d. Menu planning;
- e. Meal preparation;
- f. Money management, including check cashing and purchasing activities;
- g. Use of public transportation in natural environments;
- h. Personal health and hygiene;
- Self-advocacy training;
- j. Independent recreation and participation in natural environments;
- k. Use of medical and dental services, as well as other community resources;
- . Community resource awareness such as police, fire, or emergency help; and
- m. Home and community safety.

The regional center may purchase independent living skills training if the following criteria are met:

- 1. The adult understands the goals and expectations of the service,
- 2. The adult expresses a willingness to participate, and
- 3. The IPP team agrees the training will help the individual to meet the goals set forth in the IPP.

Independent living skills services shall specify a course of intervention for skill acquisition. The type of training services and the number of hours per month, is determined by the needs and choices of the individual, based upon existing skills and targeted goals to increase independence. Independent living skills should not be used to replace or supplant any other generic resource

Formatted: Underline

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.52"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Deleted: Updated

Formatted: Not Highlight

2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; <u>Revised</u> 4-18-18; <u>Revised 7-31-19</u>

legally responsible to provide services to the general public. (WTC § 4648 (a)(8).) Practical considerations should also be given to the individual's typical routines and day-to-day activities.

#### Supported Living Services

The intent of supported living services is to provide opportunities for adults with developmental disabilities, regardless of the degree of disability, to live in homes that they own or lease with support available as often and for as long as it is needed, when that is the preferred objective in the individual program plan. The purpose is to assist that individual to exercise choice in his or her life while building critical and durable relationships with other individuals. Adult consumers are supported in typical living arrangements with control over the environment within their own home. The services or supports that a consumer receives shall change as his or her needs change.

Supports and services purchased by the regional center would generally be expected to decrease over time as the individual gains independent living skills and self-reliance, natural supports are developed, and generic resources are accessed, to the fullest extent possible, with the assistance of service providers.

Supported Living Services consist of two components:

- a. \_\_Training and Habilitation Individual Service Plan goals must be tailored to the specific training and habilitation needs and capacities of an individual consumer, and is intended to result in an increased ability on the part of the consumer to establish and maintain relationships, assume and exercise membership in the community, and meet his/her needs without assistance.
- b. Personal Support Individual Service Plan goals address areas where assistance is needed with common daily living and routine household activities due to the nature or severity of the consumer's physical or developmental challenges. When the consumer is unable to demonstrate reasonable success in their training and habilitation goals and no generic resources are available to meet consumer needs, supports may be addressed in the Individual Service Plan as maintenance goals through Personal Support.

Initial services may be established to assist consumers in securing their own homes and to provide consumers with the supports needed to live in their own homes.

In keeping with the Lanterman Act, the purchase of this service shall be based upon demonstrated progress toward meeting the goals and objectives in the Individual Program Plan and Individual Service Plan.

Deleted: 9

Deleted:

Formatted: No underline

Deleted: Inland Regional Center may purchase services that promote learning independent living skills for adult consumer through training. Supported Living Skills (SLS) training is provide in the consumer's own home or apartment and is a comprehensive training program directed toward assisting an individual to move into or remain in self sustaining or supported living situations in the community. Development of circles of support is a component of independent living skills training services. These services should allow the individual to make fundamental life decisions while supporting and facilitating the consumer in dealing with the consequences of those decisions and the choice to control the character and appearance of their home. ¶

Formatted: Indent: Left: 0", First line: 0"

Deleted: shall include

Deleted:

Deleted: are

**Deleted:** intended to increase the consumer's desire and ability to meet his/her needs without assistance, establish and maintain age appropriate relationships, and increase participation in the community.¶

Deleted:

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Deleted:** Decisions are based upon the recognition of the consumer's right to make choices regarding the conditions under which he/she will live. Consumers shall be afforded the dignity of risk, with basic health and safety issues discussed and resolved by the Interdisciplinary Team. ...

Formatted: Indent: First line: 0"

Deleted: s

Deleted: Updated

Formatted: Not Highlight

#### **Transportation**

In considering the purchase of transportation services for consumers, Inland Regional Center will explore all transportation services from the least restrictive to the most restrictive method of transportation.

In addition, Inland Regional Center may purchase transportation services that will facilitate the services identified in the consumer's Individual Program Plan only when generic resources are unable to provide the transportation on a routine basis for the consumer or are not assigned by regulation to other entities (i.e. residential operator's responsibility to transport residents to medical and recreational opportunities).

Inland Regional Center will only fund transportation, when required from the consumer's residence to the lowest-cost vendor that provides the service that meets the consumer's needs. The cost of a vendor shall be determined by combining the vendor's program costs and the costs to transport a consumer from the consumer's residence to the vendor. (WIC § 4648.35)

When a choice is available between public and private transportation service or voucher, public transportation will be purchased as it is more cost effective and allows consumers to interact with the general public.

A regional center may fund transportation services for a minor child living in the family residence to meet needs identified in the Individual Program Plan, only if the family of the child provides sufficient written documentation to the regional center to demonstrate that it is unable to provide transportation for the child. Inland Regional Center will not purchase transportation services to enable school-aged children to receive educational services.

#### Exceptions

Individual circumstances may exist which may require authorization of service purchases by Inland Regional Center which are not consistent with these standards. Specific exceptions to these standards may be granted:

- The Interdisciplinary Team identifies and documents in the consumer's Individual Program Plan or Individual Family Service Plan circumstances warranting an exception to the standards.
- 2. Any applicant for or recipient of services, or authorized representative of the applicant or recipient, who is dissatisfied with any decision or action of the service agency which he or she believes to be illegal, discriminatory, or not in the recipient's or applicant's best interests, shall, upon filing a request within 30 days after notification of the decision or action complained of, be afforded an opportunity for a fair hearing. (IVIC) 4710.5 (a).)

Deleted: Welfare and Institutions Code, Section

Deleted: (

Deleted: Welfare and Institutions Code, Section

Deleted:

Deleted: Updated

Formatted: Not Highlight

2-13-12/Revised 5-29-12/Revised 10/18/17; Revised 1-29-18; Revised 4-18-18; Revised 7-31-19

3. Each consumer or any representative acting on behalf of any consumer or consumers, who believes that any right to which a consumer is entitled has been abused, punitively withheld, or improperly or unreasonably denied by a regional center, developmental center, or service provider, may pursue a complaint pursuant to JVC § 4731.

Disputes concerning the nature, scope, or amount of services and supports that should be included in an Individual Program Plan should be addressed through the Fair Hearing process as described in item #2 of this section. (WIC §§ 4700-4730).

Policy adopted by Inland Counties Regional Center, Inc. Board of Trustees on February 13, 2012, pending approval from the Department of Developmental Services (DDS). Approved by DDS on May 23, 2012.

Board Approved on November 13, 2017

Board Approved on March 12, 2018 pending approval from DDS

Board Approved on May 14, 2018

Deleted: the

Deleted: Welfare and Institutions Code, Section

Deleted: Welfare and Institutions Code. Sections

Deleted: the Department of Developmental Services

Deleted: Updated Formatted: Not Highlight

FY2019-2020 Approved Community Placement Plan (CPP) and Community Resource Developemnt Plan (CRDP) Projects

	Service Description  To serve adult individuals with forensic involvement, behavioral challenges, and possible substance abuse
Behavioral Support Home for Adults	histories and dual diagnosis. 2 beds for individuals from Developmental Center and 2 beds for individuals from the community.
Training Services for School Age/Transition Age individuals with Autism Spectrum Disorder (ASD)	Training Services for School Age/Transition   Individualized Training Services for School Age/Transition Age individuals with Autism Spectrum to improve and enhance skills in: appropriate sexual behavior boundaries, independence and safety Disorder (ASD)   awareness, social media awareness, and communication skills to include   non-verbal individuals.
Affordable Housing	Multi Housing developer, Coachella area, Chelsea Investment Corporation, for IRC individuals to live independently in the community to be inclusive. 10 units for IRC individuals.

## Section I RELATIONSHIP BETWEEN INLAND REGIONAL CENTER AND ANOTHER WAY

- A. Preface These Operating Guidelines of the Another Way Advisory Committee (hereinafter Another Way) have been adopted by the Board of Trustees of Inland Counties Regional Center, Inc. (hereinafter IRC) and serve to clarify the structure and operations of Another Way. The Bylaws of IRC are the controlling instrument. In the event of a conflict, the Bylaws of IRC are the controlling document. This is not intended to be an operating manual for the Another Way Coordinator position.
- B. Authority: Another Way was established as a standing committee of the Board of Trustees of IRC in 1986. The fiscal sponsorship arrangement was signed into effect on June 8, 2008. The Board of Trustees approves the operating guidelines, investment strategy, and other procedural matters related to Another Way. Another Way must report on its activities to the Board of Trustees at the Board's regularly scheduled meetings.
- C. <u>Purpose</u>: Another Way was founded to respond to the emergency needs of IRC's most vulnerable consumers and to serve as a resource to IRC's case managers so they can better assist their clients, when needs arise. The services and items paid for by Another Way are those that cannot be addressed by IRC due to dictates in its contract with the Department of Developmental Services.
- D. Generic Resource: Another Way is not a generic resource. A generic resource is most commonly an item that taxes pay for and that are available to the general public, e.g. Medi-Cal, Medicare, School District. This distinction is important because the W&I Code mandates that IRC pursues options that are available to the general community before using IRC funds to help a consumer/client. Another Way does not have an obligation to serve the general public.
- E. Internal Resource: Another Way is an internal resource available to IRC's consumers who meet its eligibility criteria: 1) Household income falls at or below the federal poverty levels; 2) Request is made by IRC case manager; 3) Consumer is experiencing an emergency; 4) Consumer has a health related or non-emergency need that can be addressed through grant funding.5) Consumer has exhausted medi-cal/private insurance or received a denial for the needed item or service.
- F. Payor of Last Resort: Another Way will not always be the payor of last resort due to the availability of grant funding.

## Section II MEMBERSHIP AND COMMITTEES

- A. <u>Appointment:</u> Another Way will review requests for membership when there is an opening and present the applications to the Board of Trustees of IRC for final approval.
- B. <u>Types of Membership</u>: Current Inland Regional Center staff and Board members can be considered for membership.

Voting Members – Voting privileges are granted to IRC staff and the Board of Trustees Chairperson and/or other designated Board members who contribute financially and meet the yearly requirements for obtaining and maintaining voting member status. All voting members must be presently employed at Inland Regional Center.

#### Definition of Membership Types:

- 1. Voting Membership is granted to interested Inland Regional Center staff members and Board of Trustees Chairperson and/or other designated Board Members who contribute financially, a minimum amount of \$60:00 annually, to be paid in the month of July or through payroll deduction. Voting members must also meet the yearly requirements for obtaining and maintaining voting member status.
- 2. Maintaining Voting Membership Voting membership is maintained by meeting the financial requirements of a voting member and attending at least three (3) business or committee/request meetings per year. Persons seeking new voting status must attend three (3) business meetings a year and six (6) request meetings of the committee prior to obtaining voting privileges. Members must read and understand the operating procedures and code of ethics and members must sign, understand, and agree to adhere to the code of ethics, and sign the current Confidentiality and Conflict of Interest Forms annually. New members must also complete a membership application.
- 3. Non-Voting Members There are advisory members who are critical to the functioning of Another Way who due to their job responsibilities at Inland Regional Center are unable to fulfill the Voting Membership requirements. However, these individuals volunteer at one or more events each year and though not voting members are a member of the Advisory Committee.
- 4. Volunteers Individuals and organizations from the general public can volunteer at Another Way events. A Liability Waiver and Photo Consent form must be signed prior to engagement in volunteer activities.

C. Advisory Committee: The Another Way Advisory Committee will bring unique knowledge and skills which will augment the knowledge and skills of the formal board of directors in order to more effectively guide the organization. The advisory committee does not have formal authority to govern the organization, that is,

the advisory committee cannot issue directives which must be followed. Rather, the advisory committee serves to make recommendations and/or provide key information and materials to the board of directors. The advisory committee plays an important public relations role as well as providing program staff with a fresh perspective on programmatic issues.

D. Number of Members: Shall not exceed 35 Voting members.

E. Maintaining Advisory Committee Voting Privileges: Voting membership is maintained by meeting the financial requirements of a voting member and attending at least three (3) business or committee meetings per year and volunteering at 1 after-hours work hours event, excluding the Golf Tournament. Persons seeking new voting status must attend three (3) business meetings a year and six (6) request meetings of the committee prior to obtaining voting privileges. All members must read and understand the operating procedures and code of ethics and members must sign, understand and agree to adhere to the code of ethics, and sign the current Confidentiality and Conflict of Interest Forms annually. New members must also complete a membership application. If this is not maintained membership status can be revoked. This will take effect Fiscal year 19/20, beginning on July 1, 2019.

F. Executive Committee: The Another Way Executive Committee will be appointed by Members of Inland Regional Center's Leadership Team. The named members will remain on the committee until IRC's leadership makes a change or the individual requests to be removed from the committee. The Executive Committee will serve to assist the Another Way Coordinator in resolving challenging issues that emerge with regards to Another Way and its operations.

G. Sub-Committees: When needed Advisory Committee Members will volunteer to serve on sub-committees, e.g. golf, bowling and toy drive.

#### H. CONFLICT OF INTEREST AND CONFIDENTIALITY AGREEMENT

- 1. Conflict of Interest Each Another Way member agrees to adhere to the established Conflict of Interest policy of IRC.
- 2. Confidentiality and Non-Disclosure Agreement Another Way members must sign and adhere to the Confidentiality and Non-Disclosure Agreement approved by IRC's Board of Trustees.

## Section III REQUESTS

- A. Request Meetings: Request meetings will be held every Wednesday from 8am to 9am in Reche Canyon Conference Room located in Building 1, third floor; unless otherwise noted. Three Voting Members must be present to review and sign-off on requests.
  - Case Managers must complete the AW-11<sup>ii</sup> form prior to presenting his/her request to the committee.
  - Case Managers must present their own case unless they are doing official case coverage,
     e.g. maternity leave, longevity leave, vacation leave for at minimum a week.
  - For those presenting a request for dental funding they must complete a dental referral form that has been signed off by the Dental Coordinator and the AW-11 form.

10/24/2019 10:58 AM3 | Page

After the case manager presents his/her consumer's requests and describes the situation the consumer has encountered then committee members will either approve or deny based on the information presented. All requests will be listed on the Another Way Log-Sheet. Once approved two copies of the request that includes all documentation will be given to the Another Way Coordinator. At the end of the meeting the Another Way Coordinator will give one copy of the requests to accounting and keep the other copy on file in her office. An email will also be sent to the designated Advisory Committee member with a copy of the AW-11 and log sheet so she can notify case managers when checks are ready for pick up. The designated person will have case managers sign-off on the check pick-up log, which she will keep a copy of. Case Managers will be notified that they are responsible for obtaining a receipt for the service or item being paid for within seven business days. Receipts will be returned to accounting.

- B. Types of Requests: Another Way operates a Safety-Net (basic needs) Program and Health and a Wellness Program. Most requests will fall under these two categories and must meet the income requirements. Specific items that must accompany each request are detailed below:
  - 1. Rent All requests for rental assistance must be accompanied by a s-day notice to quit (eviction notice) from the landlord. All requests for the first month's down payment must include a copy of the provisional lease from the landlord/rental agency. The consumer must demonstrate that he or she is able to sustain the rental payment if assistance is provided. The reason for the move must be of an emergent nature.
  - 2. Utilities The consumer must be past due on his/her bill, not going to be past due. Request must be accompanied by a copy of the current past due notice from utility agency or agencies.
  - 3. Burials Another Way will assist in covering the burial expenses for a consumer. All requests must include a copy of the invoice from the designated mortuary. Burial requests will always be heard and considered regardless of the number of stipends available for the month.
  - 4. Appliances—The Another Way Committee will consider requests for basic appliances, i.e. stoves, refrigerators, beds/mattresses, space heaters, etc. when the lack of these items poses a health or safety risk to the consumer. All requests must be accompanied by an invoice from the store where the item will be purchased.
  - 5. Immigration Assistance Another Way will consider requests for citizenship and DACA (Dreamers). The reason is our original intent in funding these items is that assistance could result in consumers being able to receive SSA or SSI benefits. Request for Legal Residency and VISA's will not be considered.
  - 6. Clothing Request for clothing will be consider for new placement, fire, flood, bed bugs, recently out of jail, emergency placement, and theft. Toiletry items cannot be purchased with these funds only wearable apparel. If after purchasing clothing and \$5 or less is remaining it can be given to the consumer. They will need to sign off on the receipt.
  - 7. Food Request for foods will be considered when the consumer is not receiving food stamps, food aid, etc.

**Exceptions:** There will be times when requests do not conform to our established criteria. When this happens, the request will come before the Executive Committee who will have the discretion to review and determine if the request is an emergency and how much funding Another Way should give.

C. Funding Sources: Another Way has two funding sources from which requests can be paid for. The first is the general fund; this is money raised from events, employee donations, corporate donations, and individual donations. The second is money that comes in from grants. General fund monies and grant money will be used for rent, utilities, burials, clothing, food, and appliance.

Health and Wellness request will be considered when IRC cannot pay for the item, the consumer meets eligibility requirements, clinical has reviewed the request, and grant funds are available. Grants will continue to be sought for all the categories Another Way funds. The amount of each stipend will be determined by the Another Way Advisory Committee (pending Board approval) and will be aligned with Another Way's budget. A specific allotment for the month will be agreed upon by a majority vote of the Advisory Committee. Another Way will then allocate funds up to that amount. Funds provided through a grant will be dictated by the grant agreement and will not count against the monthly allotment, the same goes for burial requests.

#### Documentation needed for Health and Wellness Requests:

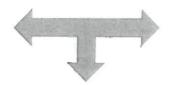
- 1. Mobility Equipment All requests must include an evaluation from Inland Regional Center's Physical Therapist or Occupational Therapist detailing the need for the device and why the consumer's insurance will not cover the device.
- 2. Dental Work All requests must be accompanied by a note from Inland Regional Center's Dental Hygienist specifying the urgency of the request and outlining the fees. Please note if a consumer resides in a Board and Care and only receives P&I they are eligible for assistance even if their total income is over the federal poverty guidelines.
- 3. Medical Supplies/Equipment Requests for eyeglasses, hearing aids, communication devices, etc. will be considered on an individual basis.

#### D. Process for Requests:

Step 1: Case manager discusses consumer's request with his program manager.

Program Manager directs CSC to Clinical, Another Way or Directors.

Clinical – A member of the Clinical Team reviews request and determines if it should go to Another Way. If CSC is referred to Another Way, they must bring assessment form completed by clinical staff.



If CSC is referred to Another Way first the request should be for a basic need only – rent, utilities, clothing, etc. Request comes to Another Way and committee approves or denies and determines which funding source to draw from.

Directors/Compliance – For requests that do not fall into the Clinical or Another Way category.

\*If request is denied it is not appealable.

## Section IV: OFFICERS AND DUTIES

The officers of Another Way shall include a Chairperson, who will be the Another Way Coordinator; up to 2 Vice-Chairs, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary. The officers, excluding the Chairperson, shall be elected by a majority of the voting members at the Official Business Meeting designated for voting of officers. Voting members shall be present when casting their votes.

#### A. Duties of Chairperson:

- 1. Oversee Another Way operations and preside at all Another Way meetings:
- 2. Perform such other duties as the membership may designate, within the scope of the purpose of Another Way;
- 3. Consult with Another Waytmembers and prepare the agenda for all meetings;
- 4. Appoint sub-committees, including the chairperson for the sub-committee, and specify the activities, responsibilities and functions of that sub-committee;
- 5. Represent Another Way at meetings/conferences.
- 6. Provide approval and a signature on appropriate documents.
- 7. The Coordinator will submit vouchers and invoices for review and approval to supervisor;

#### B. Duties of Vice Chair:

- 1. If the Chair is absent, unable or unwilling to perform, the Vice-Chair shall perform all the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair.
- 2. Perform such other duties as the Chair or the membership may designate, within the scope of the purpose of Another Way.

10/24/2019 10:58 AM6 | Page

#### C. <u>Duties of the Treasurer:</u>

- 1. The duties of the Treasurer will be supported in part by IRC's finance department. IRC's Account Tech will deposit all monies upon verification by the Chair and one other voting member into the IRC Another Way designated bank account within thirty (30) days of receipt;
- 2. The Account Tech will maintain up-to-date accounting records, including financial reports as needed;
- 3. At the monthly business meetings, the Treasurer will provide a report of the current financial status to the members of Another Way;
- 4. Allocate the appropriated amount approved by Another Way for expenses necessary to meet the objectives of Another Way in accordance with the <u>funding</u> criteria;
- 5. Maintains all receipts for approved expenditures for auditing purposes;
- 6. Another Way and IRC's Director of Finance will oversee all financial investments.

#### D. <u>Duties of the Assistant Treasurer</u>:

- 1. If the Treasurer is absent, unable or unwilling to perform, the Assistant Treasurer shall perform all the duties of the Treasurer and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Treasurer.
- 2. The Assistant Treasurer will help Treasurer in overseeing cash management activities and will work with Treasurer to evaluate financial data.
- 3. Perform such other duties as the Treasurer or the membership may designate, within the scope of the purpose of Another Way.

#### E. Duties of the Secretary

- 1. Take, keep and maintain accurate minutes of each Another Way meeting;
- 2. Make minutes available to all Another Way member via the intranet to read fifteen (15) calendar days prior to the following month's meeting:
- 3. Keep appropriate individuals designated by IRC informed of Another Way activities by providing a copy of the monthly minutes via email:
- 4. Maintain a record of all requests.

#### F. Duties of Assistant Secretary:

- 1. If the Secretary is absent, unable or unwilling to perform, the Assistant Secretary shall perform all the duties of the Secretary and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Secretary;
- 2. Maintain copies of agendas of all Another Way meetings;
- 3. Maintain a current membership list, including the date each member joined and a record of donations);
- 4. Maintain a list of officers and sub-committees.
- 5. Perform such other duties as the Secretary or the membership may designate, within the scope of the purpose of Another Way.

#### Section V

#### TERM OF OFFICE

The term of each officer shall be for a two-year period beginning on July 1st of the voting year. Officers must be voting members. The Annual Vote will be held as follows: 1) Announcement of elections in March; 2) Nominations held in April; 3) Voting held in May; 4) Formal announcement of new officers in May; 5) June will be a transition period in which new officers will learn their roles under the tutelage of previous officer; 6) New officers will take office in July.

#### Section VI REMOVAL OF OFFICER/MEMBER

Any officer or member may be removed, with or without cause, by a majority vote of the members present at a regularly scheduled business meeting where the item was placed on a written agenda and distributed at least two weeks in advance or by a majority vote of IRC's Board of Trustees conducted pursuant to IRC's Bylaws.

## Section VII VOTING AND QUORUM

A minimum of seven (7) voting members of Another Way shall be necessary to constitute a quorum in order to take action on any item of business. A member shall attend three (3) regularly scheduled Another Way Business Meetings before they are eligible to vote. Voting may only take place at Another Way Business meetings or on an emergency basis with prior notification to all voting members.

## Section VIII MEETINGS

Monthly Business Meetings will be held on the third Wednesday of every month to conduct Another Way business, unless otherwise noted.

## Section IX PARLIAMENTARY AUTHORITY

The rules contained in Robert Rules of Order Revised, shall govern Another Way Meetings in all cases to which they are applicable.

10/24/2019 10:58 AM8 | P a g e

## Section X AMENDMENTS

Proposed amendments to these Operating Guidelines may be recommended for approval by a majority vote of the voting members at a meeting duly called for that purpose and noticed not less than fifteen (15) calendar days prior to such meeting. Any proposed amendments must then be approved by the IRC Board of Trustees before they can go into effect.

Federal Poverty guidelines are updated annually at https://aspe.hhs.gov/2019-poverty-guidelines .

ii See appendix A

iii See appendix B

iv See appendix C

<sup>&</sup>lt;sup>v</sup> See appendix D

Appendices

### HHS POVERTY GUIDELINES FOR 2019

The 2019 poverty guidelines are in effect as of January 11, 2019.

The Federal Register notice for the 2019 Poverty Guidelines was published February 1, 2019.

### 2019 POVERTY GUIDELINES FOR THE 48 CONTISUOUS STATES AND THE DISTRICT OF COLUMBIA

#### PERSONS IN FAMILY/HOUSEHOUD

#### POYERTY GUIDELINE

For families/households with more than 8 persons, add \$4,420 for each additional person.

Ame	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430

## ICRC, INC. ANOTHER WAY REFERRAL FORM

#### CONFIDENTIAL CLIENT INFORMATION

Inland Counties Regional Center, Inc. See California Welfare & Institutions Code, Section 4514

DATE:			
CLIENT NAME:	UCI#:		AGE:
ETHNICITY: Select One	CASE MANAGER:		AGE
CITY:	COUNTY:	ZIP:	
MONTHLY INCOME: \$	SOURCE:		***************************************
MONTHLY INCOME: \$	SOURCE:		
REQUEST ON BEHALF OF:			
RELATIONSHIP TO CLIENT:			
	(See Criteria & Guideli		
	(Attach additional pages if needed):	nes)	
	, and an entire pages in necucal).		
DENIALS RECEIVED FROM (Nam	ne of Agency)		
	e of Agency)COMMITTEE ACTION TAKEN		
		Grant Expense: _	yesr
ACTION TAKEN:	COMMITTEE ACTION TAKEN	Grant Expense: _ Date of Action: _	yesr
ACTION TAKEN: Request granted for: \$_	COMMITTEE ACTION TAKEN  to	Grant Expense: _ Date of Action: _	yesr
ACTION TAKEN:	COMMITTEE ACTION TAKEN  to	Grant Expense: _ Date of Action: _	yesr
ACTION TAKEN: Request granted for: \$_	COMMITTEE ACTION TAKEN  to	Grant Expense: _ Date of Action: _	yesr
ACTION TAKEN:  Request granted for: \$ Request denied  COMMENTS:	COMMITTEE ACTION TAKEN  to	Grant Expense: _ Date of Action: _	yesr
ACTION TAKEN:  Request granted for: \$ Request denied  COMMENTS:  COMMITTEE SIGNATURES:	to special circumstances	Grant Expense: _ Date of Action: _	yesr
ACTION TAKEN:  Request granted for: \$Request denied  COMMENTS:  COMMITTEE SIGNATURES:	toSPECIAL CIRCUMSTANCES	Grant Expense: _ Date of Action:	yesr
ACTION TAKEN:  Request granted for: \$ Request denied  COMMENTS:  COMMITTEE SIGNATURES:	COMMITTEE ACTION TAKEN  to SPECIAL CIRCUMSTANCES	Grant Expense: _ Date of Action:	yesr
ACTION TAKEN:  Request granted for: \$ Request denied  COMMENTS:  COMMITTEE SIGNATURES:	toSPECIAL CIRCUMSTANCES	Grant Expense: _ Date of Action:	yesr

AW 11 2-1-2012 (DP)

## **TCWF & Another Way Dental Grant Referral Form**

#### REFERRAL FORM

Section I:	Client In	formation	Date	ê	C/Addison-
Name:		UCI:			
					lage a
Phone: ( )	E	Pate of Birth:	Jidit	2:	۷۱p:
Check Appropri	ate Box: Adult 21-59 Senion  Mental Retardation Autism  Heart Condition Other Medical	or (60 – above)			ome
				MARIE CONTRACTOR CONTRACTOR CO	
ection II:	Client Insu	rance Info			
nsurance/Medic	al Uninsured Undocu	mented Oth	er		
	IENT HAVE ADDITIONAL INSURAN				
etion III:	Authorizatio	n			
etion III:	Authorizatio	n			
erral reviewed learnal sent to:	Authorization  W IRC Dental Hygienist:  Signal  We Care Dental Dr. Lawrence	n  iture A Oakes, DDS [] Other	Yes Caccepted Den	No Date	
erral reviewed learnal sent to:	Authorization  We Care Dental Dr. Lawrence  Wed treatment plan funded:	n  niture A Oakes, DDS Othe	Yes Caccepted Den	No Date	
erral reviewed in the real sent to:	Authorization  W IRC Dental Hygienist:  Signal  We Care Dental Dr. Lawrence  Wed treatment plan funded:  Signal	n  iture A Oakes, DDS Other oture Accepted	Yes Carepted Denier Date:  S No Date Denied	No Date	
erral reviewed learnal sent to:	Authorization  Authorization  Signature  Signature  Signature	n  niture A Oakes, DDS Othe	Yes Carepted Denier Date:  S No Date Denied	No Date	
erral reviewed learnal sent to:	Authorization  Y IRC Dental Hygienist:  Signal  We Care Dental Dr. Lawrence  yed treatment plan funded:  Signature  First Appointment DEN	n  iture A Oakes, DDS Other ature Accepted  Yes	Yes  Accepted Den er Date: S No Date Denied No Date:	No Date	
erral reviewed in the review of the review o	Authorization  We Care Dental Hygienist:  Signative Care Dental Dr. Lawrence  Wed treatment plan funded:  Signature  First Appointment  (up to \$300 max.)	n  iture A Oakes, DDS Other ature Accepted  Yes  m, x-rays, prophylax	Yes  Accepted Den er Date: S No Date Denied No Date:	No Date	
erral reviewed learnal sent to:	Authorization  Y IRC Dental Hygienist:  Signal  We Care Dental Dr. Lawrence  yed treatment plan funded:  Signature  First Appointment DEN	n  Iture A Oakes, DDS Other ature Accepted  Yes  m, x-rays, prophylax  Treatme	Yes  Accepted Den er Date: S No Date Denied No Date:	No Date	

Another Way Requests

Date:

***************************************	CONCIDENCE MESON	THE PERSON OF TH	1949 MANAGAMAN AND AND AND AND AND AND AND AND AND A			The state of the s			
	HAIRA MARIOCANO	30	EXT.	YES NO	NO No	Grant Name	Amount	Description	
					- The state of the	TETETETETÜÜ (ÖÖN ÖÖN ÖÖN TETETETETETETETETETETETETETETETETETETE		TO MANAGEMENT AND	
	The second secon	Win - hands Strawer Woodstrawers and the second				Section 1997 (1997) and the se		THE REAL PROPERTY OF THE PROPE	
	Commence of the commence of th	A COMMANDER OF THE STATE OF THE						Western and the state of the st	
	The state of the s	***************************************					100000000000000000000000000000000000000	effecterplana i jego jenog ili a alov se a dajahadan persenta i a danapa	
	Annual An				***	menter en	***************************************	THE	
	Commence of the control of the contr	TO FEFT ON A CONTRACT OF THE C		-		The state of the s		THE TAXABLE AND THE PROPERTY OF THE TAXABLE AND THE PROPERTY OF THE TAXABLE AND THE TAXABLE AN	
	V V MONOTONIO CON CON CON CONTRACTOR CONTRAC		7,000			es este este este este este este este e	***************************************		
			And in Article Address of the Particle And Annual A	tana tana		THE STREET STREET, IN SHIPMEN THE TREET STREET, IN SHIPMEN THE SHIPMEN THE STREET, IN SHIPM			ļ
		ATTENDED CONTRACTOR AND		**************************************				annet, in the Contrate in the country is demandrated property and the superior of the public in the country is the country in	
The second secon	The second secon	CONTROL PROGRAM TRANSPORTATION					Personal Company of Co	Province to Company and the Company of the Company	-
Total Linearing	and (An Association) (The Impropriate Annual Propriate Annual Propriet					The Control of the Co			
	The second secon					The second secon	AND THE PERSON AND TH		
	TOO TO THE PROPERTY OF THE PRO	7				The second secon	The second of th	PEP PRI 1933 VARIANDO PROPRIADA (P.A.) (P.A.	
	Control of the Contro					**************************************	Total Comments of the Comments	The state of the s	
	The continue of the continue o		-			The state of the s	And Appellong to the state of t	The state of the s	
	The state of the s		nito niu	•••••					

## Another Way Check Dispersement Register

Date	Dollar Amount	Check No.	Grant	UCI	Print Name	Signature
		A	and a second		Company of the Compan	O'STOCK COLUMN
				**************************************		
				***************************************		
***************************************				**************************************		
				**************************************		
				886008CELCCOVIC		
		***************************************		***************************************		
				***************************************		
						***************************************
			***************************************			
				***************************************		***************************************
				***************************************		
			~			
						Walter and the second s
						Makes Trace and the state of th

## INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting

#### **September 18, 2019**

4:00 p.m.

#### **AGENDA**

EXECUTIVE COMMITTEE: Sheela Stark, Chair; Cameron Page Vice Chair; Alva Stewart, Secretary; Kiana Buffington, Member at Large; Ted Leonard, Member at Large

STAFF/EX OFFICIO: Lavinia Johnson, Executive Director; Kevin Urtz, Associate Executive Director; Steve Beckett, General Counsel; Merissa Steuwer, Chief Financial Officer

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

- 1. 1.2.4(a) Purchase of Service Policy
- 2. Public Comments
- 3. DDS' request through ARCA

Next Executive Meeting: October 16, 2019

# INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting September 18, 2019 4:00 p.m.

PRESENT: Sheela Stark; Kiana Buffington; Alva Stewart; Cameron Page; Ted Leonard

**STAFF/EX-OFFICIO PRESENT:** Lavinia Johnson, Kevin Urtz, Steve Beckett, Merissa Steuwer, Sandra Guzman

FACILIATOR: Marie Andrews

- 1. **1.2.4(a) PURCHASE OF SERVICE POLICY:** Vince Toms is working on updating the 1.2.4(a) POS policy. He will be prepared to present the draft to the Executive Committee in October and to the full Board in November.
- 2. PUBLIC COMMENTS: Anyone wishing to speak during the Board Meeting's Public Comment portion should keep their comments general and not consumer specific. A note will be added to the Request to Speak form and Sheela will make an announce at the Board Meeting prior to Public Comment. "In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue, contact your CSC or submit your comments to Btrustees@inlandrc.org."
- 3. **DDS' Request Through ARCA:** Amy Westling from ARCA contacted Lavinia and shared that she met with DDS and DDS wants IRC to open a satellite office in the Coachella area. Amy also stated that she meets with DDS every 2 weeks. IRC feels it is inappropriate for the department to make such a request through ARCA. At the next ARCA Executive group, Lavinia will request a copy of the minutes from the ARCA/DSS meetings. Putting a satellite office in the Coachella will not increase the resources in that area. Expanding the Riverside office will make a bigger impact and presence.

## INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting

October 16, 2019

4:00 p.m.

#### **AGENDA**

EXECUTIVE COMMITTEE: Sheela Stark, Chair; Cameron Page Vice Chair; Alva Stewart, Secretary; Kiana Buffington, Member at Large; Ted Leonard, Member at Large

STAFF/EX OFFICIO: Lavinia Johnson, Executive Director; Kevin Urtz, Associate Executive Director; Steve Beckett, General Counsel; Merissa Steuwer, Chief Financial Officer

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

- 1. 1.2.4(a) Purchase of Service Policy
- 2. CPP/CRDP Project Contracts
- 3. Building the November Meeting Agenda

Next Executive Meeting: November 20, 2019

# INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting October 16, 2019 4:00 p.m.

PRESENT: Sheela Stark; Alva Stewart; Cameron Page

PRESENT VIA CONFERENCE CALL: Kiana Buffington; Ted Leonard

STAFF/EX-OFFICIO PRESENT: Lavinia Johnson; Kevin Urtz; Steve Beckett

- 1. 1.2.4(a) PURCHASE OF SERVICE POLICY: Jennifer Cummings reviewed the updates that were made to the POS policy. Conference section dollar amount was updated, HCBA language was added to the Respite section and changes to make the policy reflective of "statute and policy" was written in easier language to read. Motion made to recommend the Board's approval M/S/C Page/Stewart.
- 2. **CPP/CRDP PROJECT CONTRACTS:** Kevin reviewed the three CPP/CRDP contracts that will need the Board's approval at the November meeting. Motion made to present the three contracts for approval M/S/C Page/Leonard.
- 3. BUILDING THE NOVEMBER MEETING AGENDA: Add POS Policy and CPP/CRDP Contracts.

Next Meeting: November 20, 2019