

Vendor Round Table Meeting Minutes – April 2017

- I. Maria Igarita – New Referral Processes for DOR
 - a. Changes in regulations (WIOA) impact Department of Rehabilitation, Regional Center and Department of Education Services
 - b. Looking at ways to better serve youth with disabilities
 - i. Exploring first the highest opportunities for employment
 - c. Please Refer to DOR Handout: Handout is what DOR employees, Regional Centers and community stakeholders should use to understand the process individuals will have in working with DOR
 - i. Contact John Filley to liaison questions to Maria regarding the manual
 - ii. Also use the DOR flowchart to understand DOR process for individuals under 25
 - iii. 3 different pathways
 1. DOR determine if individual is eligible to find employment in Competitive Integrated Employment setting (to make minimum wage or higher)
 2. Individual prefers to be placed in a subminimum wage employment setting: automatically determine individual is ineligible for services, using the DOR Flowchart that will create the documents necessary for services to begin (**can take up to 4-5 weeks to complete**)
 3. Youth in high school refuses transition services from both education system and Department of Rehab: individual becomes ineligible for subminimum wage employment setting until age 25 OR until they agree to complete transition services
 - iv. P. 3: discusses general requirements for DOR
 1. CC & IR (initial by DOR then employer annually)
 2. Transition services either through DOR or through school services)
 - d. Everything based on individual needs of the person
 - e. Because the process can take some time, DOR and SDRC are partnering together to try and make transition smooth to create minimal gaps between service that ends from school to services beginning with day or work program
 - f. Modified DS1968 form to be completed by service coordinator if individual wishes to be placed in a subminimum wage setting: Flags DOR to follow right side of the flow chart to expedite process for individual
 - i. This should be included in the collateral packet for a referral if the individual looks like they are working toward employment
 - g. Liaison for Dept of Rehab will be doing the bulk of the CC & IR initial trainings on site

Question: Timeline for Pre-employment Transition services

- Depends on the counselor availability
- CC & IR is a training more than just reading material
- 5 weeks for one individual, because all RC services needed to be closed out before DOR could work with the individual
- SC's being encouraged to start going to IEP meetings to be involved with individuals as early as age 16 to start looking at pathways for that individual beyond school age

- II. HAB & Day Program Discussion
 - a. Referrals under 25 to Regional Center Funded Day Programs (Adult Development Centers, Activity Centers or Behavior Management Day programs)

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- i. Still able to accept referrals under age 25 because program is funded only by Regional center, not needed to be referred to DOR until they enter a subminimum wage setting
 - ii. If Regional Center refers to a day program, individual typically has barriers to becoming employed that can be worked on through the day program
 - iii. Suggested Process for individuals under age 25
 1. Review collateral packet to determine if good fit for program and determine a start date
 2. Utilize the 30 days in program to assess individual's needs
 3. At 30 day planning meeting to develop ISP goals, IF individual seems to be a good fit for a subminimum wage employment opportunity, discuss with planning team and ask service coordinator to create the modified DS1968 form to begin the expedited process before hiring individual into the position
 - a. It is possible to use 30 day assessment or job shadowing peers in the position without a direct hire so individual can begin participating in the job while waiting for DOR necessary paperwork
 - iv. If a program no longer wants to work with individuals under age 25: create a program design addendum that states so, the Regional Center will then no longer send referrals under age 25 to the program
 - v. Consider the family experience if they are working through the transition of school ending, possibly being reactivated with Regional Center services then begin referred to DOR before the individual is able to start in a program
- b. 2 DDS Funded Programs
- i. Competitive Integrated Employment (CIE) Incentive Program: For agencies that help place individuals into CIE opportunities and continue at that company
 1. 3 installments of bonuses available when individual meets milestones
 - a. 30 days = \$1000
 - b. 6 months = \$1250
 - c. 12 months = \$1500
 2. Program must send cover letter (provided by John Filley) and documentation of proof that individual continues to work at CIE setting with no gap in employment (i.e.: pay stub that includes milestone date within the pay period or a letter from the employer that individual is still employed, with the person's consent)
 - a. Clarification: if the individual has already been working at the setting for over 6 months, the provider can send a current pay stub with the cover letter to be paid for both the 30 day and 6 month milestone
 3. Competitive Integrated Employment requirements: Individual is paid at least minimum wage and the employment provides individual with meaningful interactions with peers without disabilities throughout the work shift
 - a. If more than one individual with disabilities is employed at the location, provider may need to provide more details in report to John on how the work is ensuring integration

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4. If interested in becoming eligible for incentives (any approved program can be eligible): Contact John Filley for format of program design addendum
- ii. Paid Internship Program: For individuals 18 years old and above
 1. Up to \$10,400 per year for paid internships (to pay individual minimum wage plus payroll costs)
 2. Maximum 4 month increments with hours determined by team's assessment of the individual's needs: individual can have more than one internship, currently no limit on how many internships an individual can have
 3. Variety of purposes
 - a. Internship to build interest in jobs or build resume
 - b. Apprenticeship to learn particular craft
 - c. Learning self employment/microenterprise (make sure there is informed choice as there may be some issues with minimum wage and understanding salary challenges in owning a business)
 4. Ultimate goal: Results in Competitive Integrated Employment
 5. John Filley to set up trainings at all branch offices on details of the Paid Internship Program
 6. Question asked about HAB hour structured for program
 - a. Reimbursement for HAB hours would not go through DOR
 - b. SDRC to examine on a case by case basis, might be able to put under HAB funding through SDRC
- c. Quality Assurance Evaluations – Claudia Piagentini
 - i. Purpose: Support programs to ensure that services are best meeting the individuals' needs and are meeting the Title 17 and Regional Center guidelines
 - ii. Currently: Community Based Day Programs
 - iii. Process
 1. Random selection of providers
 2. Claudia to contact provider by phone 7-10 days prior to QA evaluation with dates
 3. Letter sent to selected provider and e-mail regarding QA process and QA standards
 - a. Contact Claudia for copy of QA standards before contacted for evaluation dates
 4. Office Review with team: 2-5 Regional Center people, depending on size of program
 - a. Review client files, staff records, attendance sheets, billing, progress notes, annual/semi-annual meetings in client files and staff training outlined in program design
 - b. If program has an updated program design, send most current copy to Claudia to review prior to evaluation date
 5. Review annual program evaluation
 - a. Title 17 states that evaluations by programs are required since 2012
 - b. If Regional Center not yet received, send 2016 program evaluation to Claudia to review prior to evaluation date

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- c. Send annual evaluations to Claudia or Therese Davis moving forward
 - 6. Interview service coordinators, individuals in program, families, care providers and staff at program
 - 7. Community Observation: observe individuals' interactions with staff
 - a. How services provided reflect program design description of services
 - b. Meeting ISP goals
 - 8. ISP Training required for all community based day programs
 - a. June 23rd is next training date as April training is full
 - b. Reference ISP training flyer or contact Claudia for more details
 - c. Addressing general pattern of concern that ISP, progress notes, billing and attendance need to match
 - d. Day Program Liaison – Therese Davis
 - i. Liaison to service codes: 505, 510, 515
 - ii. Partner with Claudia on team to review office records during Quality Assurance evaluations
 - iii. Partner with John for Tailor Day Services
 - iv. Also resource developer to specialized vendors
- III. HCBS Discussion
 - a. DDS Updates
 - i. Pilot Project for DDS Provider Self Survey
 - 1. Provider Self Survey from Statewide Transition Plan adapted to services vendored within the Regional Center system
 - 2. Providers randomly selected across state to provide DDS with feedback on content and language of survey
 - a. 19 selected from the San Diego catchment area
 - b. Regional Center will contact providers when list is shared to help support providers with the project
 - 3. Once changes are made to reflect the feedback from pilot project, DDS will release official survey to all providers and **will be mandatory**
 - ii. Legislative Language in 2017 Budget
 - 1. DDS proposed language giving them authority to create directives to changes in state legislation that is in direct conflict with federal guidelines within HCBS
 - a. Acknowledge there are conflicts with state regulations and federal regulations but not specifics of which regulations conflict
 - b. Asking providers to share regulatory barriers they may face in meeting HCBS expectations
 - c. Information will be used to make a systemic assessment
 - 2. DDS proposed an addition \$15 million in grant funding to help providers transition towards meeting HCBS guidelines
 - a. Providers can utilize generic provider self survey to assess current services and supports to better inform them how to apply for grant funding in next fiscal year
 - b. Contact Melissa for more information and support in analyzing and strategic planning for transition towards HCBS expectations

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- iii. HCBS Grant Funding
 - 1. 2016: DDS received \$15 million in grant funding to transition services towards HCBS guidelines
 - 2. Received 935 proposals across state, SDRC sent 13 proposals from 9 providers (some providers applied for multiple programs)
 - 3. DDS approved 6 providers funding from SDRC, but has not released list of approved providers to Regional Center
 - 4. San Diego Regional Center will contact providers when list is released to begin discussing contracts and milestones for grant funding
 - b. Upcoming Trainings
 - i. HCBS & You: Created by Paul Mansell for individuals receiving services to understand how HCBS will affect their choices and services
 - 1. Max attendees is 30 people
 - 2. Contact Paul to schedule training dates (paul.mansell@sdrc.org)
 - 3. Inform Paul of technology/equipment available or supports needed (i.e.: laptop or computer, projector and screen)
 - ii. HCBS Training: Created by Melissa Crawford and Lori Sorenson
 - 1. Pilot to take place first week of May
 - 2. Dates will be shared with vendors for all branch offices once available
- IV. Client Information Specialist Updates – Paul Mansell
- a. People First Conference “Dare to Dream”: June 2 & 3 at the Marriott Mission Valley
 - i. June 3 is vendored by SDRC, have individual contact their service coordinator to create IPP Addendum and POS for conference prior to individual paying for registration
 - ii. If individual has already paid for registration before SDRC has authorized a POS, SDRC is unable to reimburse
 - iii. Please assist individuals with registration paperwork as the paperwork has changed
 - b. South Bay Transition Age People First Group
 - i. Spreading the People First advocacy and activities to new people to expand and learn how to become a better advocate for their rights
 - ii. Looking to start initiative in all the regions
 - c. CalABLE Initiative: Financial instrument for individuals to be able to save up to \$100,000 without benefits being affected, modeled after 529 accounts (college savings account programs)
 - i. Financial cap: \$14,000 can be saved per year into account, friends and family can contribute to account
 - ii. Fall 2017: Accounts active in California
 - iii. Special Needs Trust vs. CalABLE account
 - 1. Special Needs Trust does not have a cap
 - 2. Trust more for individuals who do not demonstrate healthy money management skills
 - iv. Currently working with John Filley and Kathy Cattell: Regional Center responsibilities and promoting financial literacy skills for individuals
- V. Open Form Discussion
- a. April 23, Auction at Mural Museum in Oceanside: Art work created in collaboration from students at CSU San Marcos and individuals in Mountain Shadows day program (estimated 150 paintings)

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- b. May 8
 - i. People First meeting at Ballard Center, discussing Transportation in San Diego and Legislative Advocacy
 - ii. Transition Resource Fair from 4-6 p.m. at Morison Complex for Grossmont School District
- c. May 12: Legislative Form by DDPN at Balboa Park from 8:30 – 11 a.m.
 - i. Free registration on Eventbrite
 - ii. Networking opportunity
 - iii. Great event to bring individuals to for legislative advocacy on disability rights
- d. June 21: Peers Group Official first meeting at SDRC Santee office
 - i. Will meet one time per month
 - ii. Details of meeting shared to previous member's contact list and service coordinators contacting families in the East County catchment area
 - iii. All ages, families and friends are welcome to attend with individual
 - iv. Contact Debra Jackson 619-596-1023 to RSVP
- e. Cultural Specialist: Carmen Hernandez
 - i. Legislator focusing on service disparities within statewide regional center system
 - ii. First Initiative: Asking service coordinators to address ethnicity data in SANDIS system in order to better collect data on service disparities, has been successful
- f. On all legal forms: if changes need to be made, cross out the information on form then initial and date – information could be subject to an audit
- g. Employment & Community Options: recently created film & media program to support individuals, current participants finished first film
- h. Question raised by a group home: Individuals with severe behavioral issues having trouble being admitted into day programs or being dropped from day programs
 - i. May be able to explore options with planning team on alternative day programming to support individual, have service coordinator contact John Filley to participate in planning team meeting
- i. Unyeway: Currently has openings at nursery in Poway
- j. Ramona High School: 10 individuals to graduate from high school in June and September 2017
 - i. Day Service need in Ramona area
- k. Question raised about ILS and Tailor Day Services and helping with job applications
 - i. Must look at context on a case by case basis with understanding of other services involved and individual choice
 - ii. Justification may be there for ILS but must be documented within context for the individual's needs and choices respected