

**Background:**

Minutes of the November 4, 2015, Executive Committee meeting are included for your review.

**Executive Committee**

**Agenda Item 3.**

**Expected Action:**

The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
NOVEMBER 4, 2015**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair	Kristen Cox	Lora Taylor
Gladys Cortez	Michael Peace	

**COUNCIL MEMBERS PRESENT**

John Thomas

**STAFF PRESENT**

Beth Stalvey, Executive Director	Cynthia Ellison Danny Fikac	Joshua Ryf Koren Vogel
Martha Cantu	Wendy Jones	
Joanna Cordry	Jessica Ramos	

**GUESTS PRESENT**

Kathy Holdway

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, November 4, 2015, in the Limestone Room at the Horseshoe Bay Resort, 200 Hi Circle North, Horseshoe Bay, TX 78657. Council Chair Mary Durham called the meeting to order at 2:11 PM.

**1. INTRODUCTIONS**

Committee members and staff were introduced.

**2. PUBLIC COMMENTS**

Council Vice-Chair Kristen Cox discussed circumstances at Texas A&M University where her son attends that have relocated the Offices for Students with Disabilities to a part of the campus that is difficult for students to reach in a timely manner. She asked everyone to consider signing a petition through change.org which asks the university to move the office back to the main campus.

Public comments regarding the Building Community Capacity through Collaboration project from A Circle of Ten were deferred until the consideration of that project.

**3. CONSIDERATION OF MINUTES**

The minutes were reviewed and no additions or corrections were noted.

**MOTION:** To approve the minutes of the August 5, 2015, Executive Committee meeting as presented.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Council Chair Mary Durham reported the expected absences for the meeting which include Kristine Clark (Friday only), Andy Crim, Mateo Delgado, Stephen Gersuk, Dana Perry and representatives from Texas A&M University, Health & Human Services Commission (HHSC), Texas Education Agency (TEA)

Durham also reported that Amy Sharp, formally the alternate representative from Texas A&M Center on Disability and Development, was selected as Executive Director for the Texas Center for Disability Studies at the University of Texas and will now be the representative to the Council for that agency. Sharp also recently replaced Andy Crim on the Audit Committee who resigned due to work conflicts. Megan Sumner was selected as the alternate representative from Texas A&M and has been through Council orientation.

Department of Aging and Disability Services (DADS) representative Penny Larkin has recently moved to the alternate representative position and Donnie Wilson was appointed as the representative from that agency. He has also attended Council orientation.

TEA representative Cindy Swain has retired and a replacement has not been named although Barbara Kaatz continues to serve as the alternate.

Durham discussed her recent meeting with Executive Director Beth Stalvey and Gaby Fuentes of the Governor's appointments office. Fuentes reported that there are only 10-12 applications to serve on the Council and many do not meet the criteria. Stalvey and Durham expressed the need for increased cultural diversity on the Council as well as the need for representation from areas other than the IH-35 corridor, Houston and El Paso. It was also noted that any applications that were submitted under Governor Perry were archived when Governor Abbott took office so anyone who submitted prior to January 2015 would need to submit a new application.

**5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Stalvey reviewed stipend awards that were approved during the past quarter to the following applicants:

- Coalition of Texans with Disabilities: Speakers stipend for up to \$1,330 for the 12<sup>th</sup> Annual Cinema Touching Disability Film Festival & Short Film Competition on November 6, 2015, in Austin.
- Texas Center for Disability Studies: Events stipend for up to \$6,000 for *The Texas Gathering* on November 5-7, 2015, in Arlington.

Stalvey provided an update on TCDD staff noting that Grants Management Director Sonya Hosey continues to be out of the office due to illness. She is still working part-time from home as her health allows and continues to be under a doctor's care for further testing and treatment. Grants Management Specialist Susan Mihalik recently resigned and her final day with TCDD was November 3, 2015. All TCDD staff continue to contribute to cover additional tasks during this transition.

Stalvey recently attended the National Association of Councils on Developmental Disabilities (NACDD) Executive Directors meeting in Atlanta. Administration on Intellectual and Developmental Disabilities (AIDD) Commissioner Aaron Bishop presented on changes to the

federal structure that increase opportunities for collaboration. Staff from the Centers for Disease Control presented on disability data and resources. The directors also attended a tour of the Civil and Human Rights Museum which includes exhibits related to the disability rights movement and provided a background for discussion on Councils' role in addressing cultural competency and diversity.

Stalvey discussed dates and locations selected for FY 2016 meetings. She noted that the location of Horseshoe Bay Resort provides the best value from the proposals received and for the dates selected.

**6. GRANTS ACTIVITIES REPORTS**

Senior Grants Management Specialist Cynthia Ellison reported that the Culturally Competent Family Supports project from Light and Salt began during the quarter. She further noted that the Committee's request for clarification on the day programs in this project proposal was addressed with the grantee and the component is not the traditional day habilitation that the Council does not wish to fund. The Outreach and Development project from Nuevos Horizontes requested a reduction of their contributed match but are still above the required 25%. Ellison reviewed the Independent Audit Status Report and noted no deficiencies or exceptions. She discussed the Grants Monitoring Exceptions report for on-site reviews that were completed during the quarter and noted projects from Texas SILC that show as pending are now complete.

Ellison reviewed the risk assessments for projects that are to be considered for continuation noting that the reasons for the increase in assessed risk for A Circle of Ten will be discussed when the continuation is presented.

Operations Director Martha Cantu discussed staff follow-up at the Committee's request regarding the award of \$50,000 to the Texas Center for Disability Studies (TCDS) to provide travel support to advisory committee members. She noted that options to continue funding this support would be to continue with TCDS but work to resolve the reporting compliance issues or terminate the funding and post a Request for Proposals (RFP) to find another organization who can distribute the funds. Posting a new RFP would result in a significant delay in providing travel funds for advocates who depend on this to attend their meetings. Cantu and Stalvey also met with Amy Sharp as the new Executive Director of that agency who is now aware of the reporting issues. It was determined that continuing to fund these activities through TCDS is the best course of action and improvement in the reporting process is expected.

**7. CONSIDERATION OF CONTINUATION GRANT AWARDS**

A Circle of Ten Executive Director Kathy Holdway provided public comments regarding the Building Community Capacity through Collaboration project. She discussed the history of the project noting that agency has developed a strategic plan and will complete the first year of project implementation in February 2016. Holdway expressed her feelings that the project's success is based on the trust and support of leaders who are subject experts but that collaboration is rarely easy and that changes to the project work plan were suggested by collaborating organizations. She acknowledged that the project did fail in that A Circle of Ten did not make clear in the work-plan that pilot projects belonged to collaborating partners and that allowances were not made for partners to withdraw or have complications. She felt they did not insist on enough guidance from TCDD and asked that the project be continued.

Executive Director Stalvey read a letter from Timothy Pylate who formerly served as the Executive Director of the Arc of the Gulf Coast and was a collaborating partner with A Circle of Ten. He reviewed his history with the project but also discussed his belief that funding amounts do not allow the project to be successful in implementing the collaborative pilot projects associated with it. Pylate asked that funding to A Circle of Ten be continued.

TCDD Grants Management Specialist Wendy Jones reviewed the executive summary for continuation funding to A Circle of Ten for Building Community Capacity through Collaboration. She first reviewed the intent of the RFP to build community capacity to prevent/reduce admissions to state supported living centers. She then discussed the specific project goals which include the development of a strategic plan based on community needs assessment; identify existing supports, services and programs and develop a resource list; research and partner with stakeholders to determine individuals with developmental disabilities and assess their needs; and implement five pilot projects aimed at addressing those needs. Jones noted that it was the implementation of these pilot projects that has caused conflict and confusion with the project and the grantee. She explained that the work-plan shows TCDD funds would be used to directly implement the projects but the intention according to the grantee is to use TCDD funds to leverage additional funds from other organizations to implement these projects. Chair Durham noted that the activity of leveraging additional funds was not included in the RFP and was not clearly presented in the grantee's strategic plan or the current work-plan. Jones further added that the measurable objectives were written to show specific numbers of individuals were trained in specific areas and these objectives have not been met. Jones discussed each pilot project noting that pilot projects were either not implemented due to problems with partners or were being implemented with funding sources that were not TCDD funds. Jones was unsuccessful in her efforts to establish links that showed TCDD funds were supporting specific activities with partners such as the Center for Autism and Developmental Disabilities at the University of Houston-Clear Lake and Texas Children's Hospital.

Jones noted that if funding is continued for the second implementation year, outcomes will need to be further defined to prevent confusion. Committee members questioned if funding the next year would essentially be funding activities that were expected from the previous year. Jones replied that outcomes would need to be defined as showing that TCDD funds were used to leverage additional funding to implement those projects. Durham noted that this was not the initial intent of the project but that TCDD funds should be used to implement specific activities. Members further questioned what TCDD funds were used for and Jones replied that funding went to personnel, travel, purchased services and equipment.

It was noted that grants staff have significant concerns regarding this project and do not recommend continuation funding. Committee members acknowledged that if funding were continued it would change the intent of the RFP and this would essentially require a new posting. Durham clarified that the mission of the Council is not to leverage funds from other organizations.

**MOTION:** To not approve continuation funding to the A Circle of Ten for the second implementation of the Building Community Capacity through Collaboration project.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

Holdway asked the Committee to not make a decision today because A Circle of Ten is continuing to work on the activities and building partnerships. She expressed that capacity building grants are different than typical projects and asked for additional consideration.

The motion **passed** without opposition. Michael Peace abstained from voting.

Grants Management Specialist Jones reviewed the executive summary for continuation funding to Community Healthcore for year two implementation of Building Community Capacity through Collaboration project. This project established the East Texas Community Living Network (ETCLN) to enhance and expand community supports for people with developmental disabilities in order to reduce/prevent admissions to state supported living centers. Jones reviewed the goals of the project which include strengthening the capacity of community supports through Asset Based Community Development (ABCD) and to increase awareness of the ETCLN and existing resources. During the first year of implementation 18 people have been trained to facilitate Planning Alternative Tomorrows with Hope (PATH), 54 people attended Person-Centered Thinking trainings, 2 Leadership Academy groups were formed, and 2 community projects were started by members of the Leadership Academy but were later dissolved because they did not adhere to the ABCD model. Changes to the Leadership Academy are planned for the next year to better implement the curriculum. It was acknowledged that changes to key staff have occurred with this project but outcomes are expected to improve with new staff that are implementing the project. Jones noted that due to the staffing issues, the first year of this project was extended by three months so the continuation to be considered is actually for nine months. Durham clarified that despite the staff issues, the grantee conducted the agreed upon activities and that all positions have now been filled.

**MOTION:** To approve up to \$78,329 in continuation funding to Community Healthcore for the 2<sup>nd</sup> implementation year of a 5-year Building Community Capacity through Collaboration project.

**MADE BY:** Lora Taylor

**SECOND:** Kristen Cox

The motion **passed** unanimously. (Attachment 1)

Senior Grants Management Specialist Ellison next reviewed the executive summary for continuation funding to Texas A&M University for the final 10 months of a five year Bridge to Career in Human Services higher education project. Ellison reviewed project accomplishments which include 42 students in a 5-week summer program for 2014 with 26 of those students continuing in an extended fall program and 18 graduating, 74 applications were received with 31 admitted for the 2015 academic year, Department of Assistive and Rehabilitative Services (DARS) funding has been approved for individuals to attend these programs, and training tracks have been added to include child care in addition to human services. The final project year will include additional recruitment and training of students. Staff do not have concerns and recommend continuation of this project

**MOTION:** To approve up to \$217,565 in continuation funding to Texas A&M University for the final year of a 5-year Higher Education project.

**MADE BY:** Lora Taylor

**SECOND:** Michael Peace

The motion **passed** unanimously. (Attachment 2)

Grants Specialist Jones reviewed the executive summary for continuation grant funding to Texas Tech University for Project CASE higher education project. She noted that two executive summaries have been presented, one for the final seven months of the project and one for 12 months (additional 5 months past the end of the project) at the original funding amount. She noted that the original goal of the project was to have ten students graduated and found competitive employment at the end of the five year project. At this point, 12 students have graduated with 5 in competitive employment, 2 are working on 4-year degrees, 2 are pursuing masters degrees and working as research assistants, 2 have been accepted in graduate programs and 1 is working with DARS to find employment. 25 students are currently enrolled with 11 in paid internships and 5 in non-paid internships. The final seven months of the project would continue the current activities. The proposal for extending the project for 5 months would plan, design and hold a statewide conference to engage partners to collaborate in higher education activities for people with developmental disabilities or add a day to the Texas Transition conference for the same collaborative activities. Funding for the additional five months would not exceed the original allocated amount for the final year of the project.

**MOTION:** To approve up to \$222,924 in continuation funding to Texas Tech University for the final seven months of a 5-year Higher Education project and for an additional five months to include the establishment of collaborative activities with other organizations regarding higher education for people with developmental disabilities. These activities should be prioritized by adding to the Texas Transition Conference and then if funds are available, establish a second stand-alone conference.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachment 3)

Planning Coordinator Joanna Cordry discussed the success of the higher education projects and noted other community colleges and universities are looking at adding programs for students with developmental disabilities. She suggested the potential for a 2-5 year project that could combine the knowledge of the existing projects and provide education for other entities. Durham agreed and suggested it be addressed in Project Development Committee discussions for future funding ideas.

Durham also requested that project staff from Texas Tech University provide a presentation to the Council on the higher education project.

## 8. **APPEAL OF FUNDING DECISIONS – HELPFUL INTERVENTIONS**

Executive Director Stalvey reminded Committee members of decisions at the August meeting to fund Culturally Competent Family Support projects and that an application from Helpful

Interventions was not approved for funding. An appeal was received from Helpful Interventions on this decision and staff responded per policy acknowledging the appeal and then conducting an evaluation of the appeal with the results sent to the Executive Committee. Council policies do not allow appeals based on the content of the funding decision but only on the process of determining those decisions. It was found that TCDD staff and the Committee did follow the process in basing its decision to not award funding to Helpful Interventions.

**MOTION:** To uphold the Committee decision to the not award funding to Helpful Interventions.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

The motion **passed** unanimously.

Stalvey further noted that Council policies may seem vague to the general public about what information can be considered in an appeal and language to clarify this could be considered in the future. Chair Durham agreed and directed staff to propose revisions when Council policies are considered.

#### 9. **TCDD ADMINISTRATIVE RULES REVIEW**

Executive Director Stalvey reviewed the three levels of policy that govern TCDD and the process to review/amend that policy. The Texas Administrative Code defines the rules adopted by the agency and must be reviewed and re-adopted every 4 years. Council policies and procedures further define operations of the Council and revisions are subject to Council approval. TCDD staff policies and procedures provide details for the day-to-day operations of the agency. TCDD staff policies and procedures were recently evaluated as part of the internal audit activities conducted by Weaver and Tidwell.

The review of the administrative code is due in 2016 and guidelines for the review and/or revision of the code require posting for public comment in the Texas Register. As previously discussed with the Committee, staff drafted proposed amendments which would allow for payment withholding to a grantee that is non-compliant with reporting and documentation.

Stalvey discussed the details for withholding payment but noted that it will be defined in Council policies which will be considered at a future Council meeting.

Committee members discussed the payment withhold policy and offered recommendation for language in the Council policies. Stalvey reviewed draft language for this subject as well as for revisions to the appeal process. Members directed staff to use the language of "calendar days" to be consistent throughout the document.

**MOTION:** To recommend Council approval of posting TCDD rules in the Texas Administrative Code to the Texas Register for public comment to include the rule review and adoption of revisions to allow for payment withholding for a non-compliant grantee.

**MADE BY:** Lora Taylor

**SECOND:** Michael Peace

The motion **passed** unanimously.

**10. TCDD REVIEW PANEL RECOMMENDATIONS**

Planning Coordinator Joanna Cordry reported that independent review panels evaluated applications for three projects during the past quarter. Proposals were considered for RFPs for Understanding Employment Options and Supports, TCDD Policy Fellows, and Stakeholder Training on Guardianship Alternatives. Reviewers were asked to consider if the proposal met the intent of the RFP, the quality of the proposed plan, and if the organization can meet the desired outcomes of the project.

Cordry first discussed the Understanding Employment Options and Supports RFP and noted that the project would develop training for individuals to understand options enabling them to continue to receive SSI/SSDI while increasing income and assets through gainful employment. The review panel ranked the proposal from the National Disability Institute (NDI) as one of two top proposals noting that a comprehensive infrastructure through NDI already exists and that a similar program in Florida could be adapted to meet Texas' needs. Some review panel concerns are that Spanish language materials would not be available until the second year and that people with disabilities may not have access to technology needed for training. Staff acknowledged that due to the complexity of the topic, most individuals with disabilities would need support while being trained.

A proposal from Community Options, Inc. was determined to be the second top-ranked proposal. This is an established organization that would share resources to develop materials and a curriculum training manual to be shared with human services providers. It would establish peer advisors to enhance training and appear in training videos. Concerns of the review panel include the sustainability of the peer-advisors after TCDD funding ends and that the first phase of project appears to be overly ambitious in that more time would be necessary to complete the goals.

A third project from the University of North Texas was ranked behind the other two proposals and was not recommended for funding consideration due to multiple concerns. A fourth proposal was submitted but was incomplete and therefore not evaluated by the review panel.

**MOTION:** To award funding of up to \$150,000 per year for up to two years to the National Disability Institute for Understanding Employment Options and Supports project.

**MADE BY:** Mary Durham

**SECOND:** Lora Taylor (Attachment 4)

It was clarified that NDI is a non-profit. It was also recommended that contractors for Spanish translation of materials should be local to Texas.

The motion **passed** unanimously.

Cordry next reviewed review panel recommendations for TCDD Policy Fellows. The top ranked proposal was received from Texas Parent to Parent but a number of concerns were expressed. The proposal did not list a salary for the selected fellow but noted the individual would be paid with match funds. It was also noted that the fellow would be an individual with a disability or a

family member but the RFP made clear the need for a person with a graduate-level understanding of policy issues. The focus appeared to have the fellow developing training for self-advocates and would need to “master the continuum of disability policy issues”. Concern was also expressed that the fellow would be working with organizations that do not share the philosophies of the Council regarding integrated residential settings.

The second ranked proposal was from Easter Seals of Central Texas and also had significant concerns. The job description for the fellow was not well defined but seemed to be focused on an advocate training program. Support and training for the fellow was also not defined. Errors in the proposed budget were substantial.

The third ranked proposal was from the Providers Alliance for Community Services of Texas and also lacked a focus on training the fellow but indicated the fellow would work with a provider to help teach self-advocacy to the people they serve. The fellow would focus on long-term care which is a TCDD policy priority but concerns included the described job duties that were more outreach focused than policy oriented. Significant budget concerns including lack of funding for the supervision of the fellow were also noted.

Committee members expressed a dis-satisfaction with all of the proposals and noted that they did not feel the applications met the intent of the RFP.

**MOTION:** To not fund any of the received proposals for TCDD Policy Fellows.

**MADE BY:** Gladys Cortez

**SECOND:** Mary Durham

The motion **passed** unanimously. Durham directed staff to re-issue the RFP as soon as TCDD staff member schedules allow.

Cordry next reviewed the proposal from Disability Rights Texas for Stakeholder Training for Guardianship Alternatives. A second proposal was not complete. The review panel felt the proposal has the potential for a large impact by focusing on a variety of groups including individuals and families, legal professionals, educational professionals and others. The proposal supports individuals’ full inclusion in community and promotes self-determination. Disability Rights Texas has been engaged as a partner with the Texas Guardianship Reform and Supported Decision Making group. Concerns are that products should address diversity and be expanded to include more than English, Spanish, and American Sign Language. It was acknowledged that the project would not be sustainable past TCDD funding but wouldn’t be expected as such.

**MOTION:** To approve funding of up to \$40,000 per year for up to three years to Disability Rights Texas for Stakeholder Training on Guardianship Alternatives project.

**MADE BY:** Lora Taylor

**SECOND:** Michael Peace

The motion **passed** unanimously. (Attachment 5)

## 11. TCDD QUARTERLY FINANCIAL REPORT

Operations Director Cantu reviewed the quarterly financial report noting that FY 2014 funds have been fully obligated and no funds are expected to remain from that budget year. FY 2015

funds have been obligated with \$765,478 still available to re-obligate for projects. FY 2016 funds are budgeted on projected basis equal to FY 2015 funds as the Notice of Grant Award is not expected from the federal government until February and there is expected to be an approximate \$750,000 balance after planned projects. Committee members asked that future budget reports be presented prior to the Committee making decisions on funding grant projects so that they are fully aware of the availability of funds. It was noted that when developing future projects, consideration should be given to higher funding amounts.

Cantu further reviewed operating expenses for FY 2015 and noted that although negative variances are noted for staff benefits the overall budget will not be exceeded. Operating expenses for FY 2016 were not presented as only one month has passed but will be reviewed at the next meeting.

A revised/condensed format of the funds allocated to current grantees was presented and Committee members were generally in favor of the proposed format. Revisions were suggested to include subtotals for each project year and indicate the project year.

**12. CONFLICT OF INTEREST DISCLOSURES**

Committee members reviewed updated conflict of interest disclosure information for Council members and staff. No concerns were noted.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 5:38 PM.

\_\_\_\_\_  
Beth Stalvey  
Secretary to the Council

\_\_\_\_\_  
Date

# Attachments

**Texas Council for Developmental Disabilities  
Executive Committee**

**Date:** 11/4/15

**Review of Proposed Activities & Budget**

**Item: B**

**Grantee:** Community Healthcore

**Year: 2 of 5**

**Project Title:** Building Community Capacity through Collaboration

**Project Location:** Longview (Gregg, Harrison, Marion, Panola, Upshur)

**Website:** [www.communityhealthcore.org](http://www.communityhealthcore.org)

**TCDD RFP Intent:** The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities (IDD) to be served in an institution.

**Authorized Funding:** TCDD has approved up to \$150,000 for up to five years.

**Expected Results:** The East Texas Community Living Network (ETCLN) will enhance and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions.

**Project Goals and Accomplishments for Year 1:**

**Goal 1:** To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers or other institutionalized settings by strengthening the capacity of community supports and developing additional resources through Asset Based Community Development (ABCD).

**Goal 2:** To increase awareness about the ETCLN and effectively communicate what new resources exist  
Accomplishments per goal:

**Planning Phase:** The grantee established the ETCLN. The Community Organizer engaged in “learning conversations” with members of the community as part of the Asset-Based Community Development (ABCD) process. This process informed the development of the ETCLN’s strategic plan.

**Implementation phase:**

- 18 people trained to facilitate Planning Alternative Tomorrows with Hope (PATH)
- 54 individuals attended two separate Person-Centered Thinking trainings
- 2 Leadership Academy groups were formed with rough8 participants in each group but neither has been active since May 2015
- 2 community projects were started by members of the Leadership Academy but dissolved because the activities did not adhere to the ABCD model

1) **PATH TRAINING:** The network intended to provide Board Certified Behavior Analyst (BCBA) assessments, plans, and supports to at-risk members of their community, but the provider they chose to work with was out on maternity leave for most of the year; therefore, no BCBA supports were provided in year one. To date, no PATH planning sessions were conducted with individuals in Integrated Care Facilities (ICF); one prospective ICF provider has been identified as a potential partner.

2) **LEADERSHIP ACADEMY:** Two Leadership Academy groups were formed in Gregg and Harrison Counties with roughly eight participants in each group, but neither of these groups has been active since the departure of key project staff in May 2015. The ABCD consultant worked with participants in the Leadership Academies to apply for mini grants to start new community projects based on the ABCD model. Two community projects were started by members of the Leadership Academies, but they were soon dissolved because the activities did not adhere to the ABCD model.

3) **RESPITE:** Two types of respite services were planned for year one: site-based and faith-based. The network partner that had agreed to provide site-based respite withdrew their commitment at the beginning of the grant year. The network hosted a faith-based respite workshop to help community members learn more about how to provide respite in their faith community. The workshop was led by a local respite provider and attendees represented four different religious groups. No new faith-based respite services have been established as a result of this project to date. In the planning phase, a healthcare survey was distributed to people with IDD and their family members.

4) The grantee has developed a short survey for healthcare providers to gauge their understanding of issues that impact people with IDD, but the survey has not yet been distributed. The network had intended to create a short video based on the findings of this survey, but this activity has not been completed. Project staff have postponed the development of several videos that were scheduled to be created during the budget period. The videos are intended to promote faith-based respite, person-centered planning, and person-centered healthcare. Due to a lack of community involvement with the network, not enough footage is available to create the videos at this time.

**Proposed Goals and Objectives for Year 2 (9 months)**

Goal(s): Same as above

Objectives: Provide universal positive supports including Person Centered Thinking, BCBA assessment, and PATH planning; Support community leadership teams (formerly Strong 8) to develop projects that will benefit their community; Assist in the expansion of respite through faith-based and other associational groups providing short-term respite programs; Effectively communicate what new resources exist and promote the ETCLN.

**Staff Recommendations:**

**Public Policy Considerations:** While the grantee has provided PATH training to 18 people, a disappointing 1/3 haven't had the opportunity to facilitate PATH plans with persons in the community. PP staff look forward to supporting the grantee to find people interested in a facilitated PATH plan.

**Grant Management Considerations:** Considerable risk monitoring (awards within awards; award amount); Several activities and objectives not completed or started. The grantee would like nine months to implement the proposed initiatives.

**Staff Recommendation:** TCDD staff recommends Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1 (13 months) (Consultant: \$46,523)</b>	\$138,046/\$93,084	\$41,264/\$21,944	\$179,310/\$115,028
<b>Amount requested for 7 month budget:</b>			
<b>I. Personnel Services</b>	44,072	8,889	52,961
<b>II. Travel</b>	1,386	0	1,386
<b>III. Purchased Services (\$13,424 consultants)</b>	22,187	10,477	32,664
<b>IV. Property/Materials</b>	165	0	165
<b>V. Rental/Leasing</b>	2,025	3,500	5,525
<b>VI. Utilities</b>	1,373	0	1,373
<b>VII. Other (Indirect Costs)</b>	7,121	0	7,121
Budget period totals	\$78,329	\$22,866	\$101,195

**Texas Council for Developmental Disabilities`  
Executive Committee**

**Date:** 11/04/15

**Review of Proposed Activities & Budget**

**Item: C**

**Grantee:** Texas A&M University

**Year: 5 of 5**

**Project Title:** Bridge to Career in Human Services

**Project Location:** Statewide

**Website:** [b2c.tamu.edu](http://b2c.tamu.edu)

**TCDD RFP Intent:** To develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or vocational/technical programs that were originally designed for students without disabilities.

**Authorized Funding:** Up to \$225,000 for up to 5 years.

**Expected Results:** The Bridge to Career in Human Service program will train 50 students in the human service area leading to a certificate and job placement by the end of year 5.

**Project Goal Years 1- 4:** To recruit, admit, and support students with developmental disabilities in the Bridge to Career in Human Services postsecondary program.

**Project Accomplishments Years 1- 4:**

- **Admitted** 42 students to 5-week summer program for summer 2014.
- 26 students continued in fall program consisting of independent living skills, self-determination, familiarity with online College of Direct Support curriculum, disability and development, professionalism, practicum placement and job placement assistance.
- 74 applications submitted for 2015 academic year; 31 students admitted for 2015 academic year.
- **DARS Funding** approved from DRS and DBS for individuals to attend the summer and/or fall programs.
- **Graduated** 18 students in 2014 program graduated in May 2015.
- **Current Status of Graduates:** Of the 18 students that graduated, all students are either competitively employed, enrolled in additional postsecondary education programs, in the process of being interviewed for employment, was employed, and/or were volunteering.
- **Evaluation Results:** As a result of evaluation feedback, a Child-Care track has been added for the fall 2015 academic year and 12 students are enrolled.

**Proposed Goals and Objectives for Year 5:**

**Goal:** Same as above

**Objectives:** Recruit, admit and support students with developmental disabilities to attend the Bridge to Career in Human Services postsecondary program; and, teach and support students to help them complete the program.

**Council Considerations:**

**Public Policy Considerations:** Securing Comprehensive Transition Program (CTP) status so that students can access federal financial aid is a promising practice that should be publicized and expanded to programs at other higher education institutions. Likewise, Bridge's responsiveness to its students, e.g., the addition of child care training, is important information that should be shared with other programs.

**Grant Management Considerations:** No concerns; high risk monitoring (awards within awards, grantee required to submit RAR's monthly).

**Staff recommendations:** TCDD staff recommends the Council to consider continued funding.

### Continuation Budget Detail Summary

	Federal	Match	Totals
<b>Expended Year 1</b>	\$225,000/\$225,000	\$80,476/\$89,284	\$305,476/\$314,284
<b>Expended Year 2</b> (Consultant: \$4531)	\$225,000/\$225,000	\$69,104/\$72,779	\$294,104/\$297,779
<b>Expended Year 3</b> (Consultant: \$9435)	\$225,000/\$224,981	\$74,998/\$86,702	\$299,998/\$311,683
<b>Expended Year 4</b> (5 months) (Consultant: \$10,302)	\$225,000/\$87,594	\$75,000/\$27,721	\$300,000/\$115,315
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel Services</b>	130,192	2996	133,188
<b>II. Travel</b>	2277	0	2277
<b>III. Purchased Services</b> (Consultants: \$8862)	56,005	0	56,005
<b>IV. Property/Materials</b>	1500	0	1500
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Graduate Student Tuition</b>	9480	0	9480
<b>VIII. Other (Indirect Costs)</b>	18,111	68,327	86,438
Budget period totals	\$217,565	\$71,323	\$288,888

**Texas Council for Developmental Disabilities  
Executive Committee**

**Date:** 11/4/2015

**Review of Proposed Activities & Budget**

**Item: D**

**Grantee:** Texas Tech University

**Year: 5 of 5**

**Project Title:** Higher Education for People with Developmental Disabilities (Project CASE)

**Project Location:** Statewide

**Website:** none

**TCDD RFP Intent:**

The project intent is to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or vocational/technical programs that were originally designed for students with disabilities.

**Authorized Funding:** TCDD has approved up to \$225,000 for up to five years.

**Expected Results:** Project CASE will create a replicable, sustainable higher education model that will build a collaborative partnership with the Burkhart Center, TTU, SPC, the Byron Martin Advanced Technology Center, DARS, and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25, who are seeking to further their education beyond high school and securing meaningful paid employment in their field of choice.

**Project Goals and Accomplishments for Years 1-4:**

**Goal:** Select 18 individuals with developmental disabilities for the project and provide initial college and vocational readiness trainings, job shadowing opportunities, and wrap-around services for academic success  
*Accomplishments per goal:*

As of September 2015, 25 students were actively enrolled in Project CASE and 100% of Cohorts 1 and 2 have participated in one or more internships. Students in Cohort 3 are beginning the process of identifying internships that fit with their area of study. There are 9 students in Cohort 4. Project CASE has graduated 12 students with academic degrees or vocational certifications. Of those, 5 are competitively employed; 2 have transferred from South Plains College to Texas Tech with Associate Degrees to work on their 4 year academic degrees; 2 are pursuing Masters Degrees (both of these are working in their departments as graduate assistants or research assistants); 2 have been accepted into graduate school; and 1 is working with DARS to obtain employment and manage behavioral skills. In Year 4, 11 students are in paid employment/internships and 5 are in non-paying volunteer internships.

**Proposed Goals and Objectives for Year 5:**

**Goal:** To create a replicable, sustainable higher education model project that will build a collaborative partnership with the Burkhart Center, Texas Tech University, South Plains College, the Byron Martin Advanced Technology Center, the Department of Assistive and Rehabilitative Services (DARS), and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25 who are seeking to further their education beyond high school and securing meaningful paid employment in a field of their choice.

**Objectives:** 1) Develop infrastructure and leadership team to develop a strategic plan 2) Recruit, and retain individuals with DD across Texas, ages 18-25, seeking to further their education beyond high school and securing meaningful paid employment 3) Expand the number of business partners who will mentor, provide internships and hire students 4) Implement evaluation to provide ongoing guidance and collect information for a "how-to manual"

**Council Considerations:**

**Public Policy Considerations:** The absence of consideration of students with disabilities in the Higher Education Coordinating Board's Closing the Gap initiative is emblematic of the need to expand the network of

universities with the capacity to provide meaningful postsecondary instruction, support, and opportunities to students with disabilities. TCDD staff recommend that the “how to” manual include specific techniques and approaches used to meet Objective #3. This remains a significant barrier identified by community partners and would be used by TCDD in other employment efforts.

**Grant Management Considerations:** The 60-month project was slated to end 9/30/2016. Therefore, the Year 5 budget period will be for 7 months: March 1, 2016 – September 30, 2016.

**Staff Recommendation:** TCDD staff recommends continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1</b>	\$209,054/\$209,384	\$98,256/\$79,725	\$307,310/\$289,109
<b>Expended Year 2</b>	\$216,946/\$217,079	\$92,549/\$72,377	\$309,495/\$289,456
<b>Expended Year 3</b>	\$220,089/\$220,098	\$103,442/\$73,363	\$323,531/\$229,652
<b>Expended Year 4 (4 months)(Consultant: \$1,393)</b>	\$76,232/\$220,998	\$25,411/\$73,666	\$101,643/\$294,664
<b>Amount requested for Year 5 budget:</b>			
<b>I. Personnel services</b>	117,466	0	117,466
<b>II. Travel</b>	10,353	0	10,353
<b>III. Purchased services (\$1,950 consultants)</b>	6,200	0	6,200
<b>IV. Property/Materials</b>	2,569	0	2,569
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	45,529	45,529
Budget period totals	\$136,588	\$45,529	\$182,117

**Texas Council for Developmental Disabilities  
Executive Committee**

**Date:** 11/4/2015

**Review of Proposed Activities & Budget**

**Item: D**

**Grantee:** Texas Tech University

**Year: 5 of 5**

**Project Title:** Higher Education for People with Developmental Disabilities (Project CASE)

**Project Location:** Statewide

**Website:** none

**TCDD RFP Intent:**

The project intent is to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or or vocational/technical programs that were originally designed for students with disabilities.

**Authorized Funding:** TCDD has approved up to \$225,000 for up to five years.

**Expected Results:** Project CASE will create a replicable, sustainable higher education model that will build a collaborative partnership with the Burkhardt Center, TTU, SPC, the Byron Martin Advanced Technology Center, DARS, and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25, who are seeking to further their education beyond high school and securing meaningful paid employment in their field of choice.

**Project Goals and Accomplishments for Years 1-4:**

**Goal:** Select 18 individuals with developmental disabilities for the project and provide initial college and vocational readiness trainings, job shadowing opportunities, and wrap-around services for academic success  
*Accomplishments per goal:*

As of September 2015, 25 students were actively enrolled in Project CASE and 100% of Cohorts 1 and 2 have participated in one or more internships. Students in Cohort 3 are beginning the process of identifying internships that fit with their area of study. There are 9 students in Cohort 4. Project CASE has graduated 12 students with academic degrees or vocational certifications. Of those, 5 are competitively employed: 2 have transferred from South Plains College to Texas Tech with Associate Degrees to work on their 4 year academic degrees; 2 are pursuing Masters Degrees (both of these are working in their departments as graduate assistants or research assistants); 2 have been accepted into graduate school; and 1 is working with DARS to obtain employment and manage behavioral skills. In Year 4, 11 students are in paid employment/internships and 5 are in non-paying volunteer internships.

**Proposed Goals and Objectives for Year 5:**

**Goal:** To create a replicable, sustainable higher education model project that will build a collaborative partnership with the Burkhardt Center, Texas Tech University, South Plains College, the Byron Martin Advanced Technology Center, the Department of Assistive of Rehabilitative Services (DARS), and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25 who are seeking to further their education beyond high school and securing meaningful paid employment in a field of their choice.

**Objectives:** 1) Develop infrastructure and leadership team to develop a strategic plan 2) Recruit and retain individuals with DD across Texas, ages 18-25, seeking to further their education beyond high school and securing meaningful paid employment 3) Expand the number of business partners who will mentor, provide internships and hire students 4) Implement evaluation to provide ongoing guidance and collect information for a "how-to manual."

**Additional Grantee Request:** Texas Tech requests a 5-month extension on the project period to make Year 5 a total of 12 months. Students in Project CASE generally take longer to complete their academic program because it takes time for our students to acclimate to college life and being more independent than they were

in high school. For example, students with developmental disabilities who are going for a bachelor's degree take a minimum of 5 to 5½ years to complete their degree program at Texas Tech due to their need to take only 9-12 hours during the fall and spring semesters. There are still students who started with Project CASE as freshman the first year of Project CASE who will graduate in December 2016 and Texas Tech does not want to cut off services as they are trying to graduate in their final year with their hardest upper division coursework. The additional five months will also allow the Project Director and the Evaluation Team the time they need to fully analyze the data we have collected and develop the "how to" manual of documenting progress and lessons learned from the Project CASE program and its students. This document will include successes and challenges in internship sites for the "lessons learned" for other postsecondary educational settings. The Project Director indicated that the additional 5 months are needed not only to graduate more students, but to write up the results of our data collection regarding the progress of the program.

**Council Considerations:**

**Public Policy Considerations:** The absence of the consideration of students with disabilities in the Higher Education Coordinating Board's Closing the Gap Initiative is emblematic of the need to expand the network of universities with the capacity to provide meaningful postsecondary instruction, support, and opportunities to students with disabilities. TCDD staff recommend that the "how to" manual include specific techniques and approaches used to meet Objective #3. This remains a significant barrier identified by community partners and would be used by TCDD in other employment efforts.

**Grant Management Considerations:** The 60-month project was slated to end 9/30/2016. Therefore, the Year 5 budget period will be for 7 months: March 1, 2016 – September 30, 2016. The grantee has requested the Council consider extended the project period through February 28, 2017.

**Staff Recommendation:** TCDD staff recommends continued funding for this project. Executive Committee members may consider whether or not to extend the project period by 5 months, for a total of 65 months.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Year 1</b>	\$209,384/\$209,054	\$98,256/\$79,725	\$289,109/\$307,310
<b>Expended Year 2</b>	\$217,079/\$216,946	\$92,549/\$72,377	\$289,456/\$309,495
<b>Expended Year 3</b>	\$220,089/\$220,098	\$103,442/\$73,363	\$293,452/\$229,652
<b>Expended Year 4 (4 months)(Consultant: \$1,393)</b>	\$57,552/\$220,998	\$19,184/\$73,666	\$76,736/\$294,664
<b>Amount requested for Year 5 budget:</b>			
<b>I. Personnel services</b>	200,477	0	200,477
<b>II. Travel</b>	11,892	0	11,892
<b>III. Purchased services (\$1,950 consultants)</b>	7,986	0	7,986
<b>IV. Property/Materials</b>	2,569	0	2,569
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	0	74,308	74,308
<b>Budget period totals</b>	<b>\$222,924</b>	<b>\$74,308</b>	<b>\$297,232</b>



TEXAS COUNCIL *for*  
DEVELOPMENTAL  
DISABILITIES

Mary Durham, Chair  
Kristen L. Cox, Vice Chair  
Beth Stalvey, Executive Director

6201 E. Oltorf, Suite 600, Austin, TX 78741-7509

E-Mail: [tcdd@tcdd.texas.gov](mailto:tcdd@tcdd.texas.gov)

Website: [www.tcdd.texas.gov](http://www.tcdd.texas.gov)

(512) 437-5432

(800) 262-0334

Fax (512) 437-5434

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**TO:** TCDD Executive Committee

**FROM:** Joanna Cordry, Planning Coordinator

**SUBJECT:** Summary of Review Panel Recommendations

**DATE:** November 4, 2015

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TCDD staff convened review panels to evaluate proposals for three TCDD Request for Proposals (RFPs):

- Understanding Employment Options and Supports
- TCDD Policy Fellows
- Stakeholder Training on Guardianship Alternatives

**1. Understanding Employment Options and Supports RFP Goal:** The grantee will make training and information available to people with developmental disabilities and their families so they can continue receiving SSI/SSDI and benefits while increasing income and assets through gainful employment. The effectiveness of the training must be evaluated with target audiences, finalized and packaged for later use by individuals and groups, and made available in a format that allows TCDD to include links to the training on the TCDD website. At least one product must continue to be updated after TCDD funding is completed.

**Authorized funding amount per RFP:** \$150,000 per year for up to 2 years

Reviewers had concerns about sustainability but found all three fundable if concerns were addressed. **The review panel ranked proposals as follows:**

1. National Disability Institute
1. Community Options, Inc.
2. University of North Texas

The review panel felt that the proposals from the National Disability Institute and Community Options, Inc., were of equal quality. One additional proposal was received but was incomplete and therefore not reviewed.

**2. TCDD Policy Fellows RFP Goal:** Up to two organizations will each hire and support a TCDD Policy Fellow to develop a deep understanding of policy affecting people with developmental disabilities and the skills to promote self-determination and self-advocacy, thus increasing the number of policy professionals in Texas who have the requisite skills, knowledge, and experience to engage in policy activities.

**Authorized funding amount per RFP:** \$67,500 per year, per project, for up to 2 years

**The review panel ranked proposals as follows:**

1. Parent to Parent
2. Easter Seals Central Texas

3. Providers Alliance for Community Services of Texas

Not recommended for funding under this RFP: Texas State Independent Living Center

4. **Stakeholder Training on Guardianship Alternatives Goal:** The grantee will develop and provide training to promote the informed use of supported decision-making and other services, supports, and existing alternatives to guardianship that assist individuals to make their own decisions, maintain civil rights, and reduce the need for guardianship.

**Authorized funding amount per RFP:** \$40,000 per year for up to 3 years

**The proposal submitted by Disability Rights, TX was recommended for funding.**

One additional proposal was received but was incomplete and therefore not reviewed.

**Summaries of review panel and staff follow.** Summaries or review panel comments for proposals not recommended for funding by the panel are included for information purposes. These are not reviewed by staff.

## **Understanding Employment Options and Supports RFP**

**Organization:** National Disability Institute (NDI)

**Location of Main Office:** Washington, D.C.

**Funding Requested:** \$150,000

**Match:** \$41,957

### **Strengths Noted by the Review Panel**

- NDI has a comprehensive infrastructure with extensive national partnerships. The leadership, operational staff, and subject matter experts appear dedicated to the project and have exceptional qualifications.
- NDI operates an identical program in Florida that will be adapted to meet Texas' needs.
- NDI provides assistance and support to people with disabilities in saving and building financial supports through the FDIC money smart program, which would be a good support.
- NDI will provide information in "bites-sized" lessons and videos, which may be particularly helpful to people with intellectual disabilities (IDD). They will conduct beta-testing of the program.
- There will be cross-training with other relevant systems and CEUs will be available for professionals. This is an excellent way to promote materials and to sustain the project.
- The Real Economic Impact Network can raise public awareness, increase short- and long-term employment opportunities and supports/resources for long-term services, and improve retention of benefits. Connections made through the network and organizations that serve people should get the project started quickly.

### **Additional Strengths Noted by TCDD Staff**

- In effect the curriculum has been field-tested and issues arising in the Florida implementation could inform the Texas version.
- Provided the project could establish relationships throughout Texas to help promote its curriculum, its reach could be statewide. This may be assisted by its association with 230 NDI Real Economic Impact Network members in Texas.
- NDI has extensive experience across many states and nationally.

### **Concerns Noted by the Review Panel**

- It is unclear what role people with disabilities, partners located in Texas, and unserved and underserved individuals will have. Will they be involved in information gathering, in webinars or in short videos? The proposal should include a solid plan detailing outreach and inclusion of people with a range of disabilities and how more grassroots connections would be developed.
- Employers and employed individuals with DD should be included in all aspects of the work.
- Not all people with disabilities have access to technology that they can fully use. This method of providing information and training may not be entirely accessible. Directly reaching out to people with IDD to promote the project may be more effective.
- Materials in Spanish won't be available until year two. It isn't clear they will address other languages (note: translations into other languages is not usually required by TCDD).
- The first phase of the workplan may be too aggressive; NDI may need more time to collect and compile data, share it with the Project Advisory Committee, and prepare a training plan.

### **Additional Concerns Noted by TCDD Staff**

- It is likely that the principal challenge with this project would be maintaining focus on Texas-specific issues and challenges, especially those relating to urban versus rural differences.
- The online course will be updated yearly. Will the videos that are designed to entice people to want to learn more via the online course also be updated so information is consistent?

### **Other Notes from the Review Panel**

Expanding the webinar service to include download-able transcripts; allowing webinars to be downloaded; and having three minute videos in Spanish and ASL are all recommended.

**Other Notes from TCDD Staff**

- The applicant may consider creating a Facebook page solely for this project. Having a separate page will allow Facebook users to focus on the project and not have to sift through all of the messages of the organization to find relevant, project-focused information. At the conclusion of the project, the likes the page has could be absorbed into a pre-existing Facebook page.
- The applicant must ensure that the Spanish translation is in Spanish as it is commonly spoken in Texas.
- The proposals states 250 Texans receive their newsletter. There should be a strategy to grow this and an outreach plan to ask organizations and state agencies to share the resources they develop.

## **TCDD Stakeholder Training on Guardianship Alternatives RFP**

**Organization:** Disability Rights Texas

**Funding Requested:** \$40,000

**Location of Main Office:** Austin, TX

**Match:** \$13,333

### **Strengths Noted by the Review Panel:**

- The proposal supports individuals' full inclusion in the community, and it promotes self-determination and person centered planning.
- Disability Rights Texas has a positive reputation, superior talent and leadership, and skilled professionals. Project managers for this project are experienced. The workgroups have experience in addressing complex issues such as guardianship and alternatives to guardianship.
- The provision to provide a toolkit and products for people with intellectual and developmental disabilities and families is a crucial component of the plan. The project will develop interactive webinars and videos, including videos for individuals to share their stories.
- This proposal could have a large impact by focusing on a multi-tiered approach: individuals and families, legal professionals, educational professionals, and other supportive entities.

### **Additional Strengths Noted by TCDD Staff:**

- Disability Rights Texas has been fully engaged as a partner with the Texas Guardianship Reform and Supported Decision Making group and TCDD to advance alternatives to guardianship and supported decision-making and began collaborating on training for judges, attorneys, families and people with disabilities as soon as the session ended.
- Disability Rights Texas intends to share the policy and program recommendations and information with TCDD so it can be used to develop policy actions and future projects.

### **Concerns Noted by the Review Panel:**

- The project may not be sustainable after the grant ends.
- Addressing diversity and culturally appropriate products could be expanded to include more than Spanish and American Sign Language.
- A more global analysis of legal and educational professionals' perceptions of policy and decision making may be beneficial to inform training and program needs. An example would be a statewide demographic analysis and tracking the level of intervention offered and its result.
- Due to the increase in the percentage of guardianships over the past several years, it might be reasonable to add decreasing the overall percentage be a part of the stated goals of the project.

### **Additional Concerns Noted by TCDD Staff:**

None

### **Other Notes from the Review Panel**

- Recruitment activities seem to draw on previously established pools of individuals with intellectual and developmental disabilities instead of seeking out new individuals. Education of and outreach to school districts and administration is encouraged if possible due to guardianship discussions in Admission Review and Dismissal meetings.
- The organization could solicit more participation in the training/workshop component to build understanding by individuals, families, and the larger community.