

**Texas Council for Developmental Disabilities  
Quarterly Meeting  
Horseshoe Bay Resort  
200 Hi Circle North  
Horseshoe Bay, Texas 78657**

## **Meeting Schedule**

**Wednesday, August 3, 2016**

**3:00 PM – 6:00 PM**

Executive Committee Meeting  
Room: Limestone

**Thursday, August 4, 2016**

**8:30 AM – 9:15 AM**

Council Meeting Overview  
Room: Salon A-C

**9:30 AM – 1:00 PM**

Committee of the Whole  
Room: Salon A-C

*Lunch provided for Council Members and staff*

**1:35 PM – 4:00 PM**

Project Development Committee Meeting

Room: Limestone

Public Policy Committee Meeting

Room: Cottonwood

**4:00 PM – 5:00 PM**

Council Member Work Session

Room: Cottonwood

**4:30 PM – 5:00 PM**

Executive Committee Meeting

Room: Limestone

**Friday, August 5, 2016**

**9:00 AM – 12:00 Noon**

Council Meeting

Room: Salon A-C

# Executive Committee Meeting — Agenda

Horseshoe Bay Resort

Room: Limestone

Wednesday, August 3, 2016, 3:00 PM – 6:00 PM

## Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 4, 2016, Minutes — TAB 1 — ACTION ITEM**
4. **Chair's Report**
  - A. Council Member Absences
  - B. Other Updates
5. **Executive Director's Report — TAB 2**
  - A. Stipends Approved
  - B. Staff Updates
  - C. Update on Status of Complaints
  - D. Other Updates
6. **Grants Activities Reports — TAB 3**
  - A. Grants and Projects Update
  - B. Independent Audit Status Report
  - C. Grants Monitoring Exceptions Report
7. **TCDD Quarterly Financial Report — TAB 4**
8. **FY 2017 Operating Expense Budget — TAB 5 — ACTION ITEM**
9. **Appeal of Funding Decision — TAB 6 — ACTION ITEM**
10. **Consideration of Continuation Grant Awards — TAB 7 — ACTION ITEM**
  - A. Volar – **Building Community Capacity through Collaboration**
  - B. Texas Tech University – **Support for Project SEARCH**
  - C. **Light & Salt – Culturally Appropriate Family Supports**
11. **Review Panel Recommendations — TAB 8 — ACTION ITEM**
  - A. Public Policy Fellows
  - B. Higher Education Collaborative
  - C. Outreach and Development – Imagine Enterprises
12. **Approval of Potential Review Panel Members — TAB 9 — ACTION ITEM**
13. **Memorandum of Understanding with TEA — TAB 10 — ACTION ITEM**
14. **Conflict of Interest Disclosures**
15. **Other Updates**
16. **Executive Session: Annual Review of Executive Director**

Recess

Thursday, August 4, 2016 4:30 PM – 5:00 PM

**Reconvene**

**17. Continuation of Unfinished Business**

**18. Committee Chair Debriefing**

**Adjourn**



## Committee of the Whole Meeting — Agenda

Horseshoe Bay Resort

Room: Salon A-C

Thursday, August 4, 2016, 9:30 AM – 1:00 PM

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Chair and Executive Director Remarks**
4. **Employment in Texas**
  - A. Federal Policy – *Linda Logan*
  - B. Texas Workforce Commission – *Larry Temple*
  - C. Sub-minimum Wage – *Jean Langendorf*
  - D. National Task Force on Workforce Development and Employability for People with Disabilities – *Mary Durham*
  - E. Opportunities for Texas – *Linda Logan*
  - F. Texas Employment First Taskforce – *Stephanie Sokolosky*
5. **Council Challenge – Member Training Session (Question & Answer)**

### Adjourn



## Project Development Committee Meeting — Agenda

Horseshoe Bay Resort

Room: Limestone

Thursday, August 4, 2016, 1:30 PM – 4:00 PM

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 5, 2016 Minutes — TAB 11 — ACTION ITEM**
4. **Chair's Remarks**
  - A. Member Absences
  - B. Chair's Quarterly Activities
5. **Member Updates:** Reports of Members' quarterly activities
6. **Staff Reports**
  - A. Status of New Projects
  - B. Project Funds Available
  - C. Other Updates
7. **Future Activities for State Plan Implementation — TAB 12 — ACTION ITEM**
  - A. State Plan Projects List
  - B. Executive Summaries
    1. Public Policy Fellows
  - C. Discussion of Sibling Network Project
8. **Future Project Funding Priorities — TAB 13 — ACTION ITEM**
9. **Other Discussion Items**

Adjourn



## Public Policy Committee Meeting — Agenda

Horseshoe Bay Resort

Room: Cottonwood

Thursday, August 4, 2016, 1:30 PM – 4:00 PM

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 5, 2016, Minutes — TAB 14 — ACTION ITEM**
4. **Chair's Remarks**
  - A. Member Absences
  - B. Chair's Quarterly Activities
5. **Member Updates:** Reports of Members' quarterly activities
6. **Public Policy Priorities — TAB 15 — ACTION ITEM**
7. **Position Statement Review — TAB 16 — ACTION ITEM**
  - A. Employment
  - B. Education
  - C. Transition
8. **Public Policy Issues — TAB 17**
  - A. Federal Policy Issues
  - B. State Supported Living Centers Update
  - C. State Policy Issues
9. **Other Discussion Items**

### Adjourn

# Council Meeting — Agenda

Horseshoe Bay Resort

Room: Salon A-C

Friday, August 5, 2016, 9:00 AM – 12:00 Noon

## Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items — ACTION ITEM**
  - A. Consideration of May 5-6, 2016, Minutes — **TAB 18**
  - B. Excused Absences of Council Members
4. **Chair's and Executive Director's Report**
  - A. Staff Updates
  - B. Conferences
  - C. State Plan Activities
  - D. Other Discussion
5. **Future Activities for State Plan Implementation — ACTION ITEM**
  - A. Public Policy Fellows — **TAB 12**
  - B. Future Funding Priorities — **TAB 13**
6. **Position Statement Review — TAB 16 — ACTION ITEM**
  - A. Employment
  - B. Education
  - C. Transition
7. **Public Policy Priorities — TAB 15 — ACTION ITEM**
8. **Memorandum of Understanding with TEA — TAB 10 — ACTION ITEM**
9. **FY 2017 Operating Budget — TAB 5 — ACTION ITEM**
10. **Amendments to Council Policies and Procedures — TAB 19 — ACTION ITEM**
11. **Living Local: A Parent's Perspective from Mr. Holden George**
12. **Communications and Marketing Activities Report — TAB 20**
13. **Executive Committee Report**
  - A. Grant Awards
    1. New Awards
    2. Continuations
    3. Stipends
  - B. Grant Activities Report
  - C. Appeal of Funding Decision
  - D. Approval of Potential Review Panel Members
  - E. TCDD Financial Reports
  - F. Conflict of Interest
  - G. Other Discussion Items
14. **Project Development Committee Report**
  - A. Grants and Projects Report
  - B. Other Discussion Items

**15. Public Policy Committee Report**

A. Public Policy Issues

B. Other Discussion Items

**16. State Agency Representatives Quarterly Activities Update**

**17. Announcements and Updates — TAB 21**

**Adjourn**

## Executive Committee Meeting Minutes

Tab 1

**Background:**

Minutes of the May 4-5, 2016, 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  
MAY 4-5, 2016**

**THURSDAY, MAY 4, 2016**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair  
Gladys Cortez

Kristen Cox  
Michael Peace

Lora Taylor

**COUNCIL MEMBERS PRESENT**

Ruth Mason

**STAFF PRESENT**

Beth Stalvey, Executive  
Director  
Martha Cantu  
Joanna Cordry

Cynthia Ellison  
Danny Fikac  
Wendy Jones  
Jessica Ramos

Joshua Ryf  
Koren Vogel

**GUESTS PRESENT**

Brittain Ayres

Brooke Hohfeld

Cozetta Lamar

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 4, 2016, in the Jennings Room at the Doubletree Austin Northwest - Arboretum, 8901 Business Park Drive, Austin, TX 78759. Council Chair Mary Durham called the meeting to order at 3:04 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered

**3. CONSIDERATION OF MINUTES**

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

**MOTION:** To approve the minutes of the February 3, 2016, Executive Committee meeting as presented.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Council Chair Durham reported the expected absences for the meeting which include Hunter Adkins, Kimberly Blackmon, Dana Perry and John Thomas. Kristine Clark and Rick Tisch will attend meetings on Thursday but not Friday. Representatives from the Department of Assistive and Rehabilitative Services (DARS) are not able to attend but will send Meghan Regis as a non-voting alternate. Durham will also not be able to attend the meetings on Thursday or Friday and has asked Council Vice-Chair Kristen Cox to facilitate the Committee of the Whole and Council meetings.

Durham also reported that Justin Babineaux was named as the alternate representative from the Department on Aging and Disability Services (DADS) and has been through orientation and is therefore eligible to vote.

Durham provided an overview of her work with the National Task Force on Workforce Development and Employability for People with Disabilities where she serves on the sub-committee for Career Readiness and Employability. This group was convened by invitation only and was charged with identifying how state governments- can address the challenges and opportunities to deliver effective and meaningful education and training for people with disabilities. The group also made recommendations to address barriers to entering the workforce. Durham participated in two national meetings that evaluated four policy areas: 1) career development and readiness with emphasis on person centered planning; 2) skill development and job exploration; 3) family engagement; and 4) awareness of education for all. She will provide an in-depth presentation on the group's work at the August Council meeting.

**5. EXECUTIVE DIRECTOR'S REPORT**

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

- Texas Parent to Parent: Events stipend for up to \$6,000 for the *12<sup>th</sup> Annual Texas Parent to Parent Conference* on June 17-18, 2016, in San Marcos.

Stalvey also noted that the Project Development Committee will consider an increase to the total annual stipend amount from \$75,000 to \$100,000 and individual awards from \$6,000 to \$7,500. Staff are also exploring opportunities to promote stipends to broader audiences.

Stalvey provided an update on TCDD staff noting that Sonya Hosey has returned to full-time duties but elected to step down from the Grants Management Director position and will be working as a Grants Specialist with additional responsibilities for quality control and special projects. Cynthia Ellison accepted the Grants Management Director position and has transitioned into that role. A Grants Management Specialist position remains vacant and will be posted for applications beginning next week. A candidate was selected during a previous posting and accepted the offer but then declined prior to the start date, choosing to stay with current employment.

Stalvey provided further staff updates to note that Josh Ryf's position has been reclassified to a Communications Director position in response to expanded efforts in communication and marketing. Communications activities are no longer under Public Policy and is now reflected as a separate division on the TCDD organization chart. Planning Coordinator Joanna Cordry's

responsibilities have also increased to add additional federal reporting requirements, Committee support, and supervision of planning staff so her position is being evaluated for reclassification to a Director position. Public Policy Specialist Belinda Carlton is retiring on May 31, 2016. Her position has been posted for applications with the intent to have a new Public Policy Specialist in place in advance of the 2017 legislative session.

TCDD staff recently completed the biennial Survey of Employee Engagement. Results show an overall score of 371 which is an increase from 362 in 2014. Scores over 350 are considered to be desirable with scores over 400 noting a “highly engaged workforce”. The management team is exploring ways to address the lowest scoring areas and may look and external as well as informal staff development based on staff input.

Stalvey discussed modifications to this quarter’s Council meeting agenda. These changes were implemented in response to member suggestions and comments in previous quarters and will be evaluated for effectiveness. A summary of modifications include: an optional, informal session will be held at 8:30 AM on Thursday morning to allow members to ask questions about the agendas or materials. At 4:00 PM on Thursday, a “workshop” session will allow members and staff to share resources. The focus this quarter will be to gather Council member personal stories that Communications Director Ryf can share in member recruitment and other public awareness activities. At 4:30 PM on Thursday, following the Committee meetings, the Executive Committee will reconvene to consider any unfinished business and allow for a debrief of the Project Development Committee and Public Policy Committee meetings as well as plan for Committee reports at the Council meeting. Friday’s Council meeting will include a grantee presentation and allow more time for discussion of the systems change impact of the project. Stalvey also noted that a survey has been prepared for members to evaluate not only the schedule changes but the effectiveness of the meeting format and materials. Upcoming Council meetings will include preparations for the 2017 legislative session by focusing on key policy items that are expected to be addressed as well as providing support for Council members to be involved.

Stalvey discussed recent marketing and outreach activities to raise awareness of TCDD. She noted that Ryf and Executive Assistant Koren Vogel have participated in seven statewide conferences and local events with personal discussions about TCDD resources with over 250 people, increased email subscriptions by 120 and identified 15 potential new Council members. Council members Lora Taylor and Ruth Mason attended grantee sponsored events in the Houston area with Ryf and Vogel.

Stalvey further discussed recent and upcoming meetings with leadership from the Health and Human Services Commission (HHSC) and the Texas Workforce Commission (TWC). She is introducing herself to agency leadership and exploring options to collaborate on systems change activities.

## **6. GRANTS ACTIVITIES REPORTS**

Grants Management Director Cynthia Ellison reviewed the Independent Audit Status Report noting that seven audits were completed during the quarter without any significant findings. The audit of Imagine Enterprises was still pending. She also reviewed the Grants Monitoring Exceptions Report noting that four onsite reviews were completed during the quarter and that all monitored projects are complete. She reviewed the Risk Assessment of TCDD Projects and the

Committee discussed the language of “funding issues” as a risk activity. It was noted that “funding issues” refers to reimbursements, spending patterns, budgets, and the amount of funding for a project that automatically places it in a higher risk category. Members discussed terminology for this risk category to ensure it accurately reflects what is reported.

Operations Director Martha Cantu provided an update on the status of the contract with Texas Center for Disability Studies (TCDS) to distribute travel funds for public members of advisory committees. Amy Sharp in her new position as director of TCDS along with other new project staff met with Cantu and Stalvey to become oriented with the process and reporting is now current. TCDS has contacted active workgroups to let members know that travel funds are available and has conducted surveys to individuals that have used the funds to determine their level of participation in their respective groups.

Executive Director Stalvey reported that Megan Morgan who was the TCDD Public Policy Fellow with the Arc of Texas recently resigned her position to accept a counseling position at Safe. This will end that project about three months early. A Request for Proposals (RFP) is currently posted for Public Policy Fellows and the Committee is expected to review applications for these new projects during the August meeting.

Stalvey also reported on the progress for the Partners in Policymaking project. Staff are working to post for applications for an in-house contractor who will manage the project while working closely with TCDD staff. Due to the amount of the contract, it is being reviewed through the state Comptroller’s office and will be posted once that process is complete.

Another contract with the DD Network Partners to manage the training on Alternatives to Guardianship and Supported Decision Making is being developed.

**7. TCDD QUARTERLY FINANCIAL REPORT**

Operations Director Cantu presented a new format for TCDD financial reports. The new format provides the same information but uses simplified terms such as “spend” and “assign” instead of “obligate” and “liquidate” and includes dates for when funds need to be assigned and spent. A corresponding pie chart shows a summary of numbers as presented in percentages of funds. Committee members discussed if there was a need to list previous year’s funding as a separate column in the report and it was suggested that the current year be listed first because the previous year’s total is already included in the current year column. Cantu further explained that the main goal is to show how much of current year funds need to be assigned and spent and by what dates.

Cantu also reviewed the Operating Expense report which also has new formatting. It shows the approved budget amounts for the year for each category, the amount spent to date past and the amount left to be spent in the fiscal year. She noted that due to changes in staffing, adjustments were made to increase that category by \$45,000 by adjusting amounts in categories where it was not needed such as professional services and out of state travel. The total amount of the Operating Expenses budget did not change. Members did not express any concerns regarding the financial reports.

**8. CONSIDERATION OF CONTINUATION GRANT AWARDS**

TCDD Grants Management Director Cynthia Ellison reviewed the executive summary for continuation funding to Enabling Programs Inspiring Communities for its enabling technology project. The project developed an application (app) for an iPad to assist employees with intellectual and developmental disabilities (I/DD) to maintain inventory in vending machines. Funding has been requested for the final ten months of the project to increase the modules available on the app and continue training the individuals participating in the program. No concerns were noted for this project.

Committee member Lora Taylor informed the Committee that she and Council member Ruth Mason, along with Communications Director Josh Ryf, recently attended an open house for this grantee and described the work as “stunning”. She was impressed with the training provided to the participants as well as the process of the app. She added that training is being implemented for students in Houston Independent School District beginning at age 14. Taylor also noted that this grantee, separately from TCDD funding, employs individuals with I/DD as vendors for Papa John’s pizza at the Houston Rodeo as well as Houston Texans and Houston Rockets games with great success including “vendor of the year” awards. She encouraged all Council members to visit TCDD grantees and personally see the good work. Mason added her positive impression of the product and the training and noted that there is work to adapt the app to other industries from food service.

**MOTION:** To approve up to \$225,000 in continuation funding to Enabling Programs Inspiring Communities for the final year of a five-year Enabling Technology project.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor

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

Grants Management Director Ellison reviewed the executive summary for continuation funding to Strategic Education Solutions for its enabling technology project. This project developed computer modules to assist individuals with autism as well as I/DD with job search skills as well as “virtual job coach” functions. In the remaining 10 months of the project, the grantee will continue training, and will focus on sustainability in finding funding to maintain the modules.

**MOTION:** To approve up to \$224,465 in continuation funding to the Strategic Education Solutions for the final year of a five-year Enabling Technology project.

**MADE BY:** Mary Durham

**SECOND:** Kristen Cox

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

Ellison reviewed the executive summary for continuation funding to Imagine Enterprises for the fourth and final year of a statewide Self Advocates as Speakers project. The project will reach the number of required trainees upon completion of the third year and will exceed the required number in the fourth year. Participants have presented to local, regional, and statewide organizations. The final year will focus on sustainability and will develop curriculum to be presented on the high school level.

**MOTION:** To approve up to \$125,000 in continuation funding to Imagine Enterprises for the final year of a four-year Self-Advocates as Speakers project.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

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

Ellison reviewed the executive summary for continuation funding to VSA Arts of Texas for the fourth and final year of a statewide Self Advocates as Speakers project. During the first three years, this project has expanded from the Austin area to Houston and El Paso and will conduct classes in San Antonio during the final year. Self-advocates complete a six-week training course focusing on story-telling and interview practice and participants have presented in showcases, webinars and conferences. The final year will focus on continued training and finalizing the training manual.

**MOTION:** To approve up to \$125,000 in continuation funding to VSA Arts of Texas for the final year of a four-year Self-Advocates as Speakers project.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachment 4)

TCDD Grants Management Specialist Wendy Jones reviewed the executive summary for continuation funding to the Epilepsy Foundation of Texas for final ten months of a health and fitness project. This project adapted Get Fit New Jersey to Get Fit Texas beginning as a home based program serving 88 individuals in the first year. In the second year, the project moved to public locations such as the YMCA and expanded to serve 200 individuals. 250 have been served in the third year and the grantee expects to serve 300 in the fourth year. The program works with both adults and children and provides quantitative as well as qualitative data to show participant improvement. The grantee has partnered with organizations for potential sustainability such as school districts, YMCAs and the Richmond State Supported Living Center. No compliance issues or concerns were expressed for this project.

**MOTION:** To approve up to \$250,000 in continuation funding to Epilepsy Foundation of Texas for the final ten months of a five-year Health and Fitness project.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

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

Grants Specialist Jones reviewed the executive summary for continuation funding to Region 17 Education Service Center for the fourth of a five-year Family Involvement in Schools project. The objective of this project is to increase family involvement for students with disabilities by participation in Admission, Review & Dismissal (ARD) meetings as well as other school activities. The goal is that one family member for every four students with disabilities will be involved in schools. Project activities encourage family attendance in collaborative events such as BLOCKfest training, hippo therapy and back-to-school conferences. Families for which English is a second language have been a focus of this project. No concerns or compliance issues were noted.

**MOTION:** To approve up to \$300,000 in continuation funding to Region 17 Education Service Center for the fourth year of a five-year Family Involvement in Schools project.

**MADE BY:** Kristen Cox

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 6)

Jones reviewed the executive summary for continuation funding to Texas Advocates for the second year of a three-year Self-Advocate Grassroots Community Organizing project. The project will help self-advocates learn advanced leadership skills and work with community organizing groups to make changes so that people with I/DD are included in their community. Texas Advocates made an administrative decision in October 2015 to become more independent from the organization providing fiscal and administrative resources. This move required Texas Advocates to restructure internally and they requested a temporary "hold" on the project for a few months. A new workplan that included new staff and plans to continue the project was presented by Texas Advocates in February and was approved by TCDD. Due to this delay, an updated quarterly report for this plan has not yet been received to determine if the project is back on target. During the continuation review for the final year of the project, the Committee may choose to consider the months that the project was not active and extend for those months. TCDD staff are satisfied with the plans that have been established to continue the project. Executive Director Stalvey clarified the delay in the project noting that the "hold" was to prevent unnecessary termination of the project. TCDD Planning Coordinator Joanna Cordry noted that Texas Advocates is the only statewide self-advocacy organization for which the leadership is comprised entirely of individuals with intellectual disabilities.

Texas Advocates project staff Brooke Hohfield and Brittain Ayres were present at the meeting and confirmed to members that project activities are resuming and that they are optimistic they will meet the goals of the project.

**MOTION:** To approve up to \$100,000 in continuation funding to Texas Advocates for the second year of a three-year Self-Advocate Grassroots Community Organizing project.

**MADE BY:** Mary Durham

**SECOND:** Lora Taylor

The motion **passed** unanimously. (Attachment 7)

## 9. REVIEW PANEL RECOMMENDATIONS

Planning Coordinator Cordry and Planning Specialist Danny Fikac presented the review panel recommendations for Leadership Development and Advocacy Training projects. Cordry noted that 11 proposals were received but only 10 were considered because one did not include a budget or supplemental materials. Four proposals were not recommended for funding. The panel ranked six proposals and Fikac and Cordry provided a brief summary in the order of that ranking.

The Committee discussed how many projects could be approved and it was noted that funding was originally allocated for up to four projects but that funds were available for additional projects if the Committee chose to fund more. It was noted that projects would begin according to staff availability for monitoring and that was expected to be no more than 2 per year. Chair Durham directed staff to determine the order of project start dates.

Paso Del Norte, located in El Paso, proposed a partnership with Volar Center for Independent Living to provide culturally appropriate training for a minimum of 100 participants based on the Partners in Policymaking model. The review panel liked that the plans included work in a high-poverty area with Spanish speaking participants and that plans for sustainability were included. Concerns included lack of plans to address modification of the curriculum to meet the needs of individuals with I/DD and timelines for the objectives may need to be changed to obtain project staff but it was felt that any issues could be resolved through workplan and contract negotiations.

Family to Family Network proposes to train 100 individuals in the greater Houston area and partner with Houston Center for Independent Living and/or Houston Community College and include Imagine Enterprises Project Speak graduates present as part of the training. Strengths include the organization's strong network and reputation for supporting both families and people with disabilities and including them in a meaningful way. As with other proposals the timeline needed to be more specific and budget needs clarification. The Committee discussed the diversity of the organization and it was noted that recent events and activities hosted by

Family to Family included a diverse audience. Fikac reviewed the application to highlight plans for training conducted in Spanish or Chinese languages or with certified translation services.

Easter Seals of Central Texas is located in Austin but will coordinate with local chapters to provide training not only in central Texas but in the lower Rio Grande Valley and Dallas/Fort Worth. Through a partnership with VELA, separate but simultaneous trainings in Spanish and English could be held where the need exists. Strengths included a broad network and strong presence throughout the state. Concerns include the need for more accuracy in the timeline and better definition of roles of project staff.

The Arc of Texas proposes to extend and expand current TCDD leadership and advocacy Project MOVE while incorporating components of the Public Policy Fellows project. However since the application, the policy fellow resigned her position so it is unknown if that could still be included. Strengths include historically strong projects with TCDD with a wide impact to raise public awareness. Concerns were that the policy platform may not be what the trainees choose to focus on and that the project was heavy on staff. There was an emphasis on group training and not individuals.

Advocacy for Living in Mainstream America (ALMA) proposes leadership and advocacy training to Spanish speaking self-advocates and family members in El Paso, Potter and McLennan counties. The work will only be in designated poverty counties for the under-served. They have previously had an Outreach and Development project through TCDD. Strengths include a long-standing history in the Latino/Latina community which should empower and build strong advocates. Concerns include an unclear organizational structure and lack of an annual financial audit or accrual accounting system as well as a focus on family members instead of self-advocates.

Texas A&M University (TAMU) proposes to continue a current leadership and advocacy project – Project LEAP as TAMU LEAP-2 providing training to 100 students in Educational Service Center Regions 4 and 6. LEAP was based on a previous TCDD Youth Leadership Forum project and the review panel noted strengths of a large network and significant resources. The panel felt the proposal was innovative but supported by a strong logic model and evidence based curriculum. The project plans to recruit youth to participate in project activities. Concerns include that it is a continuation of existing training and non-traditional partners do not appear to be included. There is also not a specific plan to address diverse populations.

**MOTION:** To approve grant funding of up to \$75,000 per year for up to five years to Paso Del Norte, Family to Family Network, Easter Seals and Texas A&M University for Leadership Development and Advocacy Training projects.

**MADE BY:** Kristen Cox

**SECOND:** Michael Peace

Committee members were in agreement that further consideration of proposals from ALMA and the Arc of Texas was not necessary. Members agreed that they wished to fund proposals from

Paso Del Norte and Family to Family Network but wanted to continue discussion on proposals from Easter Seals and Texas A&M University.

Concerns were expressed about the proposal from Easter Seals because there is an apparent delay in Spanish translation services for the first year of the project. It was noted that this organization would be a new grantee for TCDD and has the strength of a sizable organization with a good reputation. Cordry expressed that Spanish language materials are available for other subjects but because leadership and advocacy is a new topic it may take some time to obtain translations. It was also noted that there was a plan in place to account for the translation.

Members expressed concerns over the proposal from Texas A&M University for various factors. It was noted that this is continuation of a current program instead of a new project. The large geographic area and population seemed problematic to train only 100 students.

**AMENDMENT:** To approve grant funding of up to \$75,000 per year for up to five years to Paso Del Norte, Family to Family Network, and Easter Seals for Leadership Development and Advocacy Training projects.

**MADE BY:** Kristen Cox

**SECOND:** Michael Peace

The motion **passed** unanimously. (Attachment 8)

**10. CONFLICT OF INTEREST DISCLOSURES**

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

**11. OTHER UPDATES**

Executive Director Stalvey thanked members for submitting their Personal Financial Statements to the Ethics Commission and noted that state agency representatives were no longer required to file these statements.

Committee member Gladys Cortez noted that she was asked to participate in with the Mission, TX Parks and Recreation Department on the 10-year master plan for that community and she was able to provide input on inclusive and adaptive sites.

**RECESS**

Chair Durham recessed the Executive Committee at 6:17 PM.

**THURSDAY, MAY 4, 2016**

**COMMITTEE MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**RECONVENE**

**Chair Durham** reconvened the Executive Committee in the same location on Thursday, May 5, 2016 at 4:35 PM.

**12. COMMITTEE CHAIR DEBRIEFING**

Committee members discussed the Committee of the Whole, Project Development Committee and Public Policy Committee meetings as well as the optional sessions before and after the meetings for members. Executive Director Stalvey noted that quite a few people attended the morning session and staff were able to informally address member questions. It also provided members with a networking opportunity. It was agreed that this time was beneficial for members and recommended to continue at the next quarterly meeting. Members also attended the afternoon session with Communications Director Joshua Ryf and provided personal stories for him to use in future social media opportunities.

Project Development Committee Chair Gladys Cortez reviewed the executive summaries that will be recommended for approval during the Council meeting. Public Policy Committee Chair Lora Taylor reviewed the three position statements that will be recommended for Council approval and other Committee discussion.

Members also discussed how to include guests at future meetings to ensure full participation.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 5:02 PM.

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Beth Stalvey  
Secretary to the Council

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Date

# Attachments

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: A**

**Date:** 5/4/16

**Grantee:** Educational Programs Inspiring Communities

**Year:** 5 of 5

**Project Title:** Enabling Technology

**Project Location:** Houston

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

**TCDD RFP Intent:** The project intent is to assist Texans with developmental disabilities in attaining competitive employment opportunities. Grantees will develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members ways in which available assistive technology can enhance job performance and increase employment options.

**Authorized Funding:** TCDD has approved up to \$225,000 per year for up to three years with an option of funding years four and five.

**Expected Results:** Adults with Intellectual and Developmental Disabilities (IDD) will have access to technology that will enable them to complete job tasks more efficiently and independently. This technology will be shared with other organizations to promote the hiring and support of people with IDD.

**Project Goals for Year 1–4:**

**Goal:** The goal of this project is to design, develop, deploy, and evaluate an interactive customized mobile tablet solution that will increase the employability of low-income adults with developmental disabilities.

**Project Accomplishments for Year 1–4:**

**Year 1:** A survey was administered to program participants to gauge technology proficiency from which modules for the app were defined and designed. An evaluation was developed to solicit feedback from pilot participants.

**Year 2:** The project partner fully coded and deployed all aspects of the app. The app was tested and de-bugged first by project staff. Participants were provided with training on how to use the iPads per needs assessment. Testing of the entire application by pilot participants began in the last quarter of year two.

**Year 3:** New modules were designed, coded and added to the app. Testing continued and the app was fine-tuned. The app was deployed to program participants to begin using in HEART's in-house inventory environment and with HEART's vending machine job training and employment program. By conducting pre and post assessments, the grantee has determined that the participants have increased their familiarity with the iPads.

**Year 4:** There was an expansion on the HITS design which resulted in templates or modules that can be used by other businesses and companies outside of HEART while at the same time providing updates to the current successful HITS app so that it can continue to be utilized fully within HEART.

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

**Goal:** Same as above

**Objectives:** Support the HITS app by designing and implementing change requests to current system; Maintain the HITS app by conducting system updates and deploying change requests to the HITS app; and, Create a stand-alone inventory module for use outside of The HEART Program.

**Council Considerations:**

**Public Policy Considerations:** The public policy obstacles identified by the grantee should be revisited now that all Medicaid waiver programs expressly offer both employment assistance and supported employment services. It should be noted that the HCS program does not prohibit job training programs (“It is not allowable under the day-hab rules for the consumer to participate in any job training activities”). The underlying public policy is that a provider cannot charge for the provision of two services at the same time (day habilitation and habilitation training) or charge for day habilitation when the service being delivered is habilitation training. PP staff recommend that proceeds of goods or services produced in training should accrue to the individual, not the training provider. At this stage in the grantee’s product development, it would be helpful to develop measures of how its technology helps workers with disabilities perform competitively in integrated environments.

**Grant Management Considerations:** No concerns; high risk monitoring (awards within awards).

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding.

**Continuation Budget Detail Summary**

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
<b>Expended Year 1</b> (Consultant: \$175,000)	\$225,000/\$225,000	\$75,000/\$100,456	\$300,000/\$325,456
<b>Expended Year 2</b> (Consultant: \$175,000)	\$225,000/\$225,000	\$85,000/\$136,613	\$310,000/\$361,613
<b>Expended Year 3</b> (Consultant: \$175,000)	\$225,000/\$225,000	\$90,000/\$98,967	\$315,000/\$323,967
<b>Expended Year 4</b> (7 months) (Consultants: \$175,000)	\$225,000/\$130,878	\$95,000/\$58,720	\$320,000/\$189,598

**Amounts Requested for Year Four Budget**

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
<b>1. Personnel Services</b>	\$40,018	\$0	\$40,018
<b>2. Travel</b>	\$0	\$0	\$0
<b>3. Purchased Services</b> (Consultants: \$175,000)	\$177,000	\$100,000	\$277,000
<b>4. Property/Materials</b>	\$1823	\$0	\$1823
<b>5. Rental/Leasing</b>	\$859	\$40	\$859
<b>6. Utilities</b>	\$5300	\$0	\$5300
<b>7. Other (Indirect Costs)</b>	\$0	\$0	\$0
<b>Budget period totals</b>	\$225,000	\$100,000	\$325,000

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: B**

**Date:** 5/4/16

**Grantee:** Strategic Education Solutions

**Project Title:** Enabling Technology

**Project Location:** Houston

**Year: 5 of 5 Website:** [www.strategicedolutions.com](http://www.strategicedolutions.com)

**TCDD RFP Intent:** The project intent is to assist Texans with developmental disabilities in attaining competitive employment opportunities. Grantees will develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members ways in which available assistive technology can enhance job performance and increase employment options.

**Authorized Funding:** TCDD has approved up to \$225,000 per year for up to three years with an option of funding years four and five.

**Expected Results:** Adults with cognitive disabilities will have access to a low-cost instructional resource that will assist them with career planning, the job search, and sustaining competitive employment.

**Project Goals for Year 1-4:**

**Goal:** To provide adults with cognitive disabilities and caregivers a comprehensive, accessible, and low-cost instructional resource that supports them through their career planning, job search, and employment journey.

**Project Accomplishments for Year 1-4:**

**Year 1:** The grantee developed content for 30 modules in the area of job search skills. 15 pilot participants of diverse autism diagnosis, gender, ethnic, and socioeconomic backgrounds were recruited. The website was launched and the grantee deployed 10 modules for participant testing.

**Year 2:** The Virtual Job Coach (VJC) team developed 20 additional user modules. The grantee recruited one teacher and 10 students from a mixed high school transition class which had been used as the training site since September, 2013. The project partner responsible for technology deployment developed a feature that enables support staff to create “classes” of users, assign content on a customized schedule, and monitor users’ progress.

**Year 3:** The project focused on forming partnerships with new organizations to establish new pilot groups. The grantee will support a new pilot in a Project SEARCH site in Fort Bend, TX. Several pilot testers have gained meaningful employment. The project director has met with local agency staff (DARS, TEA, WorkForce) to discuss statewide implementation of the VJC.

**Year 4 (to date):** In years 1-4, pilots served a diverse group of 46 users (ages 16-43). The project staff is in the process of developing a RFQ to enable re-negotiation of the technology license agreement to minimize per-user cost or identify a new technology system to disseminate contact. The project is in the process of uploading additional content in the area of Career Planning. A RFP will be sent to Texas MHMR’s and Regional Education Service Centers in an effort to identify organizations that serve rural and/or poverty counties to complete a pilot program. The project continues to pilot the program with project SEARCH in Fort Bend ISD and Social Motion will implement a pilot in Houston during the last four months of the budget period.

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

**Goal:** Same as above

**Objectives:** Update technology in support of the sustainability plan; update the content in support of the sustainability; refine branding/positioning/messaging in support of the sustainability plan; pilot the testing expansion; and, update the program evaluation.

**Staff Recommendations:**

**Public Policy Considerations:** Finding competitive integrated employment for people with disabilities requires a person-centered approach when working with both the individual and the potential employer. Regarding both the individual and the employer as clients substantially improved rates of employment using customized employment and internships, relying on tools such as professional and personal profiles to augment interviews. PP staff hope that the app soon will be widely available to people with disabilities and that we may start promoting it.

**Grant Management Considerations:** No concerns; high risk monitoring (awards within awards)

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding for project.

**Continuation Budget Detail Summary**

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
<b>Expended Year 1</b> (Consultant: \$147,827)	\$224,967/\$224,967	\$27,617/\$29,995	\$252,584/\$254,962
<b>Expended Year 2</b> (Consultant: \$156,180)	\$225,000/\$225,000	\$50,042/\$55,603	\$275,042/\$280,603
<b>Expended Year 3</b> (Consultant: \$150,680)	\$225,000/\$225,000	\$90,000/\$73,335	\$315,000/\$298,335
<b>Expended Year 4</b> (9 months) (Consultant: \$175,000)	\$225,000/\$112,708	\$95,000/\$62,488	\$315,000/\$175,196

**Amounts Requested for Year Three Budget**

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
<b>1. Personnel Services</b>	\$80,000	\$46,120	\$126,120
<b>2. Travel</b>	\$0	\$0	\$0
<b>3. Purchased Services</b> (\$141,705 consultants)	\$141,705	\$41,868	\$183,457
<b>4. Property/Materials</b>	\$0	\$490	\$490
<b>5. Rental/Leasing</b>	\$0	\$200	\$200
<b>6. Utilities</b>	\$0	\$550	\$550
<b>7. Other (Indirect Costs)</b>	\$0	\$0	\$0
<b>Budget period totals:</b>	\$224,465	\$90,260	\$314,725

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: C**

**Grantee:** Imagine Enterprises

**Year:** 4 of 4

**Project Title:** Self-Advocates as Speakers

**Project Location:** Statewide

**Website:** <http://www.imagineenterprises.org/>

**TCDD RFP Intent:** To develop a project that will support and promote a diverse pool of self-advocates who can present or serve as facilitators or mentors at in-state conferences or training events.

**Authorized Funding:** TCDD has approved up to \$125,000 per year for up to four years.

**Expected Results:** There will be an increase in the number of organizations that include self-advocates as speakers, facilitators, and mentors in conferences or trainings.

**Project Goals for Year 1-3:**

**Goal:** Project Sharing Personal Experiences and Knowledge (SPEAK) will recruit, train, and support at least 15 self-advocates per year from diverse backgrounds to present in local and state venues where their message will have an impact. At least 50 self-advocates will have been trained by the close of this project, 2017.

**Project Accomplishments for Year 1-3:**

**Year 1:** Project SPEAK coordinated efforts with three organizations to serve as training sites for participants and created an information sheet and application process. Project staff created a curriculum that is used to conduct both a three-day and one-day follow up training. There were 15 speakers recruited through Imagine Art, Family to Family and Dickinson ISD. There were presentations made to 10 local organizations, 5 regional organizational meetings and 1 to a statewide meeting.

**Year 2:** The grantee trained 20 speakers from Alvin ISD, Gulf Coast Self-Advocates and Texas Tech University. There were 19 presentations to local groups, 11 to regional meetings and 16 to state meetings. Curriculum and marketing materials were updated and translated into Spanish.

**Year 3:** The grantee partnered with Brazos Valley Center for Independent Living (BVCIL), Santa Fe ISD, and Costal Bend Center for Independent Living. There were 15 speakers trained in year 3 which will bring the total number of speakers to 50 by the end of the current budget period. To date, there has been 13 local presentations, 5 regional presentations and 6 state presentations for year 3.

**Proposed Goals and Objectives for Year 4:**

**Goal:** Same as above

**Objectives:** Customize project SPEAK for use as both an educational program and a sanctioned extracurricular activity for school districts; develop a business plan to sustain project SPEAK beyond the end of the Texas Council for Developmental Disabilities grant with possible fee-for-service training materials; augment project SPEAK promotional initiatives; and, nurture the continued development of project SPEAK graduates for presentations at 10 local organizations, 2 state conferences and the Texas legislature.

**Staff Recommendations:**

**Public Policy Considerations:** Changed policy at local level and is working on a state policy change. Locally, one student went to the school board and secured a policy change to allow individual choice in electives instead of pre-determined requirements. SPEAKers are asking to be included in the Texas Education Knowledge and Skills (TEKS) criteria. PP staff continue to request information from speakers on needed policy changes, as well as a list of speakers and their topics so that we may support their efforts, collaborate when appropriate, and recommend speakers for engagements.

**Grant Management Considerations:** No concerns; considerable risk monitoring (awards within awards; award amount)

**Staff Recommendation:** TCDD staff recommends Council consideration of continuation funding for this project.

**Continuation Budget Detail Summary**

<b>Year</b>	<b>Federal Amount Expended</b>	<b>Match Amount Expended</b>	<b>Total Amounts Expended</b>
<b>Expended Year 1</b> (13 months) (Consultant: \$25,974)	\$124,999/\$111,493	\$41,767/\$27,633	\$166,766/\$139,126
<b>Expended Year 2</b> (Consultant: \$23,844)	\$125,000/\$76,360	\$51,316/\$27,821	\$176,316/\$104,181
<b>Expended Year 3</b> (8 months) (Consultant: \$22,194)	\$125,000/\$76,602	\$47,742/\$36,433	\$172,742/\$113,035

**Amounts Requested for Year Three Budget**

<b>Expense Item</b>	<b>Federal Amount Requested</b>	<b>Match Amount Requested</b>	<b>Total Amount Requested</b>
<b>1. Personnel Services</b>	\$83,415	\$6983	\$90,398
<b>2. Travel</b>	\$3653	\$1472	\$5125
<b>3. Purchased Services</b> (Consultant: \$23,754)	\$37,854	\$29,338	\$67,192
<b>4. Property/Materials</b>	\$78	\$549	\$627
<b>5. Rental/Leasing</b>	\$0	\$0	\$0
<b>6. Utilities</b>	\$0	\$3324	\$3,324
<b>7. Other (Indirect Costs)</b>	\$0	\$0	\$0
<b>Budget period totals:</b>	\$125,000	\$41,666	\$166,666

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities and Budget**

**ITEM: D**

**Date:** 5/4/16

**Grantee:** VSA arts of Texas

**Year:** 4 of 4

**Project Title:** Opening Minds, Opening Doors: Promoting Self-Advocates as Speakers

**Project Location:** Travis, Hays, Williamson, El Paso, Bexar, and Harris Counties

**Website:** None

**TCDD RFP Intent:** The project intent is to recruit a diverse group of self-advocates who will become public speakers, facilitators or mentors in an effort to increase the number of organizations that include self-advocates as speakers, facilitators and mentors at in-state conferences or trainings.

**Authorized Funding:** TCDD has approved up to \$125,000 for up to 4 years.

**Expected Results:** Conferences and trainings will use self-advocates as speakers, facilitators, or mentors.

**Project Goals for Year 1–3:**

**Goal:** To increase the number of self-advocates who are speakers, facilitators and mentors at conferences held in Texas.

**Project Accomplishments for Year 1–3:**

**Year 1:** Completed two 6-week training course that focused on story-telling, interview practice and using a microphone was piloted with a group of nine self-advocates and held two 5-week writing classes in Austin for 11 continuing participants. A speaker showcase was held in which 45 people were in attendance. A database was created to interested self-advocates, disability professionals and conference providers to use as a tool to recruit potential participants.

**Year 2:** Recruited seven self-advocates to participate in the 6-week training class held in El Paso. These self-advocates participated at two conferences and provided the keynote address at the Children's Disabilities Information Coalition Symposium. Monthly classes were also held at Volar CIL.

**Year 3:** Self-advocates from Austin presented at two different webinars, one on resources and advice for parents of children with disabilities and the other on working with personal care attendants. Fourteen self-advocates from the Austin area presented at nine conferences and/or events. A 6-week class was started in Houston in which seven self-advocates participated. An additional eight class meetings were scheduled for continuing and new participants. A self-advocate from El Paso participated in the Our Lives Conference in El Paso along with the project coordinator and project facilitator.

**Proposed Goals and Objectives for Year 4:**

**Goal:** Same as above.

**Objectives:** Update program documents and training curriculum, advertise program and recruit PAC members and self-advocates (from San Antonio); train self-advocates to become speakers, mentors and facilitators and provide ongoing support and technical assistance to these self-advocates; support self-advocates as speakers and presenters at conferences in Texas. VSA will also explore fee-for-service models to sustain the curriculum at the end of the project.

**Staff Recommendations:**

**Public Policy Considerations:** VSA Arts speaker’s grantee states an overarching public policy focus on the underlying institutional bias and reports 42 individuals have presented to various forums. Staff requested in the last continuation that we receive specific info about issues, biases and barriers addressed in presentations. This information is vital to informing policy work and promoting the work of this grant. Public Policy will also request a list of speakers so we may support their efforts, collaborate when appropriate, and recommend speakers in advocacy related to institutions and community living.

**Grant Management Considerations:** No concerns; considerable risk monitoring (award within awards).

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

**Continuation Budget Detail Summary**

<b>Year</b>	<b>Federal Amount Expended</b>	<b>Match Amount Expended</b>	<b>Total Amounts Expended</b>
<b>Expended Year 1</b>	\$125,000/\$125,000	\$41,666/\$41,666	\$166,666/\$166,666
<b>Expended Year 2 (6 months)</b> (Consultants: \$21,652)	\$125,000/\$52,323	\$41,000/\$14,444	\$166,000/\$66,767
<b>Expended Year 3 (9 months)</b> (Consultants: \$25,400)	\$125,000/79,205	\$41,666/19,965	\$166,000/\$99,170

**Amount requested for Year 3 budget**

<b>Expense Item</b>	<b>Federal Amount Requested</b>	<b>Match Amount Requested</b>	<b>Total Amount Requested</b>
<b>1. Personnel Services</b>	\$61,857	\$14,693	\$76,550
<b>2. Travel</b>	\$7362	\$828	\$8190
<b>3. Purchased Services (Consultants: \$25,400)</b>	\$41,838	\$18,774	\$60,612
<b>4. Property/Materials</b>	\$0	\$4389	\$4389
<b>5. Rental/Leasing</b>	\$12,788	\$2707	\$15,495
<b>6. Utilities</b>	\$1155	\$275	\$1430
<b>7. Other (Indirect Costs)</b>	\$0	\$0	\$0
<b>Budget period totals:</b>	\$125,000	\$41,666	\$166,666

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: E**

**Date:** 5/4/2016

**Grantee:** Epilepsy Foundation of Texas (EFTX)

**Year:** 5 of 5

**Project Title:** Health & Fitness — Get FIT (Fitness, Integration, Training) Texas

**Project Location:** Statewide rural communities

**Website:** www.getfittexas.org

**TCDD RFP Intent:** The RFP intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees are expected to demonstrate how to: 1) Provide “individualized,” inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and goals.

**Authorized Funding:** TCDD has approved up to \$250,000 for up to five years.

**Expected Results:** At least 2 sustainable programs will be created or modified to provide individualized community health and fitness programs/opportunities for people with developmental disabilities. Data will be collected on each project’s impact for at least 30 people per site.

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

**Goal 1:** Implement a health and wellness curriculum and fitness program for individuals with developmental disabilities (DD) and epilepsy, as well as their caregivers.

**Goal 2:** The project will focus on the rural Texas communities and expand to West Texas, serve at least 300 individuals total (year 4).

**Accomplishments per goal:** A comprehensive, 12-week health and wellness program was created to improve the physical fitness, nutrition and healthy lifestyles of adults with DD and epilepsy and their caregivers. First year total enrollment was 88, which was expanded to 200 by the end of the second year, and 250 by the middle of the third year. The development of an individualized Get FIT plan of action with “at home activities” was created and applied. The program served rural areas surrounding major cities including Austin, Dallas, Plano, Houston, San Antonio, and Lubbock. The project started expanding into schools in the third year, with a small program in the CyFair schools district near Houston. Year four introduced preventative health testing including: blood lipids, glucose, and blood pressure. As of March 2016, the program has served 200 out of a targeted 300 participants and is on track to meet the year 4 goal.

**Proposed Goals and Objectives for Year 5: Goal:** Same as above.

**Objectives:** 1) Establish project sustainability sources like becoming a Medicaid provider enabling our participants to bill through the state Medicaid, additional grants and sponsors; 2) Maintain our current partnerships and provide services to 361 individuals with developmental disabilities and their caregivers; 3) Incorporate program with new partners 4) Establish program in Austin area.

**Council Considerations:**

**Public Policy Considerations:** Get FIT is working with a professional firm to get approved as a state Medicaid provider. Preventable conditions account for 70% of our nation’s health care costs. If Get FIT is approved as a Medicaid provider it will be a policy win for people with DD and state and local government. The grantee also acknowledges the need for systems changes in transportation to improve access to health activities and resources such as Get FIT.

**Grant Management Considerations:** No concerns; extensive risk monitoring (amount, award-within-award).

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

**Continuation Budget Detail Summary**

<b>Year</b>	<b>Federal Amount Expended</b>	<b>Match Amount Expended</b>	<b>Totals Amount Expended</b>
<b>Expended Year 1</b> (Consultant: \$35,000)	\$249,538/\$249,538	\$81,869/\$80,848	\$331,407/\$330,386
<b>Expended Year 2</b> (Consultant: \$59,375)	\$249,750/\$249,750	\$95,341/\$83,624	\$345,091/\$333,375
<b>Expended Year 3</b> (Consultant: \$62,550)	\$248,735/\$250,000	\$106,959/\$85,004	\$355,694/\$335,004
<b>Expended Year 4</b> (7 months) (Consultant: \$62,550)	\$250,000/\$124,302	\$103,758/\$65,714	\$353,758/\$190,016

**Amount Requested for Year Five budget**

<b>Expense Item</b>	<b>Federal Amount Requested</b>	<b>Match Amount Requested</b>	<b>Total Amount Requested</b>
<b>1. Personnel services</b>	\$132,414	\$71,071	\$203,485
<b>2. Travel</b>	\$2,376	\$221	\$2,597
<b>3. Purchased services</b> (\$107,710 consultants)	\$109,210	\$10,822	\$120,032
<b>4. Property/Materials</b>	\$6,000	\$0	\$6,000
<b>5. Rental/Leasing</b>	\$0	\$8,567	\$8,567
<b>6. Utilities</b>	\$0	\$0	\$0
<b>7. Other (Indirect Costs)</b>	\$0	\$0	\$0
<b>Budget period totals:</b>	\$250,000	\$90,681	\$340,681

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: F**

**Date:** 05/4/2016

**Grantee:** Region 17 Education Service Center

**Year:** 4 of 5

**Project Title:** Family Involvement in Schools

**Project Location:** Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, Borden

**Website:** None

**TCDD RFP Intent:** The intent of the Family Involvement in Schools proposal is for one project to recruit, engage, empower and support families of children with special needs attending schools in the Region 17 Educational Service Center (ESC) to become involved with their child's public school.

**Authorized Funding:** TCDD has approved up to \$300,000 for up to five years.

**Expected Results:** At least 2,220 parents or other family members (including fictive kin) who have children attending schools in the Region 17 ESC will be actively engaged in schools and other education-focused community collaborative efforts because they receive training and other necessary services to support that involvement.

**Project Goals and Accomplishments for Years 1-3:**

**Goal:** Build collaborations within ESC 17 to demonstrate ways to create measureable improvement in at least 2 identified indicators of educational success for students with developmental disabilities. The percentage of parents with a child receiving special education services who report that schools facilitated parent involvement will increase. The long-term goal is that 1 family member for every 4 students with disabilities will be actively engaged in schools.

**Objectives:** 1) Provide training and coaching to support active engagement by at least 1 family member for every 4 students who have developmental disabilities in ESC 17; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year; 3) increase the attendance of parents/family members at ARD meetings; 4) increase the attendance of parents/family members at training and events; and 5) increase parents' level of satisfaction with the school environment, communication between parents and school and ARD/IEP participation

**Accomplishments per goal:** A total of 4 school districts (Slaton, Roosevelt, Wilson and Southland ISD) were recruited to participate in training and coaching for Cohort 1. Cohort 2 consists of Brownfield ISD (6 campuses total) and 2 other campuses in Levelland ISD and Denver City ISD. ESC 17 has utilized a coaching model that will enable districts to continue utilizing strategies acquired through the trainings and collaborations. A library of resources is provided for parents and professionals to each campus. In year 3, the grantee continued to work with the Academic Beginnings Center in Levelland, the Kelley Dodson Elementary in Denver city and added the elementary campus in Floydada ISD and all campuses in Seminole ISD. So far in year 3, the project conducted a back to school conference in which numerous trainings were provided to more than 2,000 educators. A Hippotherapy (horses) experience was provided for 13 students and 7 parents. A BLOCKfest training was provided with more than 540 parents attending. A total of 54 parents attended the Building Strong Families event.

**Proposed Goals and Objectives for Year 4: Goal:** Same as above.

**Objectives:** 1) Provide training and coaching to support active engagement by at least 1 family member for every 4 students who have developmental disabilities in ESC 17; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year; 3) increase the attendance of parents/family members at ARD meetings; 4) increase the attendance of parents/family members at training and events.

**Council Considerations:**

**Public Policy Considerations:** Measuring the effect that family involvement in schools has on the socialization and academic performance of students with disabilities will benefit students, families, and school personnel. PP staff continue to look forward to data quantifying the effect of increased parental involvement on overall success of students and parental satisfaction.

**Grant Management Considerations:** No concerns; extensive risk monitoring due to award amount and sub-awards.

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

**Continuation Budget Detail Summary**

Year	Federal Amount Expended	Match Amount Expended	Totals Amount Expended
<b>Expended Year 1</b> (Consultant: \$95,500)	\$300,000/\$300,000	\$35,715/\$33,333	\$335,175/\$333,333
<b>Expended Year 2</b> (Consultant: \$97,912)	\$300,000/\$300,000	\$33,333/\$33,333	\$333,333/\$333,333
<b>Expended Year 3</b> (6 months) (Consultant: \$80,000)	\$300,000/\$102,485	\$33,333/\$20,441	\$333,333/\$122,926

**Amount Requested for Year Four Budget**

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
<b>1. Personnel services</b>	\$162,087	\$0	\$162,087
<b>2. Travel</b>	\$12,000	\$0	\$12,000
<b>3. Purchased services</b> (\$70,000 consultants)	\$86,750	\$19,758	\$106,508
<b>4. Property/Materials</b>	\$9,755	\$0	\$9,755
<b>5. Rental/Leasing</b>	\$29,383	\$0	\$29,383
<b>6. Utilities</b>	\$25	\$0	\$25
<b>7. Other (Indirect Costs)</b>	\$0	\$13,575	\$13,575
Budget period totals:	\$300,000	\$33,333	\$333,333

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: G**

**Date:** 05/4/2016

**Grantee:** Texas Advocates

**Year:** 2 of 3

**Project Title:** Self-Advocate Grassroots Community Organizing

**Project Location:** Austin

**Website:** None

**TCDD RFP Intent:** The intent of the Self-Advocate Grassroots Community Organizing RFP is for one group of self-advocates to work with others to make changes so that people with intellectual and developmental disabilities are included in their community. TCDD is awarding this grant to support self-advocates with intellectual and developmental disabilities to show others how they can build community capacity and improve system supports.

**Authorized Funding:** TCDD has approved up to \$100,000 for up to three years.

**Expected Results:** TCDD expects that this project will help self-advocates with disabilities: 1) learn advanced leadership skills; 2) work together with a trained community organizer and other experts to identify and change a program, policy or practice so that people with intellectual and developmental disabilities are included in their community; and 3) keep working together to make the community better after this project is over.

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

**Goal:** Texas Advocates will speak out for ourselves and organize a powerful group of self-advocates in Greater Austin to create change in their community at their direction, so people with intellectual and developmental disabilities are included in their community.

**Objectives:** 1) Texas Advocates will recruit and engage self-advocates to participate in at least 40 individual one-on-one meetings to determine their interests and invite them to join the self-advocacy community organizing group; 2) Texas Advocates will invite self-advocates and conduct one initial large community organizing meeting to organize the self-advocate group, select leaders and identify issues the self-advocates want to learn about; 3) Texas Advocates will support the group to conduct monthly meetings to provide training and expert advice at the direction of the group on topics such as community organizing, developing leaders, building relationships, how to run a meeting, getting people involved, how to create change, negotiation and disability and community issues; 4) Texas Advocates will support the group to use a proven method of strategic planning (PATH/Midwest Academy Strategies) to identify and select the group's short, intermediate, and long term goals and develop a plan to reach their goals.

**Accomplishments per goal:** A total of 54 one-on-one interviews were completed with self-advocates to learn about their lives, goals, and issues in the community. A total of 29 individuals participated in the initial community organizing meetings and identified issues to address such as housing transportation, activities, jobs, and access. Grant activities were suspended in October 2015 due to staff resignations and per the request of Texas Advocates. The grantee worked through November 2015 to January 2016 to establish the terms of a working relationship with the Arc of Texas while retaining its independence. In February 2016, the grantee submitted a plan to move forward for the remainder of the budget year as well as request for a change of budget period to allow time to complete workplan goals and objectives. TCDD reviewed and approved both documents. Texas Advocates then hired 2 grant staff members and resumed project activities in March 2016.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above.

**Objectives:** 1) Texas Advocates will continue to recruit, engage, and support self-advocates and their allies to organize in their own communities; 2) Texas Advocates will continue to assist the self-advocate community organizing group to develop, update, implement, and evaluate their strategic plan; 3) Texas Advocates will support the local self-advocates organizing group to conduct monthly meetings to provide training, identify and learn about the issues, and organize to create systems change in local and state issues, including collaboration with self-advocate groups across the state; and 4) Build the organizational infrastructure to ensure sustainability and long-term community organizing activities for self-advocates.

**Council Considerations:**

**Public Policy Considerations:** The Self-Advocate Grassroots Community Organizing project seems eager to succeed in increasing public policy voices with organized and skilled groups acting together. Staff recommended, instead of focusing on strategic planning, that they conduct activities 4 through 7 of the RFP (identify group leaders; invite experts to provide training; and develop a plan to reach the goal) and conduct twice monthly meetings with the individuals already at the table and let them lead and decide — to build durable power.

**Grant Management Considerations:** No concerns; Risk Assessment: Considerable.

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

**Continuation Budget Detail Summary**

Year	Federal Amount Expended	Match Amount Expended	Total Amount Expended
Expended Year 1 (Consultant: \$18,621)	\$100,000/\$57,120	\$33,691/\$18,664	\$133,691/\$75,784

**Amount Requested for Year Two Budget**

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel services	\$81,585	\$0	\$81,585
2. Travel	\$2,881	\$0	\$2,881
3. Purchased services (\$5,880 consultants)	\$10,043	\$22,310	\$32,353
4. Property/Materials	\$3,091	\$0	\$3,091
5. Rental/Leasing	\$0	\$11,250	\$11,250
6. Utilities	\$2,400	\$0	\$2,400
7. Other (Indirect Costs)	\$0	\$0	\$0
<b>Budget period totals:</b>	<b>\$100,000</b>	<b>\$33,560</b>	<b>\$133,560</b>

## 2015-7 Leadership Development and Advocacy Training

**Organization:** Paso Del Norte

**Funding Requested:** \$75,000

**Location of Main Office:** El Paso, TX

**Match:** \$25,000

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

- Paso Del Norte serves a high poverty area and understands cultural needs, bilingual needs, and modifications and accommodations for individuals with disabilities.
- The El Paso area faces isolation, poverty and language barriers, and this project will grow the number of advocates and raise public awareness to address these issues.
- Paso Del Norte is collaborating with Volar, which is a strength of the proposal. Both Paso Del Norte and Volar focus on individuals with disabilities and their families.
- Paso Del Norte plans to achieve sustainability through organizational fundraising.
- Paso Del Norte's plan is to utilize Partners in Policymaking, which has never been offered in El Paso before.
- Paso Del Norte's approach meets all of these accepted "best" or "promising" practices: accepted standard of care in providing person- or family-centered services and supports; accepted business practices; and/or other standard practice within an industry.
- This proposal does an excellent job incorporating the principals of self-determination.
- Both organizations are well connected to the disability community, which is advantageous.

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

- The project will be geared to obtaining needed services and supports through self-advocacy or advocacy for others.
- Paso Del Norte intends to recruit training participants from their community partners.
- Paso Del Norte encourages participants to connect with TCDD through social and email outlets.

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

- The activities focus on recruiting individuals with disabilities but do not address supporting persons with disabilities. The proposal did not appear to address modifying the curriculum to meet the needs of individuals with developmental disabilities and only discussed the translation into Spanish.
- The narrative speaks about using TCDD funding for two part-time project coordinators (one at Paso Del Norte and one at Volar) but more detailed explanation about responsibilities is needed.
- The timelines for the objectives may need to be changed due to the need to hire staff to support the project.

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

- Paso Del Norte's proposed budget needs clarification and revision.

## 2015-7 Leadership Development and Advocacy Training

**Organization:** Family to Family (F2FN)

**Funding Requested:** \$75,000

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

**Match:** \$25,000

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

- F2FN has a strong network and the ability to carry out the project, but the timeline is ambitious.
- Past F2FN experience indicates the organization understands and is capable of undertaking this project.
- All F2FN staff have a family member with a disability.
- The organization seems to have strong connections to other organizations that can help realize the goals of the project and stretch resources.
- F2FN will continue to invite participation of people with developmental disabilities and their families in a meaningful way. The proposal reflects meaningful input from a range of stakeholders including people with developmental disabilities.
- F2FN will continue to raise public awareness and involvement by people with disabilities and their families as well as involve them both in policy change.
- F2FN has past experience providing similar trainings, and there is an effort to accommodate schedules with Saturday trainings.
- F2FN has a reputation for supporting families and individuals with disabilities.
- This proposal demonstrates inclusion and self-determination. This organization strives to ensure everyone has access and is able to make choices about their lives.

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

- F2FN demonstrates a strong command of public policy issues and demonstrates alignment with the Council's values.
- F2FN is committed to ensuring cultural diversity and the inclusion of self-advocates as trainers.

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

- The project timeline will need more specifics in the first and second quarters rather than all activities being ongoing.
- F2FN's evaluation does not appear to be thorough as others' models and may need to be improved.

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

- F2FN's proposed budget needs clarification and revision.

## 2015-7 Leadership Development and Advocacy Training

**Organization:** Easter Seals Central Texas

**Funding Requested:** \$75,000

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

**Match:** \$25,000

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

- Easter Seals has a broad network, reach and experience and they pull in families and people with disabilities. Coordinating participants to participate legislative event called Lobby Day is a great approach for meaningful involvement. Easter Seals will also provide a stipend for participants in Lobby Day.
- This proposal shows capacity to succeed and has promise. Sustainability may be achieved through outside funding sources.
- Easter Seals demonstrates meaningful collaboration, which allows for this program to have a wide impact and raise public awareness and may lead to broader accomplishments.
- Easter Seals receives meaningful input from a range of stakeholders including people with developmental disabilities. Easter Seals provides person/family centered services and supports.
- Easter Seals has a strong presence across the state with a variety of people with disabilities and their families. The proposal appears to lend itself to full inclusion with the partnership with Vela for assistance to reach out to Hispanic and Spanish-speaking people. The project will translate materials into Spanish over one year.
- Easter Seals will continue to utilize a previously successful approach in advocacy training.
- The partnership with Vela and the innovative approach to "dual" trainings may provide good insight as to whether this approach is one to be further evaluated for its effectiveness. There is an expectation of a larger impact than originally envisioned by TCDD.
- Easter Seals is a large organization with four other offices identified as participating in the project, giving them a large consumer base.
- This Easter Seals project is one of the only projects that clearly describes specific accommodations for individuals with disabilities.
- Additional benefits might include raising public awareness and developing an exceptionally strong collaborative effort with a non-disability organization.

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

- Easter Seals has a command of legislative issues.

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

- The project needs more accurate phasing of objectives by quarter as the project comes together because starting all of the project objectives on April 16, 2016 is not realistic.
- The proposal never mentions the Parent Training and Support staff member, and the Communications person may not be the translator. The roles need to be better defined.
- Additional details about the Easter Seals' training program are recommended.

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

- Easter Seals' proposed budget needs clarification and revision.
- Staff recommend a greater emphasis on people with developmental disabilities leading trainings.
- During class formation, Easter Seals should ensure participant diversity rather than reviewing for diversity after class completion.

**Background:**

- **Stipends Grants Applications Approved** — TCDD Policies provide for the Executive Director to approve applications for Events Stipends and Presentation Support Stipends. Seven (7) stipend applications were approved during the quarter to the following organizations. The summaries of each are enclosed.
  1. **American Association on Individuals with Intellectual and Developmental Disabilities – Texas Chapter** for the “41<sup>st</sup> Annual AAIDD-TX Convention” July 19-22, 2016, in San Antonio. (Events Stipend)
  2. **Texas Advocates** for the “2016 Texas Advocates Annual Convention” August 12-14, 2016, in San Marcos. (Events Stipend)
  3. **Down Syndrome Diagnosis Network** for the “Rockin Mon Retreat” September 9-10, 2016, in Grapevine. (Speakers Stipend)
  4. **Providers Alliance for Community Services of Texas** for the “PACSTX 2016 Annual Conference” September 14-16, 2016, in Galveston. (Speakers Stipend)
  5. **Texas Tribune** for the “6<sup>th</sup> Annual Texas Tribune Festival” September 23-25, 2016, in Austin. (Speakers Stipend)
  6. **Helpful Interventions** for the “Gulf Coast of Texas African American Family Support Conference” October 8, 2016, in Houston. (Events Stipend)
  7. **Helpful Interventions** for the “Gulf Coast of Texas African American Family Support Conference” October 8, 2016, in Houston. (Speakers Stipend)
- **Annual Stipend Summary** — A full list of the annual stipend expenditures is found in the Quarterly Financial Report under Tab 4
- **Attendance Report** — A quarterly summary of attendance of Council members at meetings is also enclosed.

**Important Terms:**

**Events Stipend Grants:** Organizations may apply for up to \$7500 to pay for conference registration, hotel rooms, attendants, respite, travel expenses, etc. for self-advocates and their family members to attend conferences and other events.

**Speakers Stipend Grants:** Sponsoring organization of the meeting, conference, workshop, or seminar may apply for up to \$7500 per event for transportation, meals, and lodging for speakers, expenses for an attendant, respite care or other accommodations, as well as speaker fees.

**Executive Committee — Agenda Item 5****Expected Action:**

The Executive Committee will review the information provided and may provide guidance to staff.

**Council — Agenda Item 4****Expected Action:**

The Council will receive a report on the Executive Committee discussion.

# CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 1

Date: 5/10/16

Organization: American Association on Intellectual & Developmental Disabilities-Texas Chapter (AAIDD-TX) City, State: Austin, TX

Federal:\$6,000

Match: \$2,935

Event: Conference: 41<sup>st</sup> Annual AAIDD-TX Convention

Date: July 19-22, 2016

Location: Westin Riverwalk City, State: San Antonio, Texas

Previously Funded: Yes: 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2005, 2003, 2002, 2001, 2000

Comments: The convention's purpose is to provide attendees with information about best practices, technology, leadership, civil rights, and self-determination so that people with developmental disabilities can be better supported and empowered.

Considerations:

The conference sponsors propose to provide stipends to cover:

Lodging – 12 individuals (12 @ \$85/night for 3 nights) = \$ 3,060

Total lodging cost = \$159.85/invididual for 3 nights for a total of \$5,754.60 (the remainder will be met by matching funds)

Registration – 12 individuals (12 @ \$265/individual) = \$ 2,940

Total registration cost = \$265/invididual for 12 individuals for a total of \$3,180 (the remainder will be met by matching funds)

**Total cost (federal): = \$ 6,000**

Applicant match registration difference:

Registration – 12 individuals (\$3,180 - \$2,940 = \$240) = \$240

Lodging – 12 individuals (\$5,755-\$3,060 = \$2,695) = \$2,695

**Total cost (match): = \$2,935**

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved:  yes  no Beth Stalvey

Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o, ou, email=beth.stalvey@todd.texas.gov, c=US  
Date: 2016.05.12 09:13:18 -0500

Date: 5-12-16

Comments: \_\_\_\_\_

CONSUMER STIPENDS PROPOSALS

Date: 5/12/16

Executive Director Review

ITEM: 2

Organization: Texas Advocates  
City, State: Austin, TX

Federal: \$ 5,950  
Match: \$ 675

Event: Conference: 2016 Texas Advocates Annual Convention  
Date: August 12-14, 2016  
Hotel: Embassy Suites  
City, State: San Marcos, Texas

Previously Funded: Yes: 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1993, 1992, 1991, and 1990

Comments: This statewide event will provide opportunities for people with disabilities to learn about self advocacy and self determination.

Considerations: The conference sponsors propose to provide stipends to cover:  
Lodging (triple occupancy) - 50 individuals  
(50 @ \$59.50/night for two days) = \$5,950.00  
**Total cost (federal): = \$5,950.00**  
  
Applicant match covers registration:  
Registration – 50 individuals  
(50 @ \$13.50/individual) = \$ 675.00  
**Total cost (match): = \$ 675.00**

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved:  yes  no Beth Stalvey

Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o, ou, email=beth.stalvey@todd.texas.gov, cn=US  
Date: 2016.05.13 16:24:00 -0500

Date: 5-13-16

Comments: \_\_\_\_\_

**CONSUMER STIPENDS PROPOSALS**  
**Executive Director Review**

**ITEM: 3**

**Date: 5/25/16**

**Organization: Down Syndrome Diagnosis Network (DSDN)**  
**City, State: Stillwater, MN**

**Federal: \$ 3,450**  
**Match: \$ 1,386**

Event: Conference: Rockin' Mon Retreat  
Date: September 9-10, 2016  
Location: Hilton DFW Lakes  
City, State: Grapevine, Texas

Previously Funded: No:  
Comments: The DSDN event is an opportunity for moms with young children with Down syndrome that have been learning and connecting online to meet in person, learn and give back to new families. The focus is to connect moms to one another and supports/information that will help them as their child grows.

Considerations: The conference sponsors propose to provide stipends to cover:

Speakers – 3 individuals (3 @ \$1,150, \$321 Speaker's Fee & \$829 travel, meals & lodging/individual)	= \$ 3,450
<b>Total cost (federal):</b>	<b>= \$ 3,450</b>
Applicant match covers additional meals and lodging expenses for additional individuals:	
Speakers & Facilitators – 4 speakers & 2 facilitators (6 @ \$180/individual)	= \$ 1,080
Facilitators – 2 individuals (2 @ \$153/night for lodging)	= \$ 306
<b>Total cost (match):</b>	<b>= \$ 1,386</b>

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved:  yes  no Beth Stalvey Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o=, email=beth.stalvey@todd.texas.gov, c=US  
Date: 2016.05.25 10:01:26 -0500 Date: 5-25-16

Comments: \_\_\_\_\_



**CONSUMER STIPENDS PROPOSALS**  
**Executive Director Review**

Date: 7/6/16

ITEM: 5

**Organization: Texas Tribune**  
**City, State: Austin, TX**

**Federal: \$ 7,400**  
**Match: \$ 1,125**

Event: Conference: 6th Annual Texas Tribune Festival  
Date: September 23-25, 2016  
Location: UT-Austin  
City, State: Austin, Texas

Previously Funded: **No:**  
Comments: The sixth annual Texas Tribune Festival brings together some of the biggest names in politics to explore and discuss the state's and nation's most pressing issues. It is a three-day conference of panel discussions around public policy issues in Austin, Texas.

Considerations: The conference sponsors propose to provide stipends to cover travel, lodging, meals & assistive devices or services:

Travel – 5 individuals (5 @ \$500/individuals )	= \$ 2,500.00
Lodging – 5 individuals (5 @ \$200/individual for 2 nights)	= \$ 2,000.00
Meals – 10 individuals (10 @ \$30/individual for 3 days)	= \$ 900.00
Assistive Devices or Services	= \$ 2,000.00
<b>Total cost (federal):</b>	<b>= \$ 7,400.00</b>
Applicant match registration & meals:	
Registration – 5 individuals (5 @ \$175/individual)	= \$ 875.00
Meals – 10 individuals (10 @ \$25/individual)	= \$ 250.00
<b>Total cost (match):</b>	<b>= \$ 1,125.00</b>

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved:  yes  no Beth Stalvey Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o.ou, email=beth.stalvey@tcdst.texas.gov, c=US  
Date: 2016.07.13 13:11:43 -0500 Date: 7-13-16

Comments: \_\_\_\_\_

**CONSUMER STIPENDS PROPOSALS**  
**Executive Director Review**

**ITEM: 6**

**Date: 7/14/16**

**Organization: Helpful Interventions**

**City, State: Austin, TX**

**Federal: \$ 3,720**

**Match: \$ 525**

Event: Conference: Gulf Coast of Texas African American Family Support  
Conference  
Date: October 8, 2016  
Hotel: United Way of Greater Houston  
City, State: Houston, Texas

Previously Funded: **Yes: 2014**

Comments: The conference will focus on increasing individual and family awareness about available behavioral and physical healthcare services, reducing stigma, and eliminating health disparities in the African American community.

Considerations: The conference sponsors propose to provide stipends to cover:

Registration – 30 individuals (30 @ \$15.00/individual)	= \$ 450.00
Lodging – 15 individuals (15 @ \$99.00 + \$17 tax/individual)	= \$ 1,740.00
Travel – 20 individuals (20 @ \$.54/per mile X 100 miles/individual)	= \$ 1,080.00
Meals – 30 individuals (30 @ \$15.00/individual)	= \$ 450.00
<b>Total cost (federal):</b>	<b>= \$ 3,720.00</b>

Applicant match covers:	
Registration – 10 individuals (10 @ \$15.00/individual)	= \$ 150.00
Meals – 25 individuals (25 @ \$15.00/individual)	= \$ 375.00
<b>Total cost (match):</b>	<b>= \$ 525.00</b>

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved:  yes  no Beth Stalvey

Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o=ou, email=beth.stalvey@todd.texas.gov,  
c=US  
Date: 2016.07.16 07:56:27 -0500

**Date:** 7-16-16

**Comments:** \_\_\_\_\_

**CONSUMER STIPENDS PROPOSALS**  
**Executive Director Review**

**Date:** 7/14/16

**ITEM:** 7

**Organization:** Helpful Interventions

**City, State:** Austin, TX

**Federal:** \$ 3,750

**Match:** \$ 1,750

**Event:** Conference: Gulf Coast of Texas African American Family Support  
Conference  
Date: October 8, 2016  
Hotel: United Way of Greater Houston  
City, State: Houston, Texas

**Previously Funded:** **Yes:** 2014

**Comments:** The conference will focus on increasing individual and family awareness about available behavioral and physical healthcare services, reducing stigma, and eliminating health disparities in the African American community.

**Considerations:** The conference sponsors propose to provide stipends to cover:

Speaker – 1 individual-Zina Garrison  
(1 @ \$3,500.00) = \$ 3,500.00  
Speaker – 1 individual-Dr. Carlin Barnes  
(1 @ \$250.00) = \$ 250.00  
**Total cost (federal): = \$ 3,750.00**

Applicant match covers:  
Donations - \$1,750 = \$ 1,750.00  
**Total cost (match): = \$ 1,750.00**

**Recommendation:** Staff recommends funding. Proposal received 90 days prior to the event.

**Recommendation:** Staff recommends funding. Proposal received 90 days prior to the event.

**Approved:**  yes  no Beth Stalvey Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o, ou, email=beth.stalvey@todd.texas.gov,  
c=US  
Date: 2016.07.16 08:04:37 -0500 **Date:** 7-16-16

**Comments:** \_\_\_\_\_

**TCDD QUARTERLY COUNCIL MEETINGS  
ATTENDANCE REPORT  
May 2014 – February 2016**

<b>Council Member</b>	<b>2/16</b>	<b>11/15</b>	<b>8/15</b>	<b>5/15</b>	<b>2/15</b>	<b>11/14</b>	<b>8/14</b>	<b>5/14</b>
H. Adkins	P	P	EA	P	P	P	P	P
K. Blackmon	P	P	P	P	P	P	P	P
K. Clark	EA	P – Th EA – Fr	EA	P	P	P	P	P
G. Cortez	P	P	P	P	P	P	P	P
K. Cox	P	P	P	P	P	P	P	P
M. Delgado	P	EA	P	EA	P	EA	P	EA
M. Durham	P	P	P	P	P	P	P	P
S. Gersuk	P	EA	EA	P	P	P	P	P
R. Mason	P	P	P	P	P	P	NA	NA
S. McAvoy	P	P	P – Th EA - Fr	P	EA	P	P	P
M. Peace	P	P	P	P	P	P	NA	NA
D. Perry	P	EA	EA	EA	P	EA	EA	P
B. Pharris	P	P	P	P	P	P	NA	NA
D. Taylor	P	P	P	P	P	P	EA	P
L. Taylor	P	P	P	P	P	P	P	P
J. Thomas	P	P	P	EA	EA	P	NA	NA
R. Tisch	P	P	P	P	P	P	P	EA
DRT (AI)	P	P	EA	P	P	P	P	EA
UT CDS	P	P	P	P	EA – Th P - Fr	P	EA	P
A&M CDD	P	EA	P	P	P	EA- Th P - Fr	P	P
DADS	P	P	P	P	P	P	P	P
DARS	P - Th EA - Fr	P	P	P	P		P	P
DSHS	P	P	P	P	P	P	P	EA
HHSC	P	P – Th EA – Fr	P	P	P	EA	P	P
TEA	P	EA	P	P	EA - Th P - Fr	P	P	P

**Key:**

P = Present

A = Absent

EA = Excused Absence

NA= Not Applicable

**Background:**

Grants Management Staff will review these reports:

- **Independent Audit Status Report** — summarizes the status of desk reviews of annual independent audits submitted to grantees.
- **Grants Monitoring Exceptions Report** — summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.
- **Grants Risk Assessment of TCDD Projects & Quarterly Update Report** — summarizes the risk assessment matrix for considerations of continuation grant awards and provides more detail about monitoring activities for all TCDD funded projects. This format now includes any concerns identified by grants staff from ongoing monitoring of projects.

**Executive Committee — Agenda Item 6****Expected Action:**

The Executive Committee will review the information provided and may provide guidance to staff.

**Council — Agenda Item 13. B.****Expected Action:**

The Council will receive a report on the Executive Committee discussion.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
INDEPENDENT AUDIT STATUS REPORT**

<b>Grantee</b>	<b>FYE</b>	<b>Date Received</b>	<b>Audit Firm</b>	<b>Exceptions Noted</b>	<b>Recommendations / Resolutions</b>
Any Baby Can of San Antonio, Inc	6/30/2015	12/10/2015	BDO USA, LLP	None.	None/Done.
<b>Community Healthcare</b>	8/31/2015	2/2/2016	Henry & Peters	From our review of Type A programs in 2015 fiscal year, we noted that VA Supportive Services for Veteran Families Program (CFDA 64.033) was a Type A program that should have been considered a high-risk program and audited as a major program in 2015 fiscal year since it was not audited as a major program in either 2013 or 2014 fiscal year.	<b>The auditors should audit the excluded program and reissue the Report to correct the deficiency. TCDD CPA approved the re-issuance of the audit report on 3/8/16.</b>
Imagine Enterprises Inc	12/31/2014	2/18/2016	No Data	None.	None/Done.

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2015 – Sept. 30, 2016). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

Monday, July 11, 2016

Grantee	FYE	Date Received	Audit Firm	Exceptions Noted	Recommendations / Resolutions
Region 17 ESC	8/31/2015	1/4/2016	Bolinger, Segars, Gilbert & Moss, LLP	<b>In the “Summary of Auditors’ Results” section of the Schedule of Findings and Questioned Costs, the auditors described the results of their audits of the financial statements and compliance for major programs as Unqualified. The results of the audits should have been described as Unmodified. A copy of the revised audit was submitted to TCDD’s CPA.</b>	Grantee auditor should revise the audit report and resubmit it. Audit corrected by grantee auditor and accepted by TCDD audit desk reviewer, Abi Bankole.
Texas A&M University	8/31/2015	2/4/2016	State Auditor’s Office	None	None/Done.
Texas State Independent Living Council	8/31/2014	10/26/2015	Montemayor Hill Britton & Bender PC	None.	None/Done.
Texas Tech University	8/31/2014	10/31/2015	State of TX	None.	None/Done.
Texas Tech University	8/31/2014	10/31/2015	State of TX	None.	None/Done.
Volar Center for Independent Living	9/30/2014	6/14/2016	White+Samaniego+Campbell, LLP	No Data	No Data
Volar Center for Independent Living	9/30/2014	6/14/2016	<b>White+Samaniego+Campbell, LLP</b>	No Data	No Data

**Key:** Audits were submitted to TCDD during the fiscal year (Oct. 1, 2015 – Sept. 30, 2016). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

## GRANTS MONITORING EXCEPTIONS REPORT

Grantee Project Title	Type of Onsite	Date of Onsite	Actions Required from Onsite Review	Corrective Actions	Status
<b>Reaching Families Advocacy and Support Group</b> <i>(Culturally Appropriate Family Support Group)</i>	Initial	4/21/16	Documentation for affirmative action and civil rights procedures; building standards for ADA requirements; federal regulations policies for individuals with DD; written procedures for purchase/procurement of goods; PAR's with required signatures and correct percentages of time; independent audit report; fiscal control procedures; verification of accrual basis accounting; project related costs for travel; service agreements/contracts; photocopy logs; equipment inventory list; lease space agreement; utility costs; and, all match costs.	Documentation requested: 3/18/16 Documents due: 4/21/16 Additional follow-up information requested: 4/28/16, 5/31/16 Documents received: 4/28/16, 4/29/16, 5/2/16, 5/27/16	Pending
<b>Texas State Independent Living Council</b> <i>(Health and Fitness)</i>	Follow-up	4/26/16	PAR's for all staff; audit for fiscal year ending 8/31/16; verification of accrual basis accounting; verification of audit/accounting service fees; travel cost documentation; insurance premium documentation; photocopy log documentation; office lease space documentation; utility costs documentation; and, match documentation for PAC and service agreements.	Documentation requested: 3/5/16 Documents due: 4/27/16 Additional follow-up information requested: 4/29/16 Documents received: 5/24/16, 5/25/16, 5/26/16, 5/27/16, 6/10/16	Complete
<b>Disability Rights Texas</b> <i>(Stakeholder Training on Guardianship Alternatives)</i>	Initial	4/27/16	PAC meeting minutes; service/contract agreements for organization providing services and being paid with TCDD funds; budget revision removing lease space funds from approved budget; and, match documentation for purchase services and travel.	Documentation requested: 3/29/16 Documents due: 4/27/16 Additional follow-up information requested: 5/4/16 Documents received: 5/5/16, 5/26/16	Complete
<b>Epilepsy Foundation</b> <i>(Health and Fitness)</i>	Follow-up	5/17/16	Documentation that buildings used for training meets ADA requirements; and, contracts for organizations/individuals providing wellness and nutrition services	Documentation requested: 4/19/16 Documents due: 5/17/26 Additional follow-up information requested: 5/24/16 Documents received: 5/27/16, 6/8/16	Complete

Date Revised: 6/24/15

1 - Audit due within 9-months after the end of the budget period.

## RISK ASSESSMENT OF TCDD PROJECTS – QUARTERLY UPDATE

Number	Grantee	TCDD Fund Amt.	Other Federal Fund Amt.	Date of Last Onsite	Next Onsite Due By	Risk Activity	Risk Code
1.	Region 17 ESC (FIS)	\$300,000	\$1,687,806	11/13/15	2016	2	Extensive Risk
2.	Epilepsy Foundation of Texas (Health & Fitness)	\$250,000	\$390,600	5/27/16	2017	2	Extensive Risk
3.	Texas State Independent Living Council (Health & Fitness)	\$238,000	\$395,083	4/29/16	2017	2	Extensive Risk
4.	DARS (Higher Education)	\$225,000	\$488 mil	12/15/15	2016	2	Extensive Risk
5.	Educational Programs Inspiring Communities, Inc. (Enabling Technology)	\$225,000	\$200,000	12/3/15	2016	2	Extensive Risk
<b>6.</b>	<b>Texas A&amp;M University (Higher Education)</b>	<b>\$225,000</b>	<b>\$244 mil</b>	<b>9/22/15</b>	<b>2016</b>	<b>2,3</b>	Extensive Risk
7.	Texas Tech University (Higher Education)	\$225,000	\$35mil	11/12/15	2016	2,3	Extensive Risk
8.	Strategic Education Solutions, LLC (Enabling Technology)	\$224,925	\$0	11/30/15	2016 2	8.	Extensive Risk
9.	National Disability Institute (Understanding Employment Options and Supports)	\$150,000	\$2,481,931 mil	NA	2017	1, 2, 7	Extensive Risk
10.	Any Baby Can (Health & Fitness)	\$174,887	\$0	12/10/14	2016	2	Considerable Risk
11.	Texas Tech University (Project SEARCH)	\$174,346	\$35 mil	10/1/2014	2016	2,3	Considerable Risk
12.	Volar Center for Independent Living (BC3)	\$150,000	\$203,823	4/29/2015	2017	2	Considerable Risk
<b>13.</b>	<b>Sabine Valley Regional MHMR Center (dba Community Healthcare) (BC3)</b>	<b>\$139,440</b>	<b>\$4,663,336</b>	<b>2/11/2015</b>	<b>2017</b>	<b>2, 3, 5</b>	Considerable Risk
14.	Imagine Enterprises (Project SPEAK)	\$125,000	\$725,000	12/3/15	NA	2	Considerable Risk
15.	VSA Arts of Texas-(Self-Advocates as Speakers)	\$125,000	\$10,000	10/26/15	NA	2	Considerable Risk
<b>16.</b>	<b>Texas Advocates (Self-Advocates Grassroots Community Organizing)</b>	<b>\$100,000</b>	<b>\$0</b>	<b>7/13/2015</b>	<b>2017</b>	<b>2, 5</b>	Considerable Risk

Number	Grantee	TCDD Fund Amt.	Other Federal Fund Amt.	Date of Last Onsite	Next Onsite Due By	Risk Activity	Risk Code
17.	Texas State Independent Living Council (Accessible Transportation Summits)	\$150,000	\$520,587	NA	TBD	2	Considerable Risk
18.	Light and Salt Association (Culturally Appropriate Family Support)	\$75,000	\$448,606	1/26/16	2019	2	Moderate Risk
19.	Coalition of Texans with Disabilities (Developmental Disabilities Policy Fellows)	\$67,500	\$0	1/27/15	NA	2	Moderate Risk
20.	The Arc of Texas (Developmental Disabilities Policy Fellows)	\$67,500	\$0	3/6/15	NA	2	Moderate Risk
21.	Reaching Families Advocacy and Support Group (Culturally Appropriate Family Support)	\$79,606	\$0	4/21/16	2019	2	Moderate Risk
22.	Disability Rights Texas (Stakeholder Training on Guardianship Alternatives)	\$40,000	\$8mil	4/27/16	2019	2	Moderate Risk

**Highlighted grantees indicate additional monitoring strategies this quarter.**

\*Increased risk due to the number of sub-awards and no previous audit.

**RISK CODE KEY**

- RED** — Extensive Risk Management (all levels of control plus audit)
- YELLOW** — Considerable Risk Management (most levels of control plus independent review by CPA)
- GREEN** — Moderate Risk (operating & monitoring controls & agreed upon procedures engagement by CPA)
- GRAY** — Monitor or Accept (basic monitoring only)

**RISK ACTIVITIES KEY**

- 1 – New Grantee
- 2 – Awards within Award
- 3 – Funding Issues
- 4 – Compliance Issues
- 5 – Performance Issues
- 6 – Legal Actions
- 7 – Fiscal Office Out of State
- 8 – No Prior Audit

## TCDD RISK MATRIX — FY 2016

Risk Activities	\$75,999. Award Amount	\$76,000. – \$199,999. Award Amount	\$200,000. – \$499,999. Award Amount	\$500,000. + Award Amount
1. New Grantee (i.e., no previous project or no project within 2 year period)	LH	MH	HH	HH
2. Awards within Award (e.g., consultants, presenters, sub-contractors, etc.)	LH	MH	HH	HH
3. Funding Issues (e.g., budget/procurement concerns, match, sustainability, etc.)	LM	LM	MM	HM
4. Compliance Issues (e.g., OMB, UGMS, TCDD policy, oversight issues, etc.)	LM	LM	MM	HM
5. Performance Issues (e.g., unmet goals, milestones, special conditions, etc.)	LM	LM	MM	HM
6. Legal Actions	LL	LL	ML	HL
7. Fiscal Office Located Out-Of-State	LL	LL	ML	HL
8. No Audit Prior To Grant Award	LL	LL	ML	HL

**RISK MATRIX KEY:** 1<sup>st</sup> letter denotes impact; 2<sup>nd</sup> letter denotes probability.

**HM, HH** — Extensive Risk (all levels of control plus audit)

**MM, MH, HL** — Considerable Risk (most levels of control plus independent review by CPA)

**LH, ML** — Moderate Risk (operating/monitoring controls + agreed upon procedures by CPA)

**LL, LM** — Acceptable Risk (basic monitoring only)

### Use for Risk Management Plan:

**RED** — Audit work performed and the Executive Director performs oversight via quarterly report\* provided to ensure supervisory and operating controls are working.

**YELLOW** — Department heads reporting to Executive Director perform oversight functions to ensure supervisory and operating controls are working.

**GREEN** — Department staff perform oversight functions to ensure supervisory and operating controls are working.

**GRAY** — Department staff perform basic oversight functions to ensure controls are in place.

### Use for Annual Audit or Review Determination:

**RED** — Red indicates areas to be audited or reviewed by independent CPA.

**YELLOW** — Yellow indicates areas to be covered through oversight, supervisory and operating controls with guidance from the contracted internal audit services provider.

**GREEN** — Green indicates areas to be covered through staff oversight with guidance from the contracted internal audit services provider as needed.

**GRAY** — Gray indicates areas to be covered through basic staff oversight and reporting.

Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review.

No risk activities means monitoring strategies will be performed at the lowest level under the award amount.

NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.

## MONITORING STRATEGIES FY 2016

### STIPENDS (\$7,500. Or less):

Website instructions	Special Conditions (GMD letter)
Technical support (Budget Support Specialist)	Review FROE & other reports submitted

### Mini-Grants (\$10,000. – \$24,999.):

Orientation	Program Performance Review = Six Months
Technical support (Senior Specialist)	Final Program Performance Report
RAR & Supplemental Report	Approvals (e.g., dissemination, etc.)
RAR Documentation Review = Six Month	

### Level 1 — GRAY

Orientation	Approvals (e.g., equipment, travel, speakers, etc.)
Onsite Review = Initial	Project Advisory Committee Meetings
Program Performance Review = Annual	Final Program Performance Report
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)

### Level 2 — GREEN

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 <sup>rd</sup> year	Final Program Performance Report
Program Performance Review = Quarterly	Agreed upon Procedures Engagements CPA
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)
Approvals (e.g., equipment, travel, speakers, etc.)	

### Level 3 — YELLOW

Orientation	Project Advisory Committee Meeting
Onsite Review = Initial & 3 <sup>rd</sup> & 5 <sup>th</sup> years	Final Program Performance Report
Program Performance Review = Quarterly	Independent Review by CPA = Annual (A-133 Audit at \$500k or more)
RAR Documentation Review	Project Staff Meeting (1X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Other as determined necessary (e.g., audit desk review)

### Level 4 — RED

Orientation	Final Program Performance Report
Onsite Review = Initial & Annual	A-133 Audit = Annual (Independent under \$500k)
Program Performance Review = Quarterly	Audit Desk Review = Annual
RAR Documentation Review	Project Staff Meeting (2X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Interim Program Performance Report
Project Advisory Committee Meetings	

## ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS

To be selected and implemented on an as needed basis.

- Re-orient
- Add milestones or special conditions
- Move up to the next level of monitoring (see above tables)
- Payment holds (reimbursement only no advance or no reimbursement and no advance)
- Require additional onsite reviews

**Background:**

The **Quarterly Financial Report** is included for review by the Executive Committee and Council and includes the following information:

- **FY 2016 Expense Budget** – This report compares the approved annual budget for fiscal year 2016 (Oct. 1, 2015, thru Sept. 30, 2016) to actual dollars spent and the balance to date. The balance shows that money spent is within the approved annual budget adopted by Council. The Expense Report shows nine months spent and the remaining three month balance for this fiscal year.
- **Reformatted Summary of Funds FY 2015-2018** – The report summarizes funds budgeted from the federal award for each fiscal year and shows funds available per category and funds spent to date. A projected balance allows funds available to be used by Council for grants and projects. The color coded categories on the summary correspond to the color coded pie chart, which shows the percent of each category spent to date relative to the federal award.

**Note:** Spent funds are tied to the federal fiscal year grant awarded to TCDD regardless of whether those funds are spent during the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> year when they are available.

- **Current Grantees** –The current grantees represents grantees that have projects scheduled to end in years 2016-2021.
- **Stipends Expenditures** – Provides a summary of funds awarded or expended for each stipend grant recipient, the number of individuals attending the conference or seminar who benefited from those stipend funds, and how many of those participants received TCDD stipend support previously from that organization.

Notes:

- ♦ The TCDD fiscal year is the federal fiscal year: October 1 through September 30.
- ♦ The DD Act allows two full federal fiscal years for initial awards/obligations of funds, and allows three federal fiscal years for final expenditure/liquidation of funds.

**Executive Committee — Agenda Item 7**

**Expected Action:**

The Executive Committee will review the information provided and may provide guidance to staff.

**Council — Agenda Item 13. E.**

**Expected Action:**

The Council will receive a report on Executive Committee discussion.

## TCDD Admin and Expense Budget — October 1, 2015 thru June 30, 2016

Expenses (Council Operations)	Yearly Budget	9 Months Expended	Balance - 3 Months Remaining
Personnel (17 FTEs)	no data	no data	no data
Salaries	\$1,033,324	\$752,778	\$280,546
Benefits	\$349,784	\$264,852	\$84,932
Total Personnel	\$1,383,108	\$1,017,630	\$365,478
Operating	no data	no data	no data
Professional Services <sup>1</sup>	\$98,000	\$35,473	\$62,527
Out-of-State Travel <sup>2</sup>	\$15,000	\$8,922	\$6,078
In-State Travel <sup>3</sup>	\$58,000	\$38,109	\$19,891
Supplies	\$12,000	\$8,530	\$3,470
Utilities	\$32,000	\$17,461	\$14,539
Rent, Building, Space	\$69,989	\$45,215	\$24,774
Rent, Computers, Equip <sup>4</sup>	\$40,000	\$25,998	\$14,002
Capital Expenditures	no data	no data	no data
Other OE <sup>5</sup>	\$95,367	\$36,860	\$58,507
Total Operating	\$420,356	\$216,567	\$203,789
Total Expenses	Budget	Actual	Balance
no data	\$1,803,464	\$1,234,197	\$569,267
Admin Reim to TEA	\$50,000	68.4%	no data
<b>TOTAL</b>	\$1,853,464	\$1,284,197	no data

**NOTES:**

1) Auditor - \$37,700/\$10,766; CPA Desk Reviews - \$9,000/\$9,000; Legal Svs - \$3,000/\$289  
 Web Hosting - \$1,800/\$1,200; Data Center Services - \$5,000/\$2,599 Other Professional  
 Services - \$30,500/\$3,774; Reviewers - \$4,000/\$2,845; Temp Services - \$18,000/\$0

2) Travel - Out-of-State Council - \$7,500 /\$3,609; Travel - Out-of-State Staff - \$7,500 /  
 \$5,314

3) Travel - In-State Council - \$41,500 /\$26,974; Travel - In-State Staff - \$16,500 /\$11,134;

4) Computer lease - \$8,890/\$5,925; AV Equipment - \$26,500/\$17,003; Copier -  
 \$4,610/\$3,024

5) Other OE - NACDD Dues - \$22,000/\$20,363, interpreter svs, registration fees, other  
 training, maintenance, advertising, postage, printing, software, furniture, non-cap equip,  
 security, and janitorial services - \$16,497.

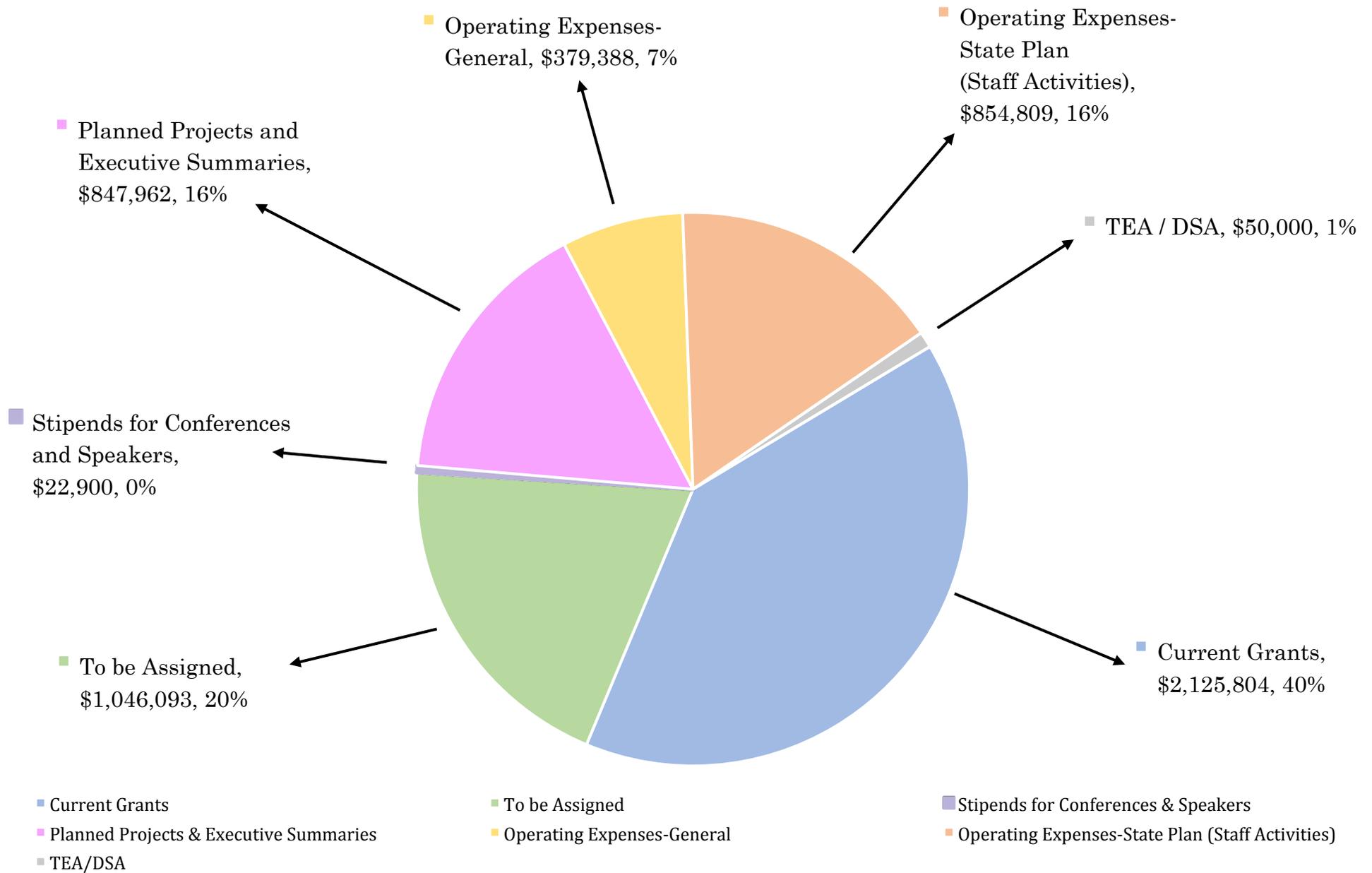
## TCDD Summary of Funds FY 2015–2018 — 7/1/2016

Fiscal Year and Award Period	FY 2015	FY 2016	Projected FY 2017	Projected FY 2018
(2 years to assign to grantees; 3 years to spend)	10/1/2013 – 9/30/2016	10/1/2014 – 9/30/2017	10/1/2015 – 9/30/2018	10/1/2016 – 9/30/2019
<b>Federal Award:</b>	\$4,742,116	\$4,916,387	<b>\$4,767,409</b>	<b>\$4,767,409</b>
<b>Operating Expenses:</b> Council Approved Operating Budget <sup>1</sup>	\$1,646,128	\$1,803,464	<b>\$1,958,780</b>	<b>\$2,059,200</b>
<b>Operating Expenses:</b> Actual General <sup>2</sup>	\$521,654	\$379,388	\$0	\$0
<b>Operating Expenses:</b> State Plan (Staff Activities) <sup>3</sup>	\$1,044,313	\$854,809	\$0	\$0
<b>Total Operating Expenses Expended:</b>	\$1,565,967	\$1,234,197	\$0	\$0
<b>TEA/DSA:</b> Administrative Cost to TEA/DSA	\$50,000	\$50,000	<b>\$50,000</b>	<b>\$50,000</b>
<b>Grants:</b> Funds Available for Grants	\$3,132,870	\$3,942,759	<b>\$2,982,609</b>	<b>\$2,814,129</b>
<b>Grants:</b> Current Grants	\$3,086,302	\$2,125,804	<b>\$1,587,500</b>	<b>\$1,060,000</b>
<b>Stipends:</b> Funds Available for Stipends	\$75,000	\$100,000	<b>\$100,000</b>	<b>\$100,000</b>
<b>Stipends:</b> Current Stipends	\$62,630	\$22,900	\$0	\$0
<b>Planned Projects:</b> Executive Summaries (see priority list) <sup>4</sup>	\$58,938	\$847,962	<b>\$1,210,000</b>	<b>\$1,225,000</b>
<b>To Be Assigned:</b> Balance to assign to grants or give back <sup>5</sup>	\$0 Assign by 9/30/16 Spend by 9/30/2017	\$1,046,093 Assign by 9/30/17 Spend by 9/30/2018	<b>\$1,331,202</b> Assign by 9/30/18 Spend by 9/30/2019	<b>\$1,960,331</b> Assign by 9/30/19 Spend by 9/30/2020

### NOTES

1. See FY 16 Admin and Expense Budget for details
2. Operating Expenses – General is 16% of Total Personnel – Total Operating Expenses (See FY 16 Admin & Expense Budget)
3. Operating Expenses – State Plan (Staff Activities) is 84% of Total Personnel (See FY 16 Admin & Expense Budget)
4. See Priority List for Planned Projects and Amounts
5. Funds on this line need to be reassigned or will be returned to AIDD
6. Numbers in blue represent projected numbers

# FY 2016 Funds Spent and To Be Spent



## CURRENT GRANTEES

Grantee Name	Project Period	Year of Project	Project Title	Awarded Amount	Expended Amount	Remaining Balance
Special Kids, Inc. (SKI)	6/1/2015 – 5/31/2016	1 of 1	Outreach & Development — 15	\$10,000	\$10,000	\$2,660
Coalition of Texans with Disabilities	8/1/2014 – 7/31/2016	2 of 2	Developmental Disabilities Policy Fellows — 1	\$67,500	\$27,715	\$39,785
The Arc of Texas	8/1/2014 – 7/31/2016	2 of 2	Developmental Disabilities Policy Fellows — 2	\$67,500	\$35,077	\$49,116
Lindsey Zischkale	6/1/2016 – 8/31/2016	3 mos	Public Policy Intern	\$3,100	\$0	\$3,100
Texas Center for Disability Studies	1/1/2014 – 12/31/2016	3 of 3	DADS PCT Training (Contract)	\$30,000	\$6,987	\$72,892
Texas A&M University	1/1/2012 – 12/31/2016	4 of 5	Higher Education — 2	\$225,000	\$224,426	\$574
Department of Assistive and Rehabilitative Services	1/1/2012 – 12/31/2016	4 of 5	Higher Education — 3	\$225,000	\$159,890	\$65,110
no data	no data	no data	<b>Subtotal 2016:</b>	<b>\$628,100</b>	<b>\$464,095</b>	<b>\$233,237</b>
Any Baby Can of San Antonio, Inc	3/1/2012 – 2/28/2017	5 of 5	Health & Fitness — 1	\$131,165	\$0	\$131,165
Texas Tech University	10/1/2011 – 2/28/2017	4 of 5	Higher Education — 1	\$220,998	\$191,779	\$29,219
Epilepsy Foundation Texas	4/1/2012 – 3/31/2017	4 of 5	Health & Fitness — 2	\$250,000	\$141,147	\$159,268
Texas State Independent Living Council	4/1/2012 – 3/31/2017	4 of 5	Health & Fitness — 3	\$238,000	\$156,514	\$114,921
Educational Programs Inspiring Communities, Inc.	4/1/2012 – 3/31/2017	4 of 5	Enabling Technology — 1	\$225,000	\$187,868	\$137,655
Strategic Education Solutions, LLC	4/1/2012 – 3/31/2017	4 of 5	Enabling Technology — 2	\$224,925	\$124,618	\$161,272
VSA Arts of Texas	5/1/2013 – 4/30/2017	3 of 4	Self-Advocacy as Speakers — 1	\$125,000	\$79,205	\$60,825

Grantee Name	Project Period	Year of Project	Project Title	Awarded Amount	Expended Amount	Remaining Balance
Imagine Enterprises Inc	5/1/2013 – 4/30/2017	3 of 4	Self-Advocacy as Speakers — 2	\$125,000	\$87,744	\$66,987
Texas Center for Disability Studies	11/1/2003 – 8/31/2017	9 of 12	Support for Advisory Committee Member Travel	\$50,000	\$4,880	\$47,583
Texas Tech University	10/1/2012 – 9/30/2017	4 of 5	Project SEARCH	\$174,656	\$38,943	\$164,933
no data	no data	no data	<b>Subtotal 2017:</b>	<b>\$1,764,744</b>	<b>\$1,012,698</b>	<b>\$1,073,828</b>
Texas Advocates	4/1/2015 – 3/31/2018	1 of 3	Self Advocate Community Organizing	\$100,000	\$67,312	\$32,688
Region 17 ESC	6/1/2013 – 5/31/2018	3 of 5	Families in Schools	\$300,000	\$133,307	\$166,693
National Disability Institute	6/1/2016 – 5/31/2018	1 of 2	Understanding Employment Options & Support Training	\$150,000	\$0	\$150,000
Austin Ribbon & Computer Supplies Inc.	9/1/2015 – 8/31/2018	1 of 3	Targeted Online Training (Contract)	\$9,838	\$0	\$9,838
no data	no data	no data	<b>Subtotal 2018:</b>	<b>\$559,838</b>	<b>\$200,619</b>	<b>\$359,219</b>
Disability Rights Texas	2/1/2016 – 1/31/2019	1 of 3	Stakeholder Trng on Guardianship Alternatives	\$40,000	\$0	\$40,000
Community Healthcore	2/1/2013 – 7/31/2019	3 of 7	Building Community Capacity through Collaboration Projects — 2	\$78,329	\$8,333	\$69,996
Volar Center for Independent Living	1/1/2013 – 9/30/2019	3 of 7	Building Community Capacity through Collaboration Projects — 3	\$150,000	\$53,157	\$96,843
Light & Salt Association	11/1/2015 – 10/31/2019	1 of 4	Culturally Appropriate Family Supports — 1	\$75,000	\$23,522	\$51,478
no data	no data	no data	<b>Subtotal 2019:</b>	<b>\$343,329</b>	<b>\$85,012</b>	<b>\$258,317</b>
Reaching Families Advocacy and Support Group	2/1/2016 – 1/31/2020	1 of 4	Culturally Appropriate Family Supports — 2	\$70,606	\$6,565	\$64,041
no data	no data	no data	<b>Subtotal 2020:</b>	<b>\$70,606</b>	<b>\$6,565</b>	<b>\$64,041</b>
no data	no data	no data	<b>Grand Totals:</b>	<b>\$3,366,617</b>	<b>\$1,768,989</b>	<b>\$1,988,642</b>

## Stipend Expenditures — July 14, 2016

<b>Fiscal Year End 9/30/15 Organizations</b>	<b>Event Month</b>	<b>Expended</b>	<b>People Served</b>	<b>People Previously Served</b>	<b>Speakers</b>
ADDA-SR	Feb-2015	\$5,428	35	0	
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2015	\$2,600	5	3	No
Austin Travis County Integral Care	Feb-2015	\$6,000	2	0	Yes
Austin Travis County Integral Care	Feb-2015	\$6,000	19	6	No
Centro de Salud Familiar La Fe, Inc.	Oct-2014	\$4,355	67	25	
Childhood Apraxia of Speech Association of North America	Jul-2015	\$6,000	9	0	Yes
Children's Disabilities Information Coalition	Mar-2015	\$1,000	100	0	
Coalition of Texans with Disabilities	Mar-2015	\$5,528	46	7	No
Harris County Department of Education	Jun-2015	\$4,714	6	0	Yes
Helpful Interventions	Nov-2014	\$6,000	2	0	Yes
Helpful Interventions	Nov-2014	\$917	7	0	
NAMI Texas	Nov-2014	\$3,520	16	0	No
National Association for the Dually Diagnosed (NADD)	Nov-2014	\$910	2	0	
Providers Alliance for Community Services of Texas (PACSTX)	Sep-2015	\$6,000	2	0	Yes
Texas Advocates	Jul-2015	\$5,971	52	17	
Texas Parent to Parent	Jun-2015	\$6,000	39	6	No
The Arc of Texas	Feb-2015	\$5,730	42	7	
University of North Texas	Jul-2015	\$5,400	80	0	No
Volar Center for Independent Living	Oct-2014	\$6,000	65	29	
Totals:	no data	\$88,073	596	100	no data

<b>Fiscal Year End 9/30/16 Organizations</b>	<b>Event Month</b>	<b>Expended</b>	<b>People Served</b>	<b>People Previously Served</b>	<b>Speakers</b>
ADDA-SR	Feb-2016	\$5,970	51	0	
Austin Travis County Integral Care	Feb-2016	\$6,000	no data	no data	No
Austin Travis County Integral Care	Feb-2016	\$6,000			Yes
Children's Disabilities Information Coalition	Mar-2016	\$2,000	no data	no data	No
Coalition of Texans with Disabilities	Nov-2015	\$1,330	1	0	Yes
Family to Family Network Inc	Mar-2016	\$3,930	131	0	No
Texas Center for Disability Studies	Nov-2015	\$1,400	5	0	
Texas Parent to Parent	Jun-2016	\$6,000	no data	no data	No
Texas State Independent Living Council	Apr-2016	\$6,000			
The Arc of Texas	Feb-2016	\$6,000	18	4	No
Volar Center for Independent Living	Oct-2015	\$6,000	55	18	
Totals:	no data	\$49,800	261	22	no data

**Background:**

A proposed Operating Budget to support staff and Council operations for FY 2017 is enclosed. This proposed budget assumes federal funding for FY 2017 to be \$4,767,409. The proposed FY 2017 Operating Budget estimates increases for various expense categories based on previous year's expenditures, and salary and benefit adjustments. Funds not used for Council and staff support will be made available for current grant projects as the fiscal year progresses.

The proposed budget includes funds for 17 full-time staff positions and increased by \$155,316.

**Executive Committee — Agenda Item 8****Expected Action:**

The Executive Committee will review the information provided and may recommend Council approval of the FY 2017 Operating Expense Budget

**Council — Agenda Item 9****Expected Action:**

The Council will consider Executive Committee recommendations.

**PROPOSED FY 2017 BUDGET**

<b>Revenues / Expenses</b>	<b>Budgeted FY 2016 10/5 - 9/16</b>	<b>Projected Year End Expenditures FY 2016 10/15 - 9/16</b>	<b>Proposed Budget FY 2017 10/16 - 9/17</b>	<b>Variance</b>
Federal Allotment	\$4,916,387	\$4,916,387	\$4,767,409	-\$148,978 <sup>1</sup>
<b>Total Revenues:</b>	<b>\$4,916,387</b>	<b>\$4,916,387</b>	<b>\$4,767,409</b>	<b>-\$148,978</b>
<b>Council Operations Expenses:</b>	<b>17 Full- time Employees (FTE)</b>	<b>17 FTE</b>	<b>17 FTE</b>	<b>no data</b>
Salaries	\$1,033,324	\$1,003,704	\$1,123,791	\$90,467
Benefits	\$349,784	\$353,136	\$400,971	\$51,187
Professional Services	\$98,000	\$47,297	\$80,462	-\$17,538 <sup>2</sup>
Out-of-State Travel	\$15,000	\$11,896	\$21,500	\$6,500 <sup>3</sup>
In-State Travel	\$58,000	\$50,812	\$60,750	\$2,750 <sup>3</sup>
Supplies	\$12,000	\$11,373	\$12,000	\$0
Utilities	\$32,000	\$23,281	\$32,000	\$0 <sup>4</sup>
Rent, Building, Space	\$69,989	\$60,287	\$69,989	\$0 <sup>5</sup>
Rent, Computers, Equip	\$40,000	\$34,664	\$40,000	\$0 <sup>6</sup>
Capital Expenditures	\$0	\$0	\$0	\$0
Other Operating Expenses	\$95,367	\$49,146	\$117,317	\$21,950 <sup>7</sup>
<b>Total Operating Expenses:</b>	<b>\$1,803,464</b>	<b>\$1,645,596</b>	<b>\$1,958,780</b>	<b>\$155,316</b>
Administration Reimbursement To TEA	\$50,000	\$50,000	\$50,000	no data
Available for Grants	\$3,062,923	\$3,220,791	\$2,758,629	-\$304,294
<b>Total Expenses:</b>	<b>\$4,916,387</b>	<b>\$4,916,387</b>	<b>\$4,767,409</b>	<b>-\$148,978</b>

NOTES:

1) Estimated Funding for FY17. Note: The FY16 allotment amount increased by \$102,470, due to funds returned by the Puerto Rico DD Council

2) Auditor — \$46,700 (Internal \$37,700 and Desk \$9,000); Legal Services — \$3,000  
Attendant Care — \$10,000; Review Panelist — \$3,000; Consultant /Speaker — \$5,000  
Web Hosting — \$1,800; DD Suite — \$7,500; and IT Services w/TEA — \$3,462.

3) Travel — In-State Council — \$38,750; Out-of-State Council — \$10,560; Travel — In-State Staff — \$22,000; Out-of-State Staff — \$10,940.

4) Utilities — \$10,300; Telecommunications — \$21,700; Dedicated Server — \$3,000.

5) Rent-Building & Space: Office and Storage Space — \$48,920; Quarterly Council Facility Rooms — \$21,069

6) Rent Machine: Rental of laptops — \$9,000; Quarterly Council AV rental — \$26,464; Rental of copier — \$4,536.

7) Other OE: NACDD Dues — \$20,625; Printing, Registration, Publications, Maintenance and Repair, Postage, Cleaning, Delivery, Advertising, Interpreter / translator, Security, Furniture and Equipment, Software, and Awards — \$96,692.

**Background:**

TCDD received an appeal for a funding decision from Mounting Horizons, Inc. who submitted an application for the Leadership and Advocacy grant RFP. Per TCDD policy, an investigation has been conducted and a summary report prepared for review. The report was submitted to the Executive Committee within 30 days of the receipt of the appeal.

The following documents are included for review:

- **Copy of the Appeal Letter from Mounting Horizons, Inc.**
- **Summary Report of the Investigation**
- **Copy of TCDD Appeals Procedure**

The purpose of TCDD's Appeal Process is to ensure that TCDD procedures were followed, and that information provided in the original proposal was reviewed fairly and objectively. The process to appeal a funding decision is not designated as an opportunity for an applicant to provide additional information for consideration that could have been included in the original proposal. To do so would in essence create a two-stage review process that is not part of TCDD's current procedures.

The Executive Committee will be asked to make a final decision on this appeal.

**Executive Committee — Agenda Item 9****Expected Action:**

The Executive Committee will consider this information and make a final decision on this appeal.

**Council — Agenda Item 13. C.****Expected Action:**

The Council will receive a report on the Executive Committee decisions.

# Mounting Horizons, Inc.

RECEIVED MAY 27  
2018

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#151  
Cypress, Texas 77433



Perry Hunter  
President and  
CEO  
[www.mountinghorizons.org](http://www.mountinghorizons.org)  
[info@mountinghorizons.org](mailto:info@mountinghorizons.org)

May 16, 2016

Beth Stalvey  
620 I E. Oltorf, Suite 600  
Austin, TX 78741 -7509

Dear Ms. Stalvey:

This letter is in response to the decision to not approve Mounting Horizons' proposal for the Leadership Development and Advocacy Training project. After careful consideration of the review panels' concerns, I would like to submit an appeal in response to the concerns they addressed below.

## Concerns Noted by the Review Panel:

**Concern 1:** The proposed project appears to interrupt the school day to attend training.

**Response 1:** Mounting Horizons has partnerships already established with four school districts Friendswood ISO, Galveston ISO, Clear Creek ISO, and Dickinson ISO for transition age students to participate in our transition programs. This partnership with TxDOT makes it possible for ten schools, close to 100 students to attend our Transition to Adulthood program on a weekly basis. Our transportation vehicles pick the youth up from their schools and bring them to our Centers to participate in programs.

This is a collaboration that was established in 2012 and has grown each year to include additional schools. The students that attend are 18 years and older and are part of a transition phase at their high schools or have already transitioned from regular school schedules to participate in transition programs. Next year we anticipate expanding to add additional school districts. The youth continue with this program throughout the summer so the project will be year round. Attendance in the transition program is part of the transition planning for the youth so it's a natural part of their day to attend the trainings.

**Concern 2:** Mounting Horizons does not include persons with disabilities (youth) in the advisory committee.

**Response 2:** The following statement was included in the grant in regards to a Project Advisory committee, "At this time we do not have a Project Advisory Committee but we will form one to include transition teachers, OARS counselors, parents, and community organizers that have been active in the development of the youth transition program and continue to help us make that program successful." The concern is the committee does not include persons with disabilities, but many of the

MHCIL  
Mounting Horizons  
Center for Independent  
Living 4700 Broadway  
#EIOO  
Galveston, Texas 77551

MHCIL  
Mounting Horizons  
Center for Independent  
Living 1100 NASA  
Parkway #103  
Houston, Texas 77058

MHI Admin Office  
S600 NW Central  
#2SO Houston, Texas  
77092

MHI P.O. Box  
18062 FM 529 #151  
Cypress, Texas 77433

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transition teachers, parents, and community organizers have disabilities and are active in advising our organization with regards to programs. We also have an active amount of "youth" or "young adults" that will be included in the committee but we felt that was a general expectation that they would have input in the program because they do every year as we expand and improve this program.

**Concern 3:** Clarification is needed about the involvement of self-advocates and families.

**Response 3:** Quarterly the youth will participate in trainings with family members/community members, etc. to continue to develop their self-advocacy skills and work on projects that they will be presenting to others. Ultimately the project includes others in the project for two reasons: 1) Improve their leadership and self-advocacy skills and use the trainings as a platform to show others they are working toward setting goals, community projects and taking an active role in their future. For example, goal setting is typically done without the youth's input but we want to shed light on that issue and provide opportunities for them to goal set with families which is a form of self-advocacy. 2) Working with self-advocates on community projects to make changes within their community. Again this is part of the quarterly trainings that will be the platform to work on projects to make changes within the community, such as transportation issues.

**Concern 4:** The proposal appears not to focus on opportunities to develop self-advocacy skills. The focus is to train family members and providers.

**Response 4:** The grant's first outcome is "Train approximately 150 young adults per year as we collaborate with school districts in Galveston and Harris counties to promote leaders that can advocate for themselves as they transition to adulthood." Throughout the grant we discussed that they will be obtaining self-advocacy training- learning what that means, practicing self-advocacy with their goal setting, working on self-advocacy projects so they gain the skills to self-advocate for themselves. This will be obtained in our year round Transition to Adulthood Program and during trainings with parents and community members. The participants will present their self-advocacy projects around the state so they continue to self-advocate and show others how to self-advocate. Most importantly they gain leadership skills as they learn the importance of self-advocacy and lead others in advocating for themselves.

**Concern 5:** Better phasing of objectives through the quarters would be helpful to understanding the overall objectives and outcomes.

**Response 5:** Below are the objectives of the project. Based on the project year each objective would phase in at a certain point in the project. As with all goals, there is a planning tool created to determine the timeline of objectives, outcome measures, and responsible staff members for all of our project goals. Objective 1: youth transition classes to include self-determination, disability awareness, advocacy and leadership (Objective 1 will occur year round where students are learning how to advocate. The classes are held weekly in small groups to develop the advocacy skills and then began the process of self-advocating for goals and/or advocating for change in the community or at the state level) 2: parent training and collaboration workshops, (Objective 2 will occur quarterly and participants will continue developing their advocacy skills in these trainings and collaboration workshops. The trainings are not for the parents but for the youth participants that are learning how to advocate. The parents are a part of the training so they can be aware of how advocacy is pivotal in their leadership development and to be supportive of this change. The trainings will

**MHCIL**  
**Mounting Horizons Center**  
**for Independent Living**  
4700 Broadway #E100  
Galveston, Texas 77551  
409-356-4809

**MHCIL**  
**Mounting Horizons Center**  
**for Independent Living**  
1100 NASA Parkway #103  
Houston, Texas 77058  
281-984-1955

**MHI Admin Office**  
5600 NW Central #250  
Houston, Texas 77092  
713-510-8755

**MHI P.O. Box**  
18062 FM 529 #151  
Cypress, Texas 77433

occur during weekends and evenings during the year.) 3: attending and/or presenting at leadership and advocacy events, (Objective 3 will be at least once per year with the ultimate goal of youth having multiple opportunities to advocate and/or present at events. The timeline to phase this objective in is quarterly with participants working toward this during the transition classes and at trainings.) Objective 4: culminating summit to display newly developed leadership skills and showcase advocacy projects, (Objective 4 is a yearly summit that will build upon the knowledge gained in the transition classes, the trainings, and the advocacy events as a culminating activity.)

The four objectives of the project are listed based on a sequential phase in. For example, participants will begin learning advocacy in the transition classes, that will lead to their trainings and workshops with parents involved to continue the learning, next they are able to take those skills and learn and/or present at leadership/advocacy events, and lastly they develop a leadership summit to share with others regarding their advocacy and leadership projects they have been involved in during the year. This will bring together other youth and adults with disabilities to promote advocacy and show others how advocacy can affect change.

I sincerely hope that you will reconsider our Young Leaders Advocating for Change project. We know that it will not only affect change in the participants but will be a statewide initiative that can be a model that others can implement in their organizations. I am available to discuss the project further if you have additional questions. I can be reached at my office by phone 713-510-8755, ext. 705 or by email, [phunter@mountinghorizons.org](mailto:phunter@mountinghorizons.org)

Kindly,

Perry Hunter  
President/CEO  
Mounting Horizons, Inc.

**MHCIL**  
**Mounting Horizons**  
**Center for Independent**  
**Living** 4700 Broadway  
#EIOO  
Galveston, Texas 77551

**MHCIL**  
**Mounting Horizons**  
**Center for Independent**  
**Living** 1100 NASA  
Parkway #103  
Houston, Texas 77058

**MHI Admin Office**  
5600 NW Central #250  
Houston, Texas 77092  
713-510-8755

**MHI P.O. Box**  
18062 FM 529  
#151

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6201 E. Oltorf, Suite 600, Austin, TX 78741-7509  
E-Mail: TCDD@tcdd.texas.gov  
Internet: <http://www.tcdd.texas.gov>

Mary Durham, Chair  
Kristen L. Cox, Vice Chair  
Beth Stalvey, Executive Director  
  
(512) 437-5432  
(800) 262-0334  
Fax (512) 437-5434

**TO:** Executive Committee Members  
**FROM:** Beth Stalvey, Executive Director  
**SUBJECT:** Review of Appeal: Mounting Horizons, Inc.  
**DATE:** July 8, 2016

Mounting Horizons, Inc. submitted an application to receive grant funding under the Leadership Development and Advocacy Training Request for Proposals. The applicant submitted a proposal on October 28, 2015. The proposal was reviewed by an independent review panel on March 29, 2016. The reviewer comments and recommendations were presented to the Texas Council for Developmental Disabilities Executive Committee during the May 4, 2016 meeting.

The Executive Committee reviewed comments from the independent review panel and discussed comments and considerations. Following discussion, the Executive Committee did not approve funding for this proposal.

TCDD provided notice to Mounting Horizons about the funding decision on May 11, 2016, and included the Council's Process to Appeal a funding decision and a detailed summary of the review panel comments. TCDD received an appeal of the Council's funding decision from Perry Hunter, President/CEO of Mounting Horizons, Inc. within the 15 workdays allowed by the Council's Policy for an appeal of a funding decision. The Appeal Letter provided by Mounting Horizons is attached.

The appeal from Mounting Horizons asks TCDD to reconsider the decision to not approve funds for Leadership Development and Advocacy Training Project. In the Appeal letter, Mounting Horizons addresses each of the review panel concerns with the original grant proposal and provides information to clarify or respond to reviewer comments and recommendations. Much of this information was not provided in the original project proposal. We note that the purpose of the Council's Process to Appeal a funding decision is to ensure that TCDD procedures were followed, and that information provided in the proposal was reviewed fairly and objectively. The Process to Appeal is not designed as an opportunity to provide additional information for consideration when such information could have been included in the original proposal. To do so would in essence create a two-stage review process that is not part of TCDD's current procedures. A copy of the TCDD Appeals Procedure is attached. TCDD staff have reviewed the process followed to review the Mounting Horizons proposal for Leadership Development and Advocacy Training Project and find no concerns regarding any procedural matters. The information provided to the Executive Committee on the Executive Summary for the August discussion was found to be fair and objective, and followed TCDD policies and procedures for independent review.

Based on our review of this matter, we do not find evidence of any procedural concerns during the review process. And as noted earlier, much of the information provided by Mounting Horizons in this appeal was not provided in the original proposal. Considering additional information about the project at this time creates two-step review process that is not permissible by current Council approved procedures.

Attachments:

- Written Appeal from Mounting Horizons, Inc.
- TCDD Acknowledgement Letter
- TCDD Appeal Procedure

# ***Texas Council for Developmental Disabilities***

## **Council Policies**

### **Section X. TCDD Grant Projects**

#### **I. Appeal of Funding Decisions**

1. Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The person or entity appealing shall be known as the appellant.
2. Appeals of funding decisions shall be received, processed, and resolved with fairness and promptness.
3. The appellant shall file an appeal in writing addressed to the Executive Director. The written appeal must be postmarked within 10 workdays of the date of the written notice of suspension or within 15 workdays of the date of written notice of denial of new or continuation funding. The written appeal shall include all relevant facts and information that the appellant wishes to have considered as well as the proposed remedy being sought. The Executive Director will acknowledge receipt of the letter with a copy to the Executive Committee.
4. The Executive Director will investigate, compile, and study all relevant information about the appeal and, within 30 workdays of the receipt of the appellant's letter and submit a written report to the Executive Committee. The report will contain recommended action and the evidence supporting the recommended action.
5. The Executive Committee may approve the recommendations of the executive director, make such modifications as deemed appropriate, order further investigation, or take other appropriate action.
6. The decision of the Executive Committee is final.
7. Council staff shall notify the appellant of the final determination of the appeal.

**Background:**

Executive Summaries for three (3) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee. Grants monitoring strategies are noted under staff recommendations which follow the grants risk assessment report.

- A. **Volar** - *Building Community Capacity through Collaboration*
- B. **Texas Tech University** – *Support for Project SEARCH*
- C. **Light & Salt** – *Culturally Appropriate Family Supports*

At the November meeting, staff expect to bring three (3) projects to be considered for continuation funding.

- **Community Healthcare** - *Building Community Capacity through Collaboration*
- **Disability Rights Texas** – *Stakeholder Training on Guardianship Alternatives*
- **Reaching Families Advocacy and Support Group** – *Culturally Appropriate Family Supports*

**Grants Risk Assessment Report (Tab 3)** — the Grants Risk Assessment Report enclosed summarizes the risk assessment matrix for consideration of grant awards and provides more detail about monitoring activities for all TCDD funded projects.

**Important Terms:**

**Continuation Grant Awards:** For each grant project funded by TCDD, the Council authorizes the number of years of funding available (usually 3-5 years), but projects must reapply and be approved for funding each year.

**Executive Committee — Agenda Item 10**

**Expected Action:**

The Executive Committee will review the information provided and consider approving funding for each continuation award.

**Council — Agenda Item 13. A.**

**Expected Action:**

The Council will receive a report on the Executive Committee decisions.

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: A**

**Date:** 8/3/16

**Grantee:** Volar Center for Independent Living

**Year:** 3 of 5

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

**Project Location:** El Paso

**Website:** www.volarcil.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 to be served in an institution.

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

**Expected Results:** The Upper Rio Grande Intellectual and Developmental Disabilities Community Support Network will identify, 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 for Year 1–2:**

**Goal:** 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.

**Year 1:** The network includes representation from 55 agencies and organizations and implemented five approved initiatives to provide a variety of services including emergency respite, supported employment, transition planning, youth leadership, and post-secondary education. Received 32 referrals for transition planning initiative and 21 families received support. One student helped by the planner was in the process of being admitted to a State Supported Living Center (SLLC). Under the post-secondary initiative, 18 students were referred and 6 students selected to participate in the first cohort of the 2015 fall semester at El Paso Community College (EPCC). The Youth Leadership Development (YLD) Assistant provided leadership and advocacy training to 30 young people with disabilities. As result of the training, some of the YLD participants met with legislators on Capital Day in Austin. The project also provided 391 hours of emergency respite assistance.

**Year 2:** The network is comprised of 81 partners from public and private organizations and individuals and family members which implemented five approved initiatives to provide a variety of services including 1) behavioral support, 2) supported employment, 3) transition planning, 4) youth leadership development, and 5) post-secondary education. Six students enrolled in the first cohort of post-secondary education resulted in enrollment in the Machinist Certificate program, Information and Technology in Business program, Office Assistant program; and, in the Travel Counselor/Airline Reservations certificate program. These students received educational coach support and specialized support services to address their individual academic and personal needs. One student experienced a crisis and the El Paso Police Department was initially called. Therefore, with the intervention of the Project Higher educational coach, the student received the necessary services and supports to deal with the issues that were creating a volatile situation. For the 2016-2017 academic year, seven students was selected to participate in the second cohort of the fall semester for Project Higher. Since the beginning of the project, 328 people attended presentations provided by the Youth Development Coordinator which provided information on adult and community services, leadership, advocacy, self-determination, career and employment, and transition planning to include postsecondary goals and resources. Under the I/DD transition planning initiative which provides comprehensive/interagency linkage, transition planning and family support, the initiative has received 40 referrals, seven did not qualify and 33 new families are being served. One 18-

year-old individual which had no services and prior medical history in the United States is now enrolled in high school, linked to a primary doctor, receives speech, occupational and physical therapy, receives Medicaid and enrolled in the interest list of the Medicaid waiver programs and DARS. The behavioral support initiative conducted two seminars geared to understanding children's behavior and had 116 participants. Thirty students are being served under the leadership development program.

**Proposed Goals and Objectives for Year 3:**

**Goal 1: Same as above**

**Objectives:** 1) Assist families and young adults that have I/DD and a co-occurring mental health diagnosis, between the ages of 13-21 with a comprehensive person centered transition plan; 2) The I/DD Institute will establish a project advisory committee of community and provider representatives to provide input and support to identify provider staff training needs, existing resources and training in the community; 3) Provide Educational Coach Model as a support service for students with I/DD in need of intensive and wraparound services at EPCC; and, 4) The Youth Leadership Development program will provide advocacy and leadership skills to 30 students ages 16-22 in high school or college to participate in post-secondary education, and/or employment, and participate in the community.

**Staff Recommendations:**

**Grant Management Considerations:** Considerable risk monitoring (awards within awards; award amount).

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

**Continuation Budget Detail Summary**

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
<b>Expended Year 1</b> (12 months) (Consultant: \$82,915)	\$125,000/\$125,000	\$14,483/\$25,408	\$139,483/\$150,408
<b>Expended Year 2</b> (8 months) (Consultant: \$(103,274))	\$150,000/\$92,124	\$18,174/\$17,818	\$168,174/\$109,942

**Amounts Requested for Year Three Budget**

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
<b>1. Personnel Services</b>	\$39,989	\$39,989	39,989
<b>2. Travel</b>	\$1,153	\$0	\$1,153
<b>3. Purchased Services</b> (Consultants: \$105,025)	\$105,025	\$7,500	\$112,525
<b>4. Property/Materials</b>	\$1,411	\$0	\$1,411
<b>5. Rental/Leasing</b>	\$1,881	\$3,370	\$5,251
<b>6. Utilities</b>	\$541	\$0	\$541
<b>7. Other (Indirect Costs)</b>	\$0	\$5,988	\$5,988
<b>Budget period totals:</b>	\$150,000	\$16,858	\$166,858

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: B**

**Date:** 8/3/16

**Grantee:** Texas Tech University

**Year:** 5 of 5

**Project Title:** Project SEARCH

**Project Location:** Statewide

**Website:** www.projectsearch.us

**TCDD RFP Intent:** The project intent is to provide support for school districts, businesses, and/or other entities who wish to contract with Project SEARCH. Project SEARCH is a business-led school-to-work transition model with demonstrated success in developing internships for students with developmental disabilities.

**Authorized Funding:** TCDD has approved up to \$175,000 for up to five years.

**Expected Results:** TechWorks for Texas (TWT) will support the development of 10 newly certified Project SEARCH sites in Texas by the end of Year 5 of this grant

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

**Goal:** 1) Develop the infrastructure and leadership team who will be responsible for the development and implementation of a strategic plan. 2) Develop a marketing plan to identify and recruit communities who wish to establish a site. 3) Assist entities across the state indicating an interest to establish a site to receive technical assistance and training. 4) Provide evaluative information on the implementation of Project SEARCH in Texas community sites to TCDD, DARS and other relevant stakeholders.

**Accomplishment per goal:** Texas has 11 sites through support from this project. Preliminary numbers indicate that 83% of students who completed the program obtained employment. Final data will be announced at the Project SEARCH National Conference in August. There were 10 programs that graduated Project SEARCH interns in 2014-2015, with an estimated 90 students completed the program. A total of 36 student interns were employed throughout the state from the TCDD supported sites. The project has arranged for 7 new programs that will start students in fall 2016.

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

**Goal 1:** TechWorks for Texas (TWT) will continue to support the 10 newly certified Project SEARCH sites in Texas by the end of Year 4, 2) Assist entities across the state indicating an interest to establish a Project SEARCH site to receive technical assistance and training; 3) Provide evaluative information on the implementation of Project SEARCH in Texas community sites to TCDD, DARS, and other relevant stakeholders

**Objectives:** 1) TechWorks for Texas (TWT) will support the development of up to 3 newly certified Project SEARCH sites in Texas by the end of Year 5 of this grant; 2) Assist entities across the state indicating an interest to establish a Project SEARCH site to receive technical assistance and training; and 3) Provide evaluative information on the implementation of Project SEARCH in Texas community sites to TCDD, DARS, and other relevant stakeholders

**Council Considerations:**

**Grant Management Considerations:** The project did not conduct a first quarter PAC meeting; Risk Assessment: Considerable.

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

**Continuation Budget Detail Summary**

<b>Year</b>	<b>Federal Amount Expended</b>	<b>Match Amount Expended</b>	<b>Expended Total Amounts</b>
<b>Expended Year 1</b> (Consultant: \$45,000)	\$174,854/\$174,854	\$58,784/\$59,523	\$233,638/\$234,377
<b>Expended Year 2</b> (Consultant: \$45,000)	\$174,666/\$174,666	\$58,751/\$58,751	\$233,417/\$233,417
<b>Expended Year 3</b> (Consultant: \$45,000)	\$174,716/\$174,715	\$58,768/\$58,768	\$233,484/\$233,483
<b>Expended Year 4</b> (7 months) (Consultant: \$51,780)	\$174,656/\$55,159	\$58,748/\$18,553	\$233,404/\$73,712

**Amounts Requested for Year Three Budget**

<b>Expense Item</b>	<b>Federal Amount Requested</b>	<b>Match Amount Requested</b>	<b>Total Amount Requested</b>
<b>1. Personnel Services</b>	\$82,821	\$0	\$82,821
<b>2. Travel</b>	\$21,039	\$0	\$21,039
<b>3. Purchased Services</b> (Consultants: \$53,000)	\$53,000	\$0	\$53,000
<b>4. Property/Materials</b>	\$1,636	\$0	\$1,636
<b>5. Rental/Leasing</b>	\$0	\$0	\$0
<b>6. Utilities</b>	\$0	\$0	\$0
<b>7. Other (Indirect Costs)</b>	\$15,850	\$58,643	\$74,493
<b>Budget period totals:</b>	\$174,346	\$58,643	\$232,989

**Texas Council for Developmental Disabilities  
Executive Committee  
Review of Proposed Activities & Budget**

**ITEM: C**

**Date:** 8/3/16

**Grantee:** Light and Salt Association

**Year:** 2 of 4

**Project Title:** Project SMILE

**Project Location:** Harris, Fort Bend, Montgomery, Brazoria, Galveston

**Website:** [www.light-salt.org](http://www.light-salt.org)

**TCDD RFP Intent:** The project intent is to help selected organization(s) build on the work done during the previous project from TCDD to help individuals with developmental disabilities and their families receive culturally appropriate community-based services and supports.

**Authorized Funding:** TCDD has approved up to \$75,000 for up to 4 years.

**Expected Results:** At least one conference or training and other activities to support at least 100 families or individuals to get their needs from service providers met; support at least 3 leaders from the individuals being trained and provide information to TCDD to change programs or policies to promote culturally appropriate services and supports; and, grow the organization.

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

**Goal:** To improve the quality of life among Asian Americans (AA) affected by developmental disabilities and to increase public awareness about developmental disabilities.

**Accomplishment per goal:** Outreach strategies were implemented to increase public awareness of developmental disabilities through television and radio programs, seminars, newsletters and musical performances; 46 classes were held in which 16 students with developmental disabilities attended; through the individual assistance services, a student has obtained employment with Walmart; 19 monthly support groups were held throughout the Houston area with a total of 302 participants, three online support group meetings with 27 families participating; 50 units of one-to-one counseling sessions and individual assistance to parents with children with developmental disabilities; and, two parents with children with developmental disabilities attended the Texas Transition Conference.

**Project Goals and Objectives for Year 2:**

**Goal:** Same as above

**Objectives:** Increase public awareness of DD; improve the life of at least 100 individuals with DD by providing culturally and linguistically personalized counseling and/or language assistance during the IEP meeting for family members of DD-impacted children; empower at least 100 Asian American family members with better knowledge, resources, and skills to raise children that have DD; and, recruit and train at least three individuals with DD or their family members to become advocates for individuals with DD.

**Staff Recommendations:**

**Grant Management Considerations:** No concerns; moderate risk monitoring (award within awards).

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

**Continuation Budget Detail Summary**

<b>Year</b>	<b>Federal Amount Expended</b>	<b>Match Amount Expended</b>	<b>Expended Total Amounts</b>
<b>Expended Year 1) (7 months)</b> (Consultant: \$10,278)	\$75,000/\$34,445	\$36,262/\$23,030	\$111,262/\$57,475

**Amounts Requested for Year Three Budget**

<b>Expense Item</b>	<b>Federal Amount Requested</b>	<b>Match Amount Requested</b>	<b>Total Amount Requested</b>
<b>1. Personnel Services</b>	\$54,685	\$19,200	\$73,885
<b>2. Travel</b>	\$500	\$0	\$500
<b>3. Purchased Services (Consultants: \$53,000)</b>	\$12,770	\$4,500	\$17,270
<b>4. Property/Materials</b>	\$1,045	\$0	\$1,045
<b>5. Rental/Leasing</b>	\$6,000	\$2,600	\$8,600
<b>6. Utilities</b>	\$0	\$360	\$360
<b>7. Other (Indirect Costs)</b>	\$0	\$0	\$0
<b>Budget period totals:</b>	\$75,000	\$26,660	\$101,660

**Background:**

TCDD solicits, on an ongoing basis, qualified individuals who can serve on the Independent Review Panels that evaluate proposals received in response to Requests for Proposals (RFPs). In order to have a large enough pool of potential reviewers, a database of approved individuals is maintained. The Executive Committee biennially reviews and approves individuals to be included in the reviewer pool. Planning Director Joanna Cordry and Planning Specialist Danny Fikac will provide information about individuals who have recently submitted applications to be reviewers. This information includes names and cities of potential new reviewers, and areas of expertise of each reviewer. This information is provided behind this tab sheet.

The Executive Committee will be asked to make a final determination on the pool of potential reviewers. Staff will also ask the Committee to consider reviewing a short list of new reviewers at each meeting in order to more quickly increase the number of qualified reviewers who may be selected for review panels. Staff are in the process of initiating an outreach campaign to increase the numbers of new reviewers but do not expect more than 15 reviewers will apply and need to be reviewed each quarter.

**Executive Committee — Agenda Item 12****Expected Action:**

The Executive Committee will consider this information, and make a final determination on the pool of potential reviewers presented and whether staff may bring a list of new reviewers to the Committee for review each quarter.

**Council — Agenda Item 13. D.****Expected Action:**

The Council will receive a report on the Executive Committee decisions.

## New Reviewer Applications

Last Name	First Name	Home City	Qualifications (as provided by applicant)
Baskerville	Markee	Fort Worth	I am knowledgeable in employment, transportation, recreation, child care, advocacy and community organization, education and early Intervention, health/mental health.
Castillo	Elizabeth	Houston	My son is 4 yrs. old and was diagnosed with Autism. He is currently on speech, occupational and music therapy. I have tried enrolling him in the Applied Behavior Analysis program and insurance has denied it. This was recommended by his neurologist.
Inyanza	Filex	Frisco	I provide non-medical transportation to individuals with disabilities to medical appointments, picking up drug prescriptions, and running some errands.
Lewis	Elizabeth	Austin	I am a cultural and medical anthropologist specializing in cultural understandings of disability. I have conducted long-term research on family experiences raising children with disabilities, parent-led advocacy, disability rights, diagnostic trends, and health. I also have a sister with multiple disabilities, so on a personal level I am closely familiar with family experiences across the life course. Finally, I have conducted research on the experiences of (typical) siblings of individuals with disabilities.
Outlaw	Ann	Austin	I have worked on numerous National Institute for Disability, Independent Living, and Rehabilitation Research projects in my role at American Institutes for Research (formally SEDL). I have more than 14 years of experience, the past four of which have been dedicated to developing expertise in disability research and knowledge translation, and getting research results into the hands of people with disabilities and practitioners. Prior to joining SEDL in 2011, I was a policy analyst at the Texas Council on Family Violence, where I focused on monitoring legislation, providing training and technical assistance on best practices of safe technology use by survivors of domestic violence, legal rights of people with limited English proficiency; and I researched trends for constituents. I also was a case manager for people with disabilities at Austin Integral Care (formally Austin Travis County MHMR) and for youth with behavioral and mental health issues at Mercy Home for Boys and Girls at Chicago.

## New Reviewer Applications

Last Name	First Name	Home City	Qualifications (as provided by applicant)
Smith	Jessica	Austin	I have been working in the field of Applied Behavior Analysis (ABA) and Autism for over 4 years. I have a Master of education in special education with a focus on Autism and related developmental disorders and a specification on Applied Behavior Analysis. I am a board certified behavior analyst (BCBA) and currently work as a case manager for one of the largest ABA providers in the country. I provide 1:1 ABA therapy to individuals on the ASD spectrum and develop skills programs for their learning needs.

**Background:**

State law establishing TCDD requires “the Council to enter into a Memorandum of Understanding (MOU) with the designated state agency that delineates the roles and responsibilities of the designated state agency” in providing administrative services and supports to TCDD. Council policies expect the Council to review the MOU each year. The current MOU with Texas Education Agency (TEA), the Council’s designated state agency is included. Additions for FY 2017 include TEA’s coverage of TCDD’s toll-free telephone line.

The Executive Committee will be asked to consider the MOU to recommend Council approval.

**Executive Committee — Agenda Item 13**

**Expected Action:**

The Executive Committee will review the information provided and may recommend Council approval.

**Council — Agenda Item 8**

**Expected Action:**

The Council will consider Executive Committee recommendations on the subject.

# Memorandum of Understanding

## Texas Council for Developmental Disabilities and The Texas Education Agency

### I. PURPOSE

This Memorandum of Understanding ("MOU") is entered into between the Texas Council for Developmental Disabilities, 6201 East Oltorf, Suite 600., Austin, Texas, hereafter referred to as the "TCDD," and the Texas Education Agency, 1701 North Congress Ave., Austin, Texas, hereafter referred to as the "TEA". The TCDD is established pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 15001), hereafter referred to as the "DD Act", and by state statute at Chapter 112, Title 7, Texas Human Resources Code, hereafter referred to as the "State Act." Consistent with the DD Act, the Governor of Texas has designated TEA as the "designated state agency" to receive, account for and disburse funds available to TCDD and to provide administrative support to TCDD as appropriate. The purpose of this MOU is to identify the responsibilities of TEA as the designated state agency and the responsibilities of TCDD consistent with the DD Act and the State Act.

### II. GENERAL AGREEMENTS

The State Act establishes the TCDD as a separate entity under state law, and delegates authority to the TCDD for all programmatic activities conducted with funds available to the TCDD. The State Act also establishes the Executive Director of the TCDD as the executive head of agency for the TCDD. TEA is responsible as the Designated State Agency to provide the services and support as indicated in this Memorandum of Understanding.

TCDD staff will be subject to the administrative rules and policies of the State of Texas and of its cognizant federal authorities. Pursuant to the State Act, the TCDD is responsible for selecting and hiring the Executive Director, when that position becomes vacant, and supervising the Executive Director consistent with state personnel policies and procedures of the TCDD. The TCDD Chair will prepare an annual performance evaluation of the TCDD Executive Director and serve as the "supervisor's supervisor" when required by state law or regulations.

The parties agree that TCDD staff will be responsible solely for TCDD activities and responsibilities and will not be assigned other duties nor guided in implementing activities by the TEA. It is TCDD's intent to be responsive to the limitations of TEA set forth in state law and regulation related to personnel decisions. In like manner, it is TEA's intent to be responsive to the intent of the DD Act that provides for the Council to determine the numbers and types of staff necessary to carryout TCDD responsibilities and activities. At any time that the Council determines the need to increase the number of TCDD staff positions above 18 currently authorized FTE's, TCDD and TEA shall jointly determine the procedure and timing for that increase to occur. Unless otherwise separately agreed by TCDD, those positions are available only to the TCDD and are not subject to staffing reductions of the TEA.

TCDD will work cooperatively with TEA to establish procedures for the processing of TCDD grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the Council concerning activities carried out with funds available to TCDD. Federal law establishes that the TEA, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council.

TEA will provide administrative support services to the TCDD as detailed in this MOU. The provision of these services are subject to TEA's then-current operating procedures and systems. Nothing in this MOU obligates TEA to provide or purchase for TCDD any administrative service or support not regularly available or provided by TEA. Any requests by TCDD for modification to TEA services or support shall be subject to negotiation at the time of the request and to additional reimbursement as allowed by the DD Act. TCDD agrees to cooperate with TEA in providing any information needed by TEA to carry out its duties.

### **III. FINANCIAL, BUDGETING AND ACCOUNTING SERVICES**

TEA has the following responsibilities and duties in state and federal law:

- A. Receive, account for and disburse funds on behalf of TCDD in accordance with the state and federal law and as authorized by TCDD staff, provided that TEA shall not encumber any funds available to TCDD, transfer any funds between TCDD budget categories or from TCDD to any other entity, or otherwise initiate charges or expenses against funds available to TCDD without specific authorization in advance by TCDD.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for TCDD funds.
- C. Prepare required state and federal financial reports regarding TCDD funds, including TCDD review prior to submittal.
- D. Provide payroll services consistent with state and federal requirements.
- E. Provide timely financial information to TCDD to allow for the preparation of required fiscal reports to state and federal authorities.
- F. Provide or assist TCDD in securing the non-federal share of the cost of projects as required by federal law.
- G. Support TCDD in developing required state budget, strategic plan, performance measures, and appropriations request materials and related items (and other state reporting).

### **IV. HUMAN RESOURCES**

TEA agrees to provide the following Human Resources services to TCDD:

- A. For state payroll and benefits purposes, administratively maintain TCDD employees as TEA employees.
- B. TEA agrees to provide recruitment, posting and processing of applications for TCDD positions.
- C. TEA will ensure compliance with EEO and ADA related matters and will act as the TCDD Executive Director's designee to implement a program of equal opportunity employment for the TCDD as required by the Texas Commission on Human Rights and state law.
- D. Other HR services as appropriate.

### **V. INFORMATION TECHNOLOGY SERVICES**

TEA agrees to provide the following information technology services to TCDD:

- A. Information technology (IT) support to TCDD shall be provided through TEA Interagency agreements with the Department of Information Resources (DIR) and the state Data Center Service.

- B. TEA IT support to TCDD includes but is not limited to security oversight and operational functions to ensure compliance with the DIR TAC §202 requirements
- C. TEA IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections (including LAN equipment and data circuits) and related hardware and software applications. As required to meet confidentiality requirements.
- D. TCDD will follow TEA Operating Procedures pertaining to information security and encourage TCDD employees to attend TEA information security classes.
- E. TEA IT support shall be provided in a manner that assures separate identity for TCDD computer functions including website ([www.tcdd.texas.gov](http://www.tcdd.texas.gov)) and email (e.g. [Beth.Stalvey@tcdd.texas.gov](mailto:Beth.Stalvey@tcdd.texas.gov))

## **VI. OTHER ADMINISTRATIVE SERVICES**

TEA agrees to provide the following administrative services to the TCDD unless TEA and TCDD jointly agree for TCDD to contract for such services separately:

- A. Provide appropriate assurances for the TCDD State Plan and consult with TCDD to maintain consistency of the State Plan with state law.
- B. Purchasing and procurement services that will enable TCDD to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning lease space for TCDD offices. TCDD personnel responsible for contract development and processing will consult with appropriate TEA personnel and participate in related TEA training.
- C. Training, professional development, and consultation services provided through TEA (Office of Organizational Effectiveness) to TCDD personnel as appropriate.
- D. Bulk mail services directly or through contract with another state agency.
- E. Manage TCDD's toll free number 1-800-262-0334.

## **VII. BUSINESS CONTINUITY AND DISASTER RECOVERY SERVICES**

TEA and TCDD agree to furnish mutual aid to each other in the event of a declared disaster:

- A. The requesting party will notify the loaning party immediately upon declaration of a disaster. Services shall be made available to the receiving party within two hours of the notification.
- B. The loaning party will provide space, telephony, desktop and/or laptop computer equipment, and supplies to the requesting party. The loaning party, in its sole discretion, shall determine what can be spared at the time of the disaster without placing its own agency in jeopardy.
- C. The loaning party agrees to allocate a conference room to accommodate a minimum of 10 staff, with power to connect computers, and equipped with one conference phone. The requesting party will provide agency laptops, cell phones, and wireless hot spots, whenever possible.
- D. The requesting party will have sole use of the allocated space during the period of occupancy.
- E. All equipment and personnel loaned hereunder shall be returned upon demand of the lending party or when released by the requesting party upon the cessation of the emergency.
- F. No charge shall be assessed for services rendered by either party.
- G. TEA will include TCDD in their Business Continuity Plan for systems and business recovery.

## **VIII. OTHER UNDERSTANDINGS**

- A. TEA understands that TCDD shall develop and authorize funding activities to implement goals and objectives in the approved TCDD State Plan within the limitations of available funds and applicable state and federal regulations. TCDD shall manage all aspects of the application, review, and approval processes for grants and contracts and shall provide ongoing project development and grants management oversight to funded projects. DD funded grant projects shall abide by all terms of the grant award and with all applicable federal and state requirements including the Uniform Grant Management Standards (UGMS) developed by the Governor's Office of Budget, Planning and Policy, and federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, TCDD is solely responsible for the grant selection, award, and management activities of the Council. The TCDD Executive Director or his designee is the authorized signatory for all TCDD grants and contracts.
- B. TCDD, as a separate state entity under law, will comply with State of Texas administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services. It is understood by the parties that TCDD currently contracts separately for Internal Audit Services to ensure compliance with State requirements. Should TCDD determine not to continue to separately acquire such services, it promptly will notify TEA and the parties will mutually agree on the provision of such services by or through TEA, as may be necessary.
- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

## **IX. COMPENSATION FOR ADMINISTRATIVE SERVICES**

TCDD agrees to reimburse TEA for the administrative services provided under this MOU consistent with provisions of the DD Act. TCDD will reimburse TEA not more than \$50,000 each fiscal year for basic services of accounting, budget, purchasing and HR services provided that TEA provides at least an equal share from non-federal resources as state match through the application of the indirect cost rate. Information technology support (as noted in Section V.B.) and all other services provided to TCDD by TEA will be reimbursed by TCDD to the extent allowed by state and federal law. TEA will provide TCDD documentation of the cost and allocation method for those services.

## **X. GENERAL PROVISIONS**

Dispute Resolution: Disputes concerning implementation of this MOU between TCDD and TEA must first be resolved at the staff level if possible. If either party determines that the dispute cannot be resolved at the executive staff level, TCDD and TEA agree to pursue resolution through the use of mediation pursuant to the Government Dispute Resolution Act, Chapter 2009 of the Texas Government Code as applicable.

## **XI. TERM OF AGREEMENT**

This MOU shall commence on September 1, 2016, and shall terminate on August 31, 2017. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of TEA as the TCDD designated state agency pursuant to provisions of the DD Act. In the event any provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

**THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies, or materials in this MOU are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.**

**TCDD** further certifies that it has the authority to receive the above services by authority granted in:  
**Executive Order RP-37.**

**TEA** further certifies that it has authority to perform the above services by authority granted in:  
**Executive Order RP-37.**

Texas Council for Developmental Disabilities

Texas Education Agency

By:  
Mary Durham  
TCDD Chair

By:  
Shirley Beaulieu,  
Chief Financial Officer

Date:

Date:

**Background:**

Minutes of the May 5, 2016, Project Development Committee meeting are included for your review.

**Project Development Committee — Agenda Item 3**

**Expected Action:**

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

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
PROJECT DEVELOPMENT COMMITTEE  
THURSDAY, MAY 5, 2016  
FINAL DRAFT MINUTES**

**COMMITTEE MEMBERS PRESENT**

Gladys Cortez, Chair	Barbara Kaatz	David Taylor
Mateo Delgado	Scott McAvoy	Rick Tisch
Ivy Goldstein	Meghan Regis	

**COMMITTEE MEMBERS ABSENT**

Kimberly Blackmon	Jennifer Kaut	John Thomas
Manda Hall	Dana Perry	

**STAFF PRESENT**

Martha Cantu	Danny Fikac	Josh Ryf
Joanna Cordry	Wendy Jones	Beth Stalvey
Cynthia Ellison	Fernando Rodriguez	

**CALL TO ORDER**

The Project Development Committee met on Thursday May 5, 2016, at the Doubletree Austin Northwest – Arboretum 8901 Business Park Drive, Austin, Texas 78759. Chair Gladys Cortez called the meeting to order at 1:37 p.m. A quorum was present.

**1. INTRODUCTION OF COMMITTEE MEMBERS, STAFF AND VISITORS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. APPROVAL OF MINUTES**

The Committee reviewed minutes of the February 4, 2016, Project Development Committee meeting.

**MOTION:** To approve the minutes of the February 4, 2016, Project Development Committee.

**MADE BY:** Rick Tisch

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

**4. CHAIR'S REMARKS**

Chair Cortez updated the committee on the status of absent members and notified the

committee that John Thomas has agreed to become the Vice-Chair to the Project Development Committee.

**5. MEMBER UPDATES**

Scott McAvoy recently attended a public policy seminar at which he obtained very useful information.

Rick Tisch attended the Disability Policy Seminar in Washington, D.C. with Beth Stalvey and Ashley Ford (TCDD Staff). They made contacts with Texas Representatives in Congress. Mr. Tisch announced he resigned from the Center governing board but continues to help with their bike ride fundraiser from Oregon to D.C. He has been in contact with other DD Councils and agencies about the fundraiser.

In April, Ivy Goldstein attended the Association of Maternal & Child Health Programs (AMCHIP) national conference in Washington, D.C. She informed the committee that AMCHIP awarded the Dr. Laura McPherson Leadership Award to Laura Warren, Executive Director from Texas Parent to Parent and one of TCDD's grantees.

Chair Cortez participated on the focus group for the City of Mission Parks and Recreation for their 10-year Master Plan. Cortez continues to advocate for accessible inclusive parks and recreation areas.

**6. STAFF REPORTS**

**A. Status of New/Approved Projects**

Cynthia Ellison, Grants Management Director, reported that no new projects have started and June 1, 2016 is the scheduled begin date for the National Disability Institute employment project.

**B. Projected Available Funds**

Martha Cantu, Operations Director, reported that the Project Development Committee is on track to assign and spend the FY 2016 funds in the sum of 1.6 million dollars according to our federal timelines. The executive summaries approved during this meeting will use FY 2016 funds. Cantu entertained questions about the process for assigning funds to grants.

**C. Other Updates**

Josh Ryf, Communications Director, reported on TCDD marketing and outreach activities, including posting of RFPs and TCDD employment opportunities for the vacant Grant Specialist and Public Policy Specialist. These activities also included email blasts, social media and use of job boards. Ryf discussed the Side-By-Side Campaign in March during Developmental Disability Awareness Month. TCDD provided multiple pictures during the campaign, created content and branding, and

worked with DD Network Partners. Ryf is working on next year's campaign and strategies to get an earlier start on the outreach activities.

## 7. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

### A. State Plan Projects List

Joanna Cordry, Planning Coordinator, updated the committee on the State Plan implementation and objectives. Several of the objectives are currently being addressed by Executive Summaries. The Committee reviewed the list and Cordry addressed their questions. Cordry provided an update on the status of the partnership with the with the DD network agencies that include Disability Rights Texas, University of Texas Center for Disability Studies, and Texas A&M University Center on Disability and Development. Cordry agreed to provide additional information on siblings support networks for a potential Executive Summary at future Project Development Committee meetings.

### B. Executive Summaries

#### 1. Youth Leadership Development

The committee discussed this project which funds up to three organizations that would each reach at least 150 people with developmental disabilities between the ages of 14 and 21 years old. The committee discussed the age of participants and whether to include participant's ages 21-30 years old. The committee agreed to increase the age to 22 to correspond to TEA guidelines. The goal of the project is to help the participants gain and share information, develop skills, and establish personal plans using an experiential based program. The committee noted that it would be difficult for rural areas to achieve 150 youth per organization. There were concerns that age 14 may be too young to begin and it may be difficult to sustain their involvement.

**MOTION:** To recommend approval of Youth Leadership Development projects for a maximum funding amount of up to \$125,000 per year, per project for up to three projects, for up to five years.

**MADE BY:** Scott McAvoy

**SECOND:** Rick Tisch

The motion **passed** unanimously.

#### 2. Outreach and Development

The committee reviewed and discussed this project that would fund at least five groups per year to improve access to culturally competent supports and services. The purpose of this grant is to:

- 1) Increase organizational capacity and build sustainability.

- 2) Support people to participate in TCDD Leadership and advocacy initiatives.
- 3) Promote practices that reduce cultural barriers.

The grantees who are awarded \$10,000 for the first year and who are successful would be able to apply for additional funding for year two in the sum of \$20,000. This funding will allow the grantees to continue working to build organizational capacity and support individuals participating in leadership and advocacy initiatives. Due the amount of time required by staff to monitor these grants, TCDD staff noted a concern that only five projects could be funded at one time. The maximum funding for all projects would not exceed \$70,000 per year. There was no further discussion.

**MOTION:** To recommend approval of the Grants for Outreach and Development projects as described in the Executive Summary, for a maximum funding amount of up to \$70,000 per year for maximum of five organizations per year for up to five years.

**MADE BY:** Scott McAvoy

**SECOND:** Mateo Delgado

The motion passed unanimously.

### 3. Peer Support Specialists for Person-Directed Planning

The committee reviewed and discussed this project that would develop and pilot a peer supports training program for individuals who want to live independently with the use of Home and Community Based Services (HCBS). The purpose of this grant is to ensure that people with disabilities understand their options and can lead their own person centered planning process. People with developmental disabilities who serve as peer support specialists will receive training and support from coaches. The committee discussed the need to ensure that TCDD reviews and approves the content the training modules.

**MOTION:** To recommend approval of one Peer Support Specialists for Person-Directed Planning Project for up to four years and funding up to \$100,000 for year one, and up to \$125,000 each year for years two through four.

**MADE BY:** Rick Tisch

**SECOND:** Scott McAvoy

The motion passed unanimously.

### 4. Translation Services

The committee reviewed and discussed this project to provide funding for translation services to non-for-profit community organizations or agencies, to help them serve

and support people with developmental disabilities and their families in the language they speak. This project is focused on increasing the number of individuals with disabilities and families who have access to appropriately translated materials.

**MOTION:** To recommend approval of funding not to exceed \$25,000 per year for up to three years for translation services as described in the Executive Summary.

**MADE BY:** Scott McAvoy

**SECOND:** Mateo Delgado

The motion passed unanimously.

C. Stipends Increase

The committee reviewed their recommendations from the February 2016 Project Development Committee meeting to increase the Event Stipends and Disability-Related Supports Stipends to \$7,500 per stipend for a total of \$100,000 for all stipends. This would increase the total number of stipends awarded to approximately 13 awards per year.

**MOTION:** To approve an increase in funding for Event Stipends and Disability-Related Support Stipends for up to \$7,500 per stipend, up to a total of \$100,000 per year for all stipends.

**MADE BY:** Rick Tisch

**SECOND:** David Taylor

The motion **passed** unanimously.

**8. FUTURE PROJECT FUNDING PRIORITIES**

The committee reviewed and discussed the current list of projects. The following priorities were added to the end of the current list of priorities:

- a) Youth Leadership
- b) Outreach Development
- c) Peer Support Specialists for Person Directed Planning
- d) Translation Services

Staff noted that funding for the Support for Full Participation of Self-Advocates on Workgroups is no longer needed and recommended that the Committee revoke the approval of this project. This would result in the project being removed from the Future Funding Activities Priority List.

**Motion:** To recommend that approval for funding for Support for Full Participation of Self-Advocates on Workgroups be withdrawn.

**Made by:** Rick Tisch

**Second:** Scott McAvoy

The motion passed unanimously.

**Motion:** To approve the future project funding priorities list with the addition of the projects listed as Youth Leadership (#6), Outreach Development (#7), Peer Support Specialists for Person Directed Planning (#8), Translation Services (#9).

**Made by:** Scott McAvoy

**Second:** David Taylor

The motion **passed** unanimously.

**9. OTHER DISCUSSION ITEMS**

The committee discussed the use of the set of questions in the new Idea Discussion Guide developed by TCDD Staff when addressing consideration of a new project idea. It was proposed that the form become a standard document in the Council Binder for everyone's use. The committee and TCDD staff intends to use the guide to discuss future projects and provide feedback/information to staff for the creation of Executive Summaries to meet the Council Five Year State Plan goals and objectives.

There was additional discussion on issues related to Colonias along the Texas border.

**ADJOURN**

There being no further business, Chair Gladys Cortez, adjourned the meeting at 04:03 p.m.

Beth Stalvey, Secretary to the Council

Date

**Background:**

The Project Development Committee will review proposed projects to implement the TCDD State Plan. The enclosed documents provide information to assist with that discussion.

- **State Plan Projects List** — The FY 2017 – FY 2021 State Plan requires specific projects to implement that plan. This list is inclusive of projects that must be developed to address goals and objectives in the plan and provides the current status of the projects.
- **Executive Summaries** — TCDD staff prepared an executive summary for the following proposed project that meets state plan requirements:

1. **Public Policy Fellows**

Staff will also present research and suggestions related to a possible sibling network project, which the Project Development Committee will discuss using the provided review guide.

Please review the Executive Summary closely and, if you have any questions, please contact Joanna Cordry, Planning Director at (512) 437-5410 or [joanna.cordry@tcdd.texas.gov](mailto:joanna.cordry@tcdd.texas.gov)

**Project Development Committee — Agenda Item 7****Expected Action:**

The Project Development Committee will consider the Executive Summary and may recommend Council approval for funding.

**Council — Agenda Item 5****Expected Action:**

The Council will consider recommendations from the Project Development Committee.

## Projects that must be developed to address State Plan Objectives

### Projects in progress

Objective number	Objective	Status
1.3	Develop at least five new programs successfully support individuals with developmental disabilities to be included in post-secondary education.	In review by Executive Committee
1.7	Pilot at least one model that provides community-based, person-centered activities for people who are not employed and not in school.	Research being conducted by staff
2.4	Collaborate with the Texas DD Network Partners to educate people about and increase the use of alternatives to guardianship.	Executive Summary approved
3.3	Provide financial support for at least one advanced leadership development and advocacy skills training program. (Partners in Policymaking)	Request for Proposals for contractor 7/7/16
3.5	Demonstrate how people with developmental disabilities can provide peer supports to other people with developmental disabilities.	Executive Summary approved
3.10	Create a youth leadership training program.	Request for Proposals in progress
3.12	Provide fellowships for at least four people.	Proposal in review by Executive Committee; Project Development Committee reviewing Executive Summary for additional fellowships

**Objectives required to be implemented each year**

Objective number	Objective	Status
3.7	Support people with developmental disabilities to provide leadership development and advocacy training (required objective)	Grassroots Community Organizing project in progress until 2018
3.8	Collaborate with at least one statewide self-advocacy network run to increase their capacity to pursue their mission. (required objective)	Must start by 2019
3.13	Support the participation of people living in rural areas and people who self-identify as having a racial or ethnic minority background in TCDD leadership and advocacy projects.	

**Objectives to be implemented by fiscal year 2021**

<b>Objective number</b>	<b>Objective</b>	<b>Status</b>
1.5	Create training and information for people who have developmental disabilities and families on financial literacy, SSI/SSDI and benefits.	
1.7	Pilot at least one program to provide community-based person-centered supports for people with complex medical and/or behavioral health needs, including mental health needs.	
1.9	Implement at least three projects to address specific needs of individuals with developmental disabilities who identify with a specific minority culture(s). Two in progress	
1.10	Pilot at least on practice to address the needs of people with developmental disabilities who are aging and their caregivers.	
1.11	Pilot at least practice that supports organizations that serve the general public to improve how they include and are responsive to the needs of people with developmental disabilities.	
2.5	Collaborate with the DD Network Partners to promote the use of person-centered practices.	
2.6	Collaborate with at least three community-based organizations to reduce linguistic and cultural barriers experienced by individuals who are Spanish-speaking.	Possibly a staff activity
3.4	Provide financial support for at least four general leadership development and advocacy skills training programs.	Three approved but yet not started
3.6	Demonstrate how people with developmental disabilities living in the community can mentor or provide advocacy training to people in institutions.	
3.11	Create at least one sibling network.	Project Development Committee to discuss 8/4/16

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**State Plan Guiding Principles**

The following principles were kept in mind in developing the following goals and objectives:

- Evolution versus revolution of the 2012-2016 State Plan, building on strategies that further advance the work of the Texas Council for Developmental Disabilities (TCDD).
- Alignment with the mission of the Council and purpose of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act).
- Consistency with the strengths, weaknesses, opportunities, and threats analysis of TCDD as an organization.
- Ease of comprehension.
- Consistency with proposed measures and reporting requirements set by the Administration on Intellectual and Developmental Disabilities (AIDD).
- Consistency with input from self-advocates, family members, and allies.
- Consistency with person-centered practices.

**1. Create and support promising practices that enable people with developmental disabilities to be fully included in their communities and to have control over their own lives by 9/30/2021.**

(Definition: Promising Practices: Programs and strategies that have some scientific research or data showing positive outcomes in delaying an untoward outcome, but do not have enough evidence to support generalizable conclusions.)

- 1.1. Demonstrate at least three models that support people with disabilities to have employment of their choice by 9/31/2018.
- 1.2. Implement a program to provide training and information to people who have developmental disabilities and their families so they can continue receiving SSI/SSDI and health benefits while increasing their income and assets through gainful employment by 1/1/2018.
- 1.3. Develop at least five new programs that demonstrate success at supporting individuals with developmental disabilities to be more fully included in post-secondary education by 5/31/2021.

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- 1.4. Pilot at least one new model that provides community-based, person-centered activities for people with developmental disabilities who are not employed and not in school by 9/30/2021.
- 1.5. Implement a program to provide training and information to people who have developmental disabilities and their families on financial literacy and to better understand SSI/SSDI and health benefits by 1/1/2021.
- 1.6. Demonstrate at least three new models that support individuals with disabilities to improve or maintain their health by 3/31/2018.
- 1.7. Pilot at least one new community-based person-centered practice that ensures that people with complex medical and/or behavioral health needs, including mental health needs, receive appropriate and timely services by 9/30/2021.
- 1.8. Each year of the plan, provide support to stakeholders to participate in transportation planning activities that increase mobility and availability of accessible transportation.
- 1.9. Implement at least three projects that address specific needs of individuals with developmental disabilities who identify with a specific minority culture(s) by 9/30/2021.
- 1.10. Pilot at least one practice that addresses the needs of individuals with developmental disabilities who are aging and their caregivers by 9/30/2021.
- 1.11. Pilot at least one practice that supports organizations, agencies, groups, or individuals that provide services to the general public to fully include and be responsive to the needs of people with developmental disabilities by 9/30/2021.

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- 2. Improve and/or expand community-based systems to better support people with developmental disabilities or families of children with developmental disabilities to be fully included in their communities by 9/30/2021.**
- 2.1. Each year of the plan, participate in at least ten workgroups to promote systems that will sustain the policies and programs that demonstrate success in supporting people with developmental disabilities or families of people with developmental disabilities to be fully included in their communities.
  - 2.2. Each year of the plan, collaborate with at least five other organizations to improve community capacity to support individuals with developmental disabilities who are at risk of institutionalization or who desire to leave institutions.
  - 2.3. Each year of the plan, collaborate with at least three other organizations to promote access to timely, appropriate medical and/or behavioral health services that serve people with complex needs.
  - 2.4. Collaborate with the Texas Developmental Disabilities Network Partners (the Texas A&M Center on Disability and Development, the University of Texas Center for Disability Studies, and Disability Rights Texas) to educate people with developmental disabilities and their families about, and increase the use of, alternatives to guardianship by 9/30/2021.
  - 2.5. Collaborate with the DD Network Partners (Texas A&M Center on Disability and Development, Disability Rights Texas, and the University of Texas Center for Disability Studies) and others to promote the use of person centered practices by 9/30/2021.
  - 2.6. Collaborate with at least three community-based organizations to reduce linguistic and cultural barriers that prevent individuals who are Spanish-speaking from receiving services by 9/30/2021.
  - 2.7. Each year of the plan, advocate for legislative/policy change to remove barriers to full-time or part-time employment for people with developmental disabilities.
  - 2.8. Each year of the plan, advocate for legislative/policy change to improve educational outcomes for people with developmental disabilities.

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- 3. Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.**
- 3.1. Maintain information about self-advocate presenters who developed speaking skills through TCDD- funded projects by 9/30/2021.
  - 3.2. Provide financial support for at least four general leadership development and advocacy skills training programs for people with disabilities, family members of people with disabilities, and allies by 9/30/2021.
  - 3.3. Provide financial support for at least one advanced leadership development and advocacy skills training program for people with disabilities, family members of people with disabilities, and allies by 9/30/2021.
  - 3.4. Provide financial support for people with developmental disabilities to provide leadership development and advocacy skills training programs to people with developmental disabilities each year by 9/30/2021.
  - 3.5. Demonstrate at least one program through which people with developmental disabilities provide peer supports to other people with developmental disabilities by 9/30/2021.
  - 3.6. Demonstrate at least one program through which people with developmental disabilities living in the community mentor or provide leadership and advocacy training to individuals living in institutions by 9/30/2021.
  - 3.7. Demonstrate at least one program through which people with developmental disabilities conduct community organizing to achieve goals they have selected by 9/30/2021.
  - 3.8. Collaborate with at least one statewide self-advocacy organization run by people with developmental disabilities to create opportunities to increase their ability to pursue their mission by 9/30/2021.
  - 3.9. Provide financial support for self-advocates and family members to participate in cross-disability, culturally diverse leadership coalitions each year by 9/30/2021.
  - 3.10. Create at least one leadership development and advocacy skills training program for youth with disabilities by 9/30/2021.

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- 3.11. Create at least one sibling network by 9/30/2021.
- 3.12. Provide TCDD Fellowships to at least four people to develop the requisite skills, knowledge and experience to engage in policy activities so that people with people with developmental disabilities have greater control over their own lives by 9/30/2021.
- 3.13. Each year of the plan, conduct at least one activity to support the participation of people living in rural areas and people who self-identify as having a racial or ethnic minority background in TCDD leadership and advocacy initiatives.
- 3.14. Publish information at least quarterly to support advocacy and involvement in public policy development each year of the plan by 9/30/2021.

**4. Identify and engage in current and emerging issues according to the Council’s priorities and mission “to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.”**

- 4.1 Each year of the plan, provide written and/or verbal public policy input on behalf of TCDD regarding issues that impact the lives of people with developmental disabilities and their families.
- 4.2 Each year of the plan, organize and conduct communications activities to increase connections to organizations and individuals each year.
- 4.3 At least once each year of the plan, review emerging issues and progress on state plan goals to determine if amendments are needed to the state plan.
- 4.4 Each year of the plan, evaluate and/or address opportunities to develop or incorporate new promising practices that would improve TCDD’s ability to achieve the Council’s mission.

# **Funding Proposal Executive Summary TCDD Policy Fellows Program**

## **Background**

Many professional advocates who have been collaborating successfully with people with developmental disabilities and their families on disability-related policy issues are nearing retirement. Unfortunately, the opportunities to be mentored by these seasoned, long-time experts will decrease in the near future. This loss of institutional knowledge and tremendous talent is occurring not only in Texas' state health and human services agencies, but also the state's advocacy organizations. Very frequently there are only a handful of bureaucrats and advocates who have the technical expertise to analyze the potential impact of public policy, a deep understanding of the history of the disability advocacy movement, and recognition of the importance of self-determination and self-advocacy. Many current advocates had the opportunity to learn directly from and alongside those who have shaped the disability advocacy movement, and these experienced advocates have a great deal to share with individuals who are just now preparing for careers in public policy.

TCDD authorized the provision of funding for up to four TCDD Policy Fellows (two of which have been funded as of 7/11/16). To support the development of additional fellows, TCDD must authorize funding to mentor younger policy-focused professionals to effectively work together with self-advocates to draft the policies and procedures of the future.

## **State Plan Goal**

**Goal 3** Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.

**Objective 3.12** Provide TCDD Fellowships to at least four people to develop the requisite skills, knowledge and experience to engage in policy activities so that people with people with developmental disabilities have greater control over their own lives by 9/30/2021.

## **Expected Outcome**

Policy fellows will develop their effectiveness at working within the policy-making processes at the state and community levels. Fellows will apply a theoretical framework to analyzing public policy and will gain a deep level of understanding of policy issues important to persons with intellectual and developmental disabilities to inform their analysis. By the end of their fellowship, they will be able to work at the national, state and community levels and identify the major social, economic, and health conditions facing persons with intellectual and developmental disabilities. Each fellow will collaborate with persons with intellectual disabilities to develop cultural competence while they develop their ability to review current policies and programs; assess opportunities and challenges associated with current policies and note implications and issues for development of future policies. They will develop knowledge and skills relating to

public policy issues as they pertain to diverse, unique needs of marginalized populations. Fellows will develop an understanding of national approaches to addressing public policy issues.

## **Project Description**

TCDD intends to support opportunities for experienced policy professionals to train and mentor less experienced policy professionals through a fellowship program. TCDD expects that TCDD Public Policy Fellows will develop the skills and knowledge to work effectively at the state and community levels.

TCDD will provide funding to increase the capacity of individuals who are beginning their public policy career in Texas to engage effectively in developmental disability policy advocacy. Texas nonprofit advocacy organizations would be eligible to receive a grant to hire, train, and mentor a developmental disability policy fellow for up to two years. The fellows will be recent graduates of law, social work, public policy or other related graduate programs. The high value placed on real-world personal experiences means that self-advocates, parents and siblings of persons with disabilities would be strongly encouraged to apply for fellowships.

The fellows would learn about the many ways that public policy can influence systems change, including statutory, and regulatory actions and organizational practice with a foundation in the Council's values. The Public Policy Fellows would also likely make a meaningful contribution to their organization's mission, and they may be asked to provide training to other advocates across the state through presentations and webinars.

TCDD would fund 10 different projects, each supporting one fellow for two years. The last project would be completed in the sixth year. This would result in a total of 10 fellows: two fellows in year one; four fellows in year two; four fellows in year three; four fellows in years four and five; and two fellows in year six. Years 2017, 2019, and 2021 include legislative sessions.

## **Proposed Funding Amount**

Up to \$135,000 for year one; \$270,000 for year two; \$270,000 for year three, \$270,00 for year four; \$270,000 for year five; and \$135,00 for year six. TCDD match requirements will apply.

## **Proposed Duration**

TCDD would provide funding for up to six years.

## **Other Considerations**

If the funding is authorized, TCDD staff recommend allowing organizations to apply at any time during the year. The Executive Committee could review proposals and make funding decisions twice a year for applications submitted by the designated dates posted in the Request for Proposal.

# Project Development Committee

## Idea Discussion Guide

### Questions to be considered when discussing a new project idea:

1. What is the issue or gap in the system that needs to be addressed?
2. What group or groups of people with disabilities would benefit from addressing this issue?
  - a. Consider: Geographic area(s); age(s); disability type(s); race/ethnicity; people who speak different languages; income; education
3. What state plan objective does this address?
4. What public policy priority does this address?
5. How has this issue been addressed to date?
  - a. Previous or current TCDD Grant?
  - b. Effort from other organization or state agency? Who?
  - c. What was the result?
  - d. How have other states addressed this?
6. How would TCDD build on current and/or previous efforts? (Describe specific activities)
  - Advocacy --Telling others about issues, needs, and possible solutions
  - Capacity Building--Helping communities and other groups build their resources
  - Systems Change--Changing the way government programs, state agencies, and other organizations do business every day to improve support for people with disabilities
7. Who is ultimately responsible for this issue in our system- long term?
  - a. Individuals with DD, Families, Service Providers, Community organizations, State agencies, leaders/policy makers
8. What disparity or disproportionalities exist related to this project?
9. Is addressing this issue feasible?

**Background:**

The Project Development Committee will review this chart that includes all projects previously approved by the Council that have not yet been initiated. The Committee may add new projects recommended for approval by the Council and may recommend revisions to the priority order as determined appropriate.

**Project Development Committee — Agenda Item 8**

**Expected Action:**

The Project Development Committee will consider revisions to the Future Project Funding Priorities list.

**Council — Agenda Item 5. B.**

**Expected Action:**

The Council will consider recommendations from the Project Development Committee.

## Stipend Expenditures — July 14, 2016

Number	Organization/Activity	Possible Projects	Funding “Up To”	Council Approved	Expected RFP Post	Expected Start	Expected End
N/A	Outreach & Development Projects – 2.0 Projects for up to 18 months	5 per year	\$10,000 per project	2/5/13	TBD	FY 14–16	Variable
N/A	Developmental Disability Policy Fellows Program Award up to 2 two-year Fellowships in each of Year 1 and 2 Up to 3 yrs.	1	Year 1 up to \$135k Year 2 up to \$270K Year 3 up to \$135K	8/9/13	2/21/2014 3/4/2016	8/1/201 9/1/2016	7/31/2016 8/31/2018
N/A	Leadership Development and Advocacy Training Up to 5 years	4	\$75,000 per year	8/8/14	9/4/15	4/1/16	3/31/16
1	Partners in Policymaking Up to 5 years	1	Year 1 up to \$150K Year 2 up to \$225K Year 3 up to \$250K Year 4 and 5 up to \$300K	11/6/15	TBD	TBD	TBD
2	Alternatives to Guardianship and Supported Decision Making DD Network Project Up to 5 years	1	TBD	2/5/16	TBD	TBD	TBD
3	Higher Education Collaborative Up to 5 years	1	TBD	2/5/16	3/25/16	11/1/16	10/31/21
4	Support for Student Research-Related Expenses on Disability-Related Topics Up to 5 years	3	\$25,000 per year per project	11/7/14	TBD	TBD	TBD
5	Partnership with African American Clergy to Support Families Up to 5 years	1	\$75,000/yr.	5/3/13	N/A	TBD	TBD
6	Youth Leadership Development Up to 5 years	3	\$125,000 per year per project.	5/5/16	9/15/16	TBD	TBD

Number	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
7	Outreach Development Up to 5 years	5	Year 1 up to \$10K Year 2 up to \$20K per project	5/5/16	10/1/16	TBD	TBD
8	Peer Support Specialists for Person Directed Planning Up to 4 years	1	Year 1 up to \$100K Year 2-4 up to \$125K	5/5/16	TBD	TBD	TBD
9	Translation Services Up to 3 years	1	\$25000 per year	5/5/16	TBD	TBD	TBD

Legend:

Blue text indicates: open RFP or Proposals received are under review at time of printing.

Yellow highlighted text indicates: proposals have been approved, awarded or project is in process of beginning since last Council meeting.

**Background:**

Minutes of the May 5, 2016, Public Policy Committee meeting are included for your review.

**Public Policy Committee — Agenda Item 3**

**Expected Action:**

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

## PUBLIC POLICY COMMITTEE MEETING May 5, 2016 — DRAFT MINUTES

### Committee Members Present

Lora Taylor, Committee Chair  
Kristine Clark  
Mary Faithfull, DRTx  
Stephen Gersuk  
Ruth Mason  
Michael Peace  
Brandon Pharris  
Amy Sharp, UT- CDS  
Donnie Wilson, DADS  
April Young, HHSC  
Dan Zhang, A&M- CDD

### Committee Members Absent

Hunter Adkins

### Council Members Present

Kristen Cox, Vice-Chair

### Guests Present

Brittain Ayres, Texas Advocates  
Justin Babineaux, DADS  
Shiloh Gonzalez, DARS  
Amy Litzinger,  
Texas Parent to Parent  
Darryl Powell

Tanashia Stanton,  
Texas Advocates

### Staff Present

Belinda Carlton  
Ashley Ford  
Linda Logan  
Jessica Ramos  
Joshua Ryf  
Beth Stalvey  
Executive Director

### Call To Order

The Public Policy Committee convened on Thursday, May 5, 2016 in the Jennings Room of the Doubletree Austin Northwest Hotel - Arboretum, 8901 Business Park Drive, Austin, TX 78759. Public Policy Committee Chair Lora Taylor called those present to order at 1:45 p.m.

#### 1. Introductions

Chair Taylor asked the Committee members, staff, and guests to introduce themselves and to share what they are looking forward to this summer. Chair Taylor also asked members to prepare for the next meeting in August by beginning to think about what issue will be most important to them in the upcoming legislative session.

#### 2. Public Comments

No public comments were offered to the Committee.

#### 3. Consideration of Minutes

The Committee reviewed the minutes from the February 4, 2016, Public Policy Committee meeting. Committee member Ruth Mason requested a revision to discussion details under Member Updates regarding employment coordination and funding.

**MOTION:** To approve the minutes of the February 4, 2016, Public Policy Committee meeting, with one revision to insert, “They also expressed frustration regarding lack of employment coordination and funding.” after the third sentence of item number five, Member Updates.

**MADE BY:** Brandon Pharris

**SECOND:** Michael Peace

The motion **passed** without opposition. Kristine Clark and Mary Faithfull abstained from voting.

#### 4. Chair’s Remarks

Chair Taylor reviewed absences and reported on the recent events that she attended, including the Southwest Cannabis Conference and Expo in Fort Worth and the Marijuana and Cannabinoids: A Neuroscience Research Summit in Bethesda, Maryland. The Chair highlighted cannabinoid policy priorities and current challenges with the medicinal use of marijuana.

5. **Member Updates**

Committee member Ruth Mason discussed her experience testifying before the Article II House Appropriations Committee regarding long term services and supports in the Medicaid program. Though she was not in attendance, Chair Taylor congratulated Committee member Elaine Eisenbaum for receiving her Ph.D. and welcomed Justin Babineaux as a new voting member of the Committee.

6. **TCDD Position Statement Review**

The Committee reviewed and recommended updates for the following Position Statements: Aging with Developmental Disabilities, Access to Health Care, Community Living, and Right to Privacy.

Chair Taylor presented the **Aging with Developmental Disabilities Position Statement** and explained the purpose of the recommended revisions.

**MOTION:** To recommend Council approval of the Aging with Developmental Disabilities Position Statement as presented.

**MADE BY:** Brandon Pharris

**SECOND:** Michael Peace

The motion **passed** unanimously.

Chair Taylor presented the **Access to Health Care Position Statement** and explained the purpose of the recommended revisions. The statement adds a data element about the coverage gap, however the committee discussed and rejected the recommendation that additional subsidies should extend to people with developmental disabilities who are not eligible for Medicaid.

**MOTION:** To recommend Council approval of the Access to Health Care Position Statement as presented with one edit to reject all of the proposed edits to the third bullet.

**MADE BY:** Amy Sharp

**SECOND:** Kristine Clark

The motion **passed** without opposition. Donnie Wilson, April Young, and Stephen Gersuk abstained.

Chair Taylor presented the **Community Living Position Statement** and explained the purpose of the recommended revisions.

**MOTION:** To recommend Council approval of the Community Living Position Statement as presented.

**MADE BY:** Kristine Clark

**SECOND:** Michael Peace

The motion **passed** with Stephen Gersuk opposed. Donnie Wilson and April Young abstained.

Chair Taylor presented the **Right to Privacy Position Statement** and explained that staff received some late recommendations that they were not able to include in the binder. The

Committee agreed to take no action to the Right to Privacy statement and to take it up in August. No action was taken on the Right to Privacy Position Statement.

## 7. Public Policy Issues

The Committee received updates from staff regarding recent public policy activities including Workforce Innovation & Opportunity Act (WIOA), employment supports and services, State Supported Living Center (SSLC) Ombudsman Report findings, how to keep parents involved in Admission, Review, and Dismissal (ARD) meetings, update on autism services, statewide health and human services transition and transformation, and peer supports.

Public Policy Specialist Linda Logan discussed WIOA and its impact on employment and transition services. Logan noted the most significant WIOA changes include:

- requiring 15% (\$36 million a year) of the state's Vocational Rehabilitation (VR) funds to be allotted to services for transition age youth;
- requiring evidence of rigorous efforts made by VR to secure competitive integrated employment for transition-age youth before permitting work at subminimum wages;
- allowing youth who qualify as a person with a disability under the Americans with Disabilities Act (ADA) to obtain pre-employment transition services regardless of whether they have applied for or qualified for VR (or IDEA or Section 504 services); and
- defining the term "competitive integrated" to describe desired employment outcomes for people with disabilities, including people with the most significant disabilities.

Public Policy Director Jessica Ramos discussed how other states have been successful at closing sheltered workshops and phasing out 14(c) certificate holders by focusing their efforts on securing employment options in the community – especially for transition-age youth. Ramos explained that these states can offer Texas insight about how to successfully implement WIOA, improve VR services, and how to eliminate sheltered workshops and increase competitive integrated employment options for people with developmental disabilities. Ramos noted in order to increase the number of Texans with disabilities in competitive integrated employment, Texas must renew and sustain its employment efforts.

Public Policy Assistant Ashley Ford discussed the summary of the Office of the Independent Ombudsman for State Supported Living Centers 2015 Annual Report recommendations. Ford noted that the report had changed in substance and structure from previous reports published by the Ombudsman using their experiences with residents on an individual and personal level to support long standing recommendations, which included improving staff to client ratios, expanding and strengthening staff training, and increasing knowledge of rights and due process. Ramos explained that the Ombudsman's report stresses their frustration with the Texas Legislature's inaction in addressing their recommendations and discussed opportunities for engaging the SSLC Ombudsman in future Council activities, such as peer supports for rights education.

Ramos highlighted claims data provided by Committee member Donnie Wilson, Department of Aging and Disability Services (DADS) representative, showing the utilization of supported employment and employment assistance compared to day habilitation. Ramos noted that although individuals are not required to include day habilitation on their service plans, most Medicaid community-based waiver participants' service plans typically include day habilitation (57%).

Logan presented information to the Committee regarding the decision-making rights of students during ARD meetings. Logan explained that when students receiving special education services turn 18 years old, their parents are no longer automatically included in their child's ARD committee meetings, however there are multiple alternatives that can enable parents to stay involved in their child's educational decisions without placing the student under guardianship. Ramos noted that progress made with supported decision-making highlighted the need for families to be educated and aware of the decision-making right of students during ARD meetings and that other alternatives to guardianship exist.

Logan presented information to the Committee regarding changes that could expand access to autism services. Logan highlighted recommendations to align Board Certified Behavior Analysts (BCBAs) licensure qualifications to similar licensed professions' requirements and to submit a Medicaid State Plan Amendment to make services currently available to Medicaid enrolled children available on a statewide basis to Medicaid-eligible adults.

Ramos presented information to the Committee regarding the statewide health and human services agency consolidation and recommendations Disability Policy Consortium (DPC) submitted to the Health and Human Services Commission specific to the design of its agency-wide rulemaking system. In addition, Ramos updated the Committee on the legislative oversight committee's response to the draft of HHSC's transformation plan.

Ramos presented information to the Committee regarding the peer supports executive summary under Council consideration and other methods to implement peer supports as a way for people with developmental disabilities to gain control over their lives. Ramos noted that an upcoming meeting is scheduled with the state's Medicaid Director and managed care organizations to discuss how to implement peer supports within managed care for Home and Community Based Services (HCBS) waiver participants.

**8. Other Discussion Items**

The Committee was reminded that TCDD's 2015 Public Policy Priorities will be reviewed during the August committee meeting to adopt priorities for 2017.

The Committee received updates from Communications Director Josh Ryf regarding communications and marketing related to public policy.

**Adjourn**

There being no further business, Committee Chair Lora Taylor adjourned the meeting at 4:30 p.m.

Beth Stalvey, Secretary to the Council      Date

**Background:**

The Public Policy Committee is responsible for recommending Public Policy Priorities to the Council before the beginning of each legislative session. TCDD's Public Policy Priorities provide guidance to staff regarding legislative advocacy activities. Proposed 2017 Public Policy Priorities are included.

**Public Policy Committee — Agenda Item 6**

**Expected Action:**

The Public Policy Committee will consider recommendations to the Council for the TCDD 2017 Public Policy Priorities.

**Council — Agenda Item 7**

**Expected Action:**

The Council will consider approval of recommendations from the Public Policy Committee.



## Texas Council for Developmental Disabilities

The mission of the Texas Council for Developmental Disabilities is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

## 2017 Public Policy Priorities

### **Long Term Services and Supports:**

Improve the system of long-term services and supports to ensure the availability, timeliness and quality of community-based services and supports for individuals with developmental disabilities throughout the lifespan with an emphasis on providing services in integrated, community settings thereby reducing reliance on the need for institutional services.

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### **Employment:**

Improve the system of employment services and income supports for individuals with developmental disabilities, including programs that help individuals develop assets and resources and help students with disabilities transition from school to work, by maximizing federal opportunities.

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### **Education:**

Protect the right of students with disabilities to an appropriate, inclusive, publicly-funded education that provides preparation for life's transitions, supports opportunities for full participation and eliminates the use of inappropriate disciplinary alternatives throughout the educational spectrum — from early education programs to post-secondary schooling.

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### **Guardianship Reform and Supported Decision Making:**

Protect and promote the civil rights and well-being of people with developmental disabilities by improving access to alternatives to guardianship and advancing protections and rights for those for whom guardianship is found to be the least restrictive alternative.

For more information on these and other advocacy issues important to the Council visit:  
<http://www.tcdd.texas.gov/public-policy/position-statements/>

**Background:**

The Council periodically reviews TCDD's Position Statements. In November, the Council will review the Criminal Justice, Right to Privacy, Service Coordination, and Transportation Position Statements. This quarter, TCDD staff asked Council members to review and recommend updates for the following Position Statements: Employment, Education, and Transition.

The following Position Statement documents are included for your review:

**A. Employment –**

- i. Current Position Statement with Markups\*
- ii. Current Position Statement with Markups Accepted\*

**B. Education –**

- i. Current Position Statement with Markups\*
- ii. Current Position Statement with Markups Accepted\*

**C. Transition –**

- i. Current Position Statement with Markups\*
- ii. Current Position Statement with Markups Accepted\*

\* **PURPLE** Council Member input; **RED** Staff input

**Public Policy Committee — Agenda Item 7****Expected Action:**

The Public Policy Committee will consider changes to three position statements and recommend revisions to the Council.

**Council — Agenda Item 6****Expected Action:**

The Council will consider revisions to the TCDD Position Statements recommended by the Public Policy Committee and determine final action.

## Education Position Statement

The Texas Council for Developmental Disabilities supports the position that all students have a right to learn, play, and work together with students their own age, with and without disabilities, in the same schools, classrooms and other educational and extracurricular programs. ~~attended by their brothers, sisters and neighbors, and that s~~ Schools, classrooms, programs, and appropriate transportation must be both physically and programmatically accessible to all students. ~~It is the position of the Council, as well as the policy of the state, that a~~ All children ~~should~~ must be treated with dignity and respect ~~when addressing in~~ behavioral-social, emotional and academic ~~needs education.~~

The Council supports that position that serving the individualized needs of each student starts with appropriate identification of all students who have disabilities that require special education services or services provided under Section 504 of the Rehabilitation Act. The numbers of students requiring these services should not be predetermined according to fixed percentages of the general student population, but should be based exclusively on the objective assessment of each student's strengths and needs by qualified professionals.

All students with disabilities, ~~regardless of individual needs,~~ must be provided inclusive and integrated academic and vocational instruction, evidence-informed supports, and full access to the general curriculum, extracurricular activities, and related services, ~~in the least restrictive environment. Related services refer to developmental, corrective, and other supportive services, including psychological, counseling and medical diagnostic services and transportation. The delivery of individually~~ Individualized appropriate instruction and related services that enable the student with disabilities to benefit from education must be provided by highly qualified teachers and service providers ~~with administrative support and opportunities for continued and ongoing professional development in all areas of identified need.~~ Successful inclusion requires teacher education programs to prepare all educators and administrators, not only those providing special education services, to work with the full range of students in inclusive settings with access to co-teaching models and continued ongoing professional development in all areas of identified need.

All people with disabilities in Texas should have the opportunity to achieve their potential for independence, productivity, and integration into the community. Education is a lifelong process that is vital to attaining a full and complete life. ~~The results~~ Successful outcomes of an appropriate education for students with disabilities should be evidenced by employment and/or enrollment in postsecondary education, as well as meaningful engagement in community life, within one year of leaving high school.

~~Charter schools or schools accepting voucher payments must provide students the same educational rights and opportunities that they would be accorded in the public education system. The Council believes that schools that accept state or federal money to educate students must accept any student with a disability who may apply for admission to that school; abide by federal and state education laws that protect the rights of all students; abide by Section 504 of the Rehabilitation Act that requires any entity receiving federal funds to include people with~~

~~disabilities in its program, and accept any student at the state rate of payment asking for no additional tuition or fees beyond the normal fees required by the student's local education agency. If these criteria are not met, the Council opposes publicly funded school vouchers and charter schools. The Council does not support any initiative that would deplete funds from the public education system and ultimately from those available for the education of students with disabilities.~~

~~The full inclusion of Texas students with disabilities should be approached as a value and underlying philosophy by which we educate all students. We believe that s Successful inclusion requires teacher education programs to prepare all educators and administrators, not only those providing special education services, to work with the full range of students in inclusive settings. Special education is not a separate educational system, but rather a service provided to people with specific needs within the general educational system. Professional preparation programs should emphasize the shared responsibility of all educators and administrators for every student.~~

~~Full inclusion requires the ongoing, shared responsibility of students, parents, guardians, educators, administrators and the community at large to ensure that all students have the same opportunities to learn, to play, to be engaged with peers, and to fully experience student life.~~

~~Texas charter schools or schools accepting voucher payments must abide by federal and state education laws and accept students requiring special education services at the state rate of payment with no additional tuition or fees beyond the normal fees of the student's local education agency. The Council does not support any initiative that would take funds from the public education system or the education of students with disabilities.~~

~~The full, meaningful inclusion of Texas students with disabilities should be approached as a fundamental value and underlying principle by which we educate all students. The education of students with disabilities should result in self-determination, lifelong learning, employment, and community engagement.~~

Approved February 6, 2015

## Education Position Statement

The Texas Council for Developmental Disabilities supports the position that all students have a right to learn, play, and work together with students their own age, with and without disabilities, in the same schools, classrooms and other educational and extracurricular programs. Schools, classrooms, programs, and appropriate transportation must be both physically and programmatically accessible to all students. All children must be treated with dignity and respect in their social, emotional and academic education.

The Council supports that position that serving the individualized needs of each student starts with appropriate identification of all students who have disabilities that require special education services or services provided under Section 504 of the Rehabilitation Act. The numbers of students requiring these services should not be predetermined according to fixed percentages of the general student population, but should be based exclusively on the objective assessment of each student's strengths and needs by qualified professionals.

All students with disabilities must be provided inclusive and integrated academic and vocational instruction, evidence-informed supports, and full access to the general curriculum, extracurricular activities, and related services. Individualized appropriate instruction and related services that enable the student with disabilities to benefit from education must be provided by highly qualified teachers and service providers. Successful inclusion requires teacher education programs to prepare all educators and administrators, not only those providing special education services, to work with the full range of students in inclusive settings with access to co-teaching models and continued ongoing professional development in all areas of identified need.

All people with disabilities in Texas should have the opportunity to achieve their potential for independence, productivity, and integration into the community. Education is a lifelong process that is vital to attaining a full and complete life. Successful outcomes of an appropriate education for students with disabilities should be evidenced by employment and/or enrollment in postsecondary education, as well as meaningful engagement in community life, within one year of leaving high school.

Texas charter schools or schools accepting voucher payments must abide by federal and state education laws and accept students requiring special education services at the state rate of payment with no additional tuition or fees beyond the normal fees of the student's local education agency. The Council does not support any initiative that would take funds from the public education system or the education of students with disabilities.

The full, meaningful inclusion of Texas students with disabilities should be approached as a fundamental value and underlying principle by which we educate all students. The education of students with disabilities should result in self-determination, lifelong learning, employment, and community engagement.

Approved TBD

## Employment Position Statement

The Texas Council for Developmental Disabilities supports the ~~position that state's Employment First law and policy that earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits. People~~ people with disabilities have the right to meaningful employment at competitive wages that includes job training, and opportunities for career growth and enhancement-as lifelong learners. Employment opportunities in the community ~~job market~~ should be open readily available to people with disabilities without discrimination or segregation.

Through employment, people with disabilities gain an important point of entry into their communities, a sense of being valued, earned wages, ~~and~~ job benefits and an opportunity to make a meaningful contribution. With ~~both these~~ tangible and intangible rewards from employment, people with disabilities ~~secure-achieve~~ greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities supports the position that affirms that:

- State agencies should ~~work together to implement-revise~~ policies to ~~enact-align-with~~ the state's Employment First law and policy ~~that competitive employment at a living wage in the general workforce is the first and preferred outcome of publicly-funded services for all working-age Texans with disabilities.~~
- ~~State agencies should work together to ensure that students~~ Students with disabilities ~~should~~ receive a strong social, emotional and academic sound foundation in their K-12 educational. ~~This foundation based on-should include~~ person-centered planning and that supports each the student's transition into higher education or a career after graduation. High school education must provide a range of choices in career preparation such as vocational training, career and technology education, preparation for higher education and opportunities for completive integrated employment ~~in the community~~.
- Transition plans should identify and fully support individualized, meaningful goals that reflect each student's highest potential and preferences. ~~and should be pursued ambitiously.~~
- People with disabilities have the right to self-determination in establishing their career path, career goals, job placement or self-employment options, retention, advancement, and retirement plans. People with disabilities who depend on public benefits for health care and long-term services and supports should be able to participate in employment without losing these supports.

- People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology ~~and supports~~, as long as necessary to obtain and keep employment.
- ~~People with disabilities should be able to participate in employment without losing necessary public benefits, especially access to health care.~~
- ~~Employment opportunities and the benefits of employment should be fully accessible to people with disabilities beginning with recruitment and continuing through retirement. Employers should strive to make the physical environment accessible, use accessible technology, and provide individualized, reasonable accommodations.~~
- ~~The e-E~~mployment needs of people with disabilities should be effectively addressed through a collaborative effort by businesses, professional organizations, state and local governments, and people with disabilities and their support networks.
- Entities involved in statewide employment initiatives should disseminate information about civil rights laws that protect and guarantee the rights of people with disabilities, ~~as well as~~ resources available to support people with disabilities in the workplace, and protection from workplace bullying and abuse.
- Entities involved in statewide employment initiatives should disseminate information to employers and the business community to overcome the negative perceptions and fears of hiring people with disabilities, and to ~~explain-promote~~ the benefits and incentives for hiring people with disabilities.
- Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment ~~options~~ initiatives that can include micro-enterprises and other entrepreneurial ventures.

Work is a fundamental part of adult life, and for people with disabilities, taking part in working life is an essential condition to equal participation in society. Individuals with disabilities in the Texas competitive labor force have a positive financial impact on our economy, generating income that is ultimately returned in the form of tax revenues and the purchase of goods and services.

Approved ~~May 9, 2014~~

## Employment Position Statement

The Texas Council for Developmental Disabilities supports the state's Employment First law and policy that earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits. People with disabilities have the right to meaningful employment at competitive wages that includes job training, and opportunities for career growth and enhancement. Employment opportunities in the community should be readily available to people with disabilities without discrimination or segregation.

Through employment, people with disabilities gain an important point of entry into their communities, a sense of being valued, earned wages, job benefits and an opportunity to make a meaningful contribution. With both tangible and intangible rewards from employment, people with disabilities achieve greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities supports the position that:

- State agencies should work together to implement policies to enact the state's Employment First law and policy.
- State agencies should work together to ensure that students with disabilities receive a strong social, emotional and academic K-12 educational foundation based on person-centered planning that supports each student's transition into higher education or a career after graduation. High school education must provide a range of choices in career preparation such as vocational training, career and technology education, preparation for higher education and opportunities for competitive integrated employment.
- Transition plans should identify and fully support individualized, meaningful goals that reflect each student's highest potential and preferences.
- People with disabilities have the right to self-determination in establishing their career path, career goals, job placement or self-employment options, retention, advancement, and retirement plans. People with disabilities who depend on public benefits for health care and long-term services and supports should be able to participate in employment without losing these supports.
- People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology, as long as necessary to obtain and keep employment.
- Employment needs of people with disabilities should be effectively addressed through a collaborative effort by businesses, professional organizations, state and local governments, and people with disabilities and their support networks.
- Entities involved in statewide employment initiatives should disseminate information about civil rights laws that protect and guarantee the rights of people with disabilities as well as resources available to support people with disabilities in the workplace, and protection from workplace bullying and abuse.

- Entities involved in statewide employment initiatives should disseminate information to employers and the business community to overcome the negative perceptions and fears of hiring people with disabilities, and to promote the benefits and incentives for hiring people with disabilities.
- Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment initiatives that can include micro-enterprises and other entrepreneurial ventures.

Work is a fundamental part of adult life, and for people with disabilities, taking part in working life is an essential condition to equal participation in society. Individuals with disabilities in the Texas competitive labor force have a positive financial impact on our economy, generating income that is ultimately returned in the form of tax revenues and the purchase of goods and services.

Approved TBD

## Transition from School to Adult Life Position Statement

The Texas Council for Developmental Disabilities supports the position that ~~people with disabilities have the right to live in and be an integral part of their communities, to be employed, to be independent and to make informed choices about their lives.~~ Each student with disabilities, as all youth, must be given opportunities to achieve academic success and develop, decision-making skills to foster independence and self-determination, to cultivate personal interests and preferences, to explore and pursue career opportunities and personal interests that are both relevant and meaningful, ~~and to participate in job training, job placement and community experiences as part of the transition from school to adult life.~~ Transition plans should identify and fully support individualized goals that reflect each student's highest potential and preference.

Transition plans ~~planning~~ are required for students receiving special education services beginning at age 14 and must be updated annually should with concrete steps to guide and prepare help a students to move from school to adult ~~lives life and~~ with the necessary skills, services and supports that will enable them to be fully included in their community and exercise control over their own life. Student training in decision-making, self-determination, self-advocacy, and individual rights must be part of the plan. must address key life areas related to health, work, recreation and leisure, home living, community participation, and opportunities to continue learning after high school. Transition planning ~~should~~ must also include ~~proactive pursuit of higher education options academic and vocational opportunities for students and should~~ that reflect the Texas "Employment First" law and policy , ~~stating~~ that "earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits." ~~This can include a range of post-secondary opportunities, such as but not limited to attending higher education college, technical schools, or pursuing national service vocations. The individual services provided ultimately depend on the student's needs and interests, and choices.~~

The Council supports the direction of the Workforce Innovation and Opportunity Act (WIOA), which requires that:

- pre-employment transition services include job exploration, work-based learning experiences, counseling on opportunities for higher education, and workplace readiness training, as well as ~~In addition, it should include~~ training education in self-determination, self-advocacy, and individual rights;
- a person under age 25 cannot be paid subminimum wages unless the individual has received these pre-employment transition services or transition services under IDEA, and has applied for vocational rehabilitation services; and
- the individual must be given career counseling and information and referral to other resources for services to assist the individual in attaining competitive integrated employment by an entity that does not have a financial interest in the individual's employment outcome.

~~A comprehensive array of timely services supports, coordinated among and between all adult service agencies and the local education agency, is imperative to maximize choices and opportunities for students with disabilities to achieve independence and be contributing and respected members of their communities. The transition planning process should be a thoughtful, student-centered, student-led process that takes into account the individual's unique values, preferences, abilities and challenges. In addition, it should include training in self-determination, self-advocacy and individual rights.~~

Transition planning should include local and regional agencies that can help a student access ~~services and~~ supports beyond secondary school by providing essential information about the ~~opportunity process to apply~~ for applying for community-based long-term services and supports through Medicaid waiver and non-waiver services, Social Security disability benefits, affordable community-based housing options ~~in the community~~, Vocational Rehabilitation S workforce services, and available transportation options. Transition planning should clearly address student and family concerns about maintaining benefits, including health benefits, while the student pursues work and/or school.

Successful transition planning can only be accomplished when each student and his or her parents have the information, knowledge, skills, and access to supports and services that empower them to fully participate in the process of planning the student's future. The ~~w~~Whole communityies, including families, schools, businesses, employers, health care providers, public service agencies, and other stakeholders, must work together to identify, locate, and share resources to assist in promoting successful post-school outcomes. It should be the local education agency's responsibility to make information and education available to students and families regarding how to actively and effectively participate in transition planning, including resources ~~about~~ regarding how to secure an independently facilitated transition plan and resources to connect with others ~~parents with personal experience with transition planning~~. Students should have the opportunity to identify and select the participants in their transition planning processes.

~~Successful transition planning is facilitated when each student and his or her parents have the information, knowledge, skills, and access to supporting services that enable them to fully participate in the process of planning the student's future. That information, knowledge, skills, and access should be coordinated through the student's local education agency. If a student is not affiliated with a local education agency, the transition planning process should be coordinated by a single other agency, entity, or individual having responsibility for such planning and chosen by the student or family.~~

~~The Council values the diversity and unique contributions of each citizen of the state.~~ Fragmentation of the various service delivery systems results in the provision of inadequate, untimely, and/or inappropriate services and costly duplicative efforts. Coordination among young adults and their families, local education agencies, outside agencies, and others on information sharing, flexible scheduling, and ~~implementation timelines~~ the timeline for plan implementation is ~~critical-essential~~ to ensure successful transition from school to adult life.

~~The ultimate measure of successful transition planning is to increase the numbers of young adults engaged in stable employment in integrated settings at competitive wages after completing secondary and/or post-secondary education experiences. It is the Council's~~ The Council supports the position that providing effective transition planning and services for young adults with disabilities is beneficial for ~~benefits~~ each community and the entire state. People Students with disabilities who ~~are~~ become employed enrich the diversity of our communities, rely less on publicly-funded services, and contribute to the overall well-being of the community's economic base.

Approved May 9, 2014

## Transition from School to Adult Life Position Statement

The Texas Council for Developmental Disabilities supports the position that students with disabilities, as all youth, must be given opportunities to achieve academic success and develop decision-making skills to foster independence and self-determination, and pursue career opportunities and personal interests that are both relevant and meaningful. Transition plans should identify and fully support individualized goals that reflect each student's highest potential and preference.

Transition plans are required for students receiving special education services beginning at age 14 and must be updated annually with concrete steps to guide and prepare students to move from school to adult lives with the necessary skills, services and supports that will enable them to be fully included in their community and exercise control over their own life. Student training in decision-making, self-determination, self-advocacy, and individual rights must be part of the plan. Transition planning must include academic and vocational opportunities that reflect the Texas "Employment First" law and policy, that "earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits."

The Council supports the direction of the Workforce Innovation and Opportunity Act (WIOA), which requires that:

- pre-employment transition services include job exploration, work-based learning experiences, counseling on opportunities for higher education, and workplace readiness training, as well as education in self-determination, self-advocacy, and individual rights;
- a person under age 25 cannot be paid subminimum wages unless the individual has received these pre-employment transition services or transition services under IDEA, and has applied for vocational rehabilitation services; and
- the individual must be given career counseling and information and referral to other resources for services to assist the individual in attaining competitive integrated employment by an entity that does not have a financial interest in the individual's employment outcome.

Transition planning should include local and regional agencies that can help a student access supports beyond secondary school by providing essential information about the process for applying for community-based long-term services and supports through Medicaid waiver and non-waiver services, Social Security disability benefits, affordable community-based housing options, workforce services and transportation options. Transition planning should clearly address student and family concerns about maintaining benefits, including health benefits, while the student pursues work and/or school.

Successful transition planning can only be accomplished when each student and his or her parents have the information, knowledge, skills, and access to supports and services that empower them to fully participate in the process of planning the student's future. The whole community, including

families, schools, businesses, employers, health care providers, public service agencies, and other stakeholders, must work together to identify, locate, and share resources to assist in promoting successful post-school outcomes. It should be the local education agency's responsibility to make information and education available to students and families regarding how to effectively participate in transition planning, including resources regarding how to secure an independently facilitated transition plan and resources to connect with others with personal experience. Students should have the opportunity to identify and select the participants in their transition planning processes.

Fragmentation of the various service delivery systems results in the provision of inadequate, untimely, and/or inappropriate services and costly duplicative efforts. Coordination among young adults and their families, local education agencies, outside agencies, and others on information sharing, flexible scheduling, and the timeline for plan implementation is essential to ensure successful transition from school to adult life.

The Council supports the position that providing effective transition planning and services for young adults with disabilities is beneficial for each community and the entire state. Students with disabilities who become employed enrich the diversity of our communities, rely less on publicly-funded services, and contribute to the overall well-being of the community's economic base.

Approved TBD

**Background:**

- **Federal Policy Issues** — TCDD Public Policy Staff will provide an overview of the status and implementation of federal legislative initiatives that could impact people with disabilities. Discussion topics include: **Workforce Investment Opportunity Act**
- **State Supported Living Centers Update** — The Committee will receive an update regarding SSLC Ombudsman Reports.
  1. **Lead in water at SSLCs**
  2. **DADS Draft Long Range Plan for State Supported Living Centers**
  3. **Austin State Hospital and Austin State Supported Living Center Location Feasibility Study**
- **State Policy Issues** — TCDD Staff will provide an update regarding recent public policy activities. Discussion topics include:
  1. **Proposed 4 percent budget cuts for 2018-2019**
  2. **Long-Term Care Plan for Individuals with Intellectual Disabilities and Related Conditions**

**Public Policy Committee — Agenda Item 8****Expected Action:**

The Committee will receive updates on these items and may make recommendations for consideration by the Council.

**Council — Agenda Item 15. A.****Expected Action:**

The Council will receive a report on the Public Policy Committee discussion.



*promoting progressive public policy for Texans with disabilities*

May 17, 2016

Office of the Governor  
P.O. Box 12428  
Austin, Texas 78711-2428

Re: Lead Levels in State Supported Living Center Drinking Water

Dear Governor Abbott:

Texas has 13 State Supported Living Centers (SSLC) that house individuals with disabilities. This week during a quarterly test for lead we became aware that the Brenham, El Paso and San Angelo SSLCs had toxic levels of lead in their drinking water. The Brenham facility alone contained 18 times the amount of lead that is considered unsafe for human consumption. Unfortunately, we do not know how long these residents have been drinking poisonous water and the Disability Policy Consortium feels strongly that greater efforts need to be made to ensure the health and safety of the residents at these SSLC facilities.

Texas Disability Policy Consortium (DPC)<sup>1</sup> is an independent group of disability advocacy organizations committed to promoting the rights, inclusion, integration and independence of Texans with disabilities. DPC is made up of 21 members of statewide and local disability organizations. The Consortium provides an ongoing forum for analysis and discussion on important disability issues in Texas including the health and safety of Texans with disabilities. We are particularly concerned with the recent findings of lead in the three SSLCs facilities and are asking that you take appropriate steps to ensure the health and safety of the Texans that reside at the Brenham, El Paso and San Angelo SSLCs. Please consider the following measures:

1. Every resident in the Brenham, El Paso, and San Angelo SSLCs should be offered an opportunity to transition into the community or to move to another SSLC that did not test positive for toxic lead levels. These individuals and their loved ones deserve to have the peace of mind that they are not drinking poisonous water.
2. We appreciate the efforts of the SSLCs to train their staff to recognize symptoms of lead poisoning. The DPC, however feels strongly that every current and recent resident should also receive a blood test. The effects of lead consumption range from permanent intellectual disability to headaches, poor appetite to vomiting, loss of balance and seizures. Many of these effects are conditions that the current population already have or exhibit, and because a large portion of the population cannot communicate changes in their conditions, allowing staff

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<sup>1</sup> <http://www.disabilitytx.org/>

to wait and observe side effects is not sufficient. We are unsure for how long there have been toxic lead levels in the water at these facilities and know that this population presents unique health conditions that can put them at greater risk. If an individual has lead poisoning, they deserve to be diagnosed, treated, and moved to safety immediately.

3. The taxpayers cannot afford to pay for more infrastructure band aides for these crumbling facilities. Each year the state allocates millions of dollars in deferred maintenance for the 13 SSLCs and still, they cannot provide basic health and safety conditions, like safe drinking water. In 2014, the Austin SSLC also had toxic lead levels in its water. Please take the longer view regarding alternatives to spending precious state dollars to repair these facilities that continue to drain Texas resources. Instead, we urge the state to seize the opportunity to increase capacity to provide support services for individuals with disabilities with complex needs in their local communities. Imagine how far those resources could go toward high quality community services if the SSLC daily rate of \$856.00 were available to support SSLC residents in the community, including pay for highly skilled direct support professional wages commensurate with extra training and competencies to provide more complex medical and behavior supports.

Thank you for your attention to this very important health and safety scare. The DPC looks forward to working with you on solutions so this does not happen to Texans with disabilities in the future regardless of where they live. Despite the significant decline in residents, the cost to fund this system continues to increase. It is time for Texas to use its limited resources wisely and not continue to sink funds into a system that cannot even provide safe drinking water. We urge responsible use of limited funds by closing and consolidating archaic SSLCs and reinvesting the cost savings into a sustainable system that allows real choice of high quality community-based services for all, including those with significant disabilities. We ask that you and the Texas Legislature prioritize integration, quality of life and wellbeing of all Texans by reforming the system of care for Texans with disabilities.

Jeffrey Miller, Chair, Disability Policy Consortium  
Policy Specialist  
Disability Rights Texas  
[jmiller@disabilityrightstx.org](mailto:jmiller@disabilityrightstx.org)



Kyle Piccola, Disability Policy Consortium LTSS Committee  
Chief Government and Community Relations Officer  
The Arc of Texas  
[kpiccola@thearcoftexas.org](mailto:kpiccola@thearcoftexas.org)

cc: Chris Traylor, Executive Commissioner Health and Human Services Commission  
Jon Weizenbaum, Commissioner Department of Aging and Disability Services



COMMISSIONER  
Jon Weizenbaum

June 6, 2016

Mr. Jeffrey Miller  
Chair, Disability Policy Consortium  
Policy Specialist  
Disability Rights Texas  
jmiller@disabilityrightstx.org

Mr. Kyle Piccola  
Disability Policy Consortium LTSS Committee  
Chief Government and Community Relations Officer  
The Arc of Texas  
kpiccola@thearcoftexas.org

Dear Mr. Miller and Mr. Piccola:

The Office of the Governor asked me to respond to your letter of May 17, 2016, regarding the recent findings of elevated levels of lead in the water at the Brenham, El Paso, and San Angelo State Supported Living Centers (SSLCs). I first want to assure you that our paramount priority continues to be the health, safety, and well-being of SSLC residents.

In 2015, the Department of Aging and Disability Services (DADS) proactively instituted a plan to test the water at all of the SSLCs. Once the protocols were completed and staff members were trained on how to properly implement them, testing began early this year. As you are aware, 3 of the 12 SSLCs operated by DADS – Brenham, El Paso, and San Angelo – had results showing lead levels at or above what the Environmental Protection Agency (EPA) defines as actionable.

Many of the locations where lead was detected were in non-consumable water, such as water used for irrigation, bathrooms not accessible to residents, or in maintenance areas. Regardless of the location on campus where lead was found, SSLC staff took immediate action to ensure the health and safety of residents and staff by bringing in bottled water for consumption and following EPA protocols for running the water for three minutes prior to use. DADS is working closely with the Texas Commission on Environmental Quality to refine our testing protocols and conduct inspections at all SSLCs to ensure that the centers meet EPA standards as we do further testing and remediation.

After the elevated lead levels were detected, DADS also sought guidance from the Department of State Health Services (DSHS) on a plan to screen residents for potentially elevated levels of lead. DSHS experts recommended that the SSLCs conduct blood tests on any resident who may have consumed water from taps that contained lead levels above the EPA action level, and clinical staff members at the SSLCs have begun drawing blood samples from residents who meet these

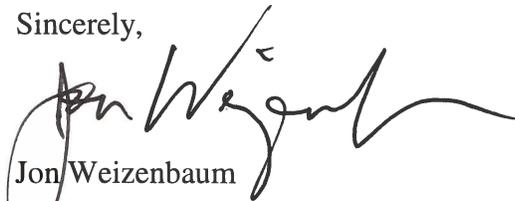
Mr. Jeffrey Miller and Mr. Kyle Piccola  
June 6, 2016  
Page 2

criteria. We will continue to consult with DSHS to determine what, if any, additional actions should be taken to protect residents based on these testing results.

I also want to emphasize that residents of the affected SSLCs are not being exposed to toxic or poisonous water. Additionally, every resident or guardian of a resident has the right and opportunity to request a discussion of living options if they or their loved one is dissatisfied with their living arrangement or would like to explore alternatives.

We appreciate your ongoing advocacy on behalf of the individuals we serve, and we will continue our efforts to ensure their health and safety. Please let me know if you have any questions or need additional information. Scott Schalchlin, assistant commissioner for SSLCs, serves as the lead staff on this matter and can be reached at (512) 438-3076 or at [scott.schalchlin@dads.state.tx.us](mailto:scott.schalchlin@dads.state.tx.us).

Sincerely,



Jon Weizenbaum

cc: Dede Keith, Office of the Governor

**Public Comment**  
**Department of Aging and Disability Services**  
**Draft Long Range Plan for State Supported Living Centers June 10, 2016**

Thank you for the opportunity to provide input regarding the Department of Aging and Disability Services (DADS) Long Range Planning (LRP) Report for State Supported Living Centers (SSLCs). The Texas Council for Developmental Disabilities (TCDD) is established by federal law in the Developmental Disabilities Assistance and Bill of Rights Act and is governed by a 27-member board, appointed by the Governor, 60% of whom are individuals with developmental disabilities or family members of individuals with disabilities. TCDD's purpose in law is to encourage policy change so that people with disabilities have opportunities to be fully included in their communities and exercise control over their own lives.

**SSLC Peer Support Program**

TCDD recommends the development and implementation of an SSLC Peer Support Program for SSLC residents by SSLC residents. In its 2015 report, the Office of the Independent Ombudsman (OIO) for SSLCs states that, since 2011, there has been a steady decline in residents able to identify their rights. Only 46% of residents were able to do so in their last report. The OIO reports that the most common violation of residents' rights are staff-imposed restrictions to residents' money, diet, movement and dental procedures.

An SSLC Peer Support Program would:

- Make SSLC residents more aware of the types and rates of restrictions that limit a resident's quality and control of their life;
- Lead a renewed effort to educate and communicate to:
  - Families and guardians:
    - The basics of rights for their loved ones and,
    - Their application to a person centered life; and
  - Direct support staff the fundamentals and importance of residents' rights; and
- Provide accountability and aid in protecting resident rights.

A peer support program would build on the positive outcomes achieved at SSLCs by the Texas Advocates' project, Self Advocate Voices are Engaged (SAVE), and provide SSLC residents with greater control over their own lives.

### **Data Representation**

As the statewide SSLC census declines, it is important to clearly represent data to avoid confusion – especially for the public who may not be familiar with historic trends and trajectories. For example, the Draft LRP Report for SSLCs notes that the percentage of all SSLC residents with a mental health need increased from 59% in FY 2008 to 62% in FY 2016. The claim seems to indicate that there has been an increase in the number of people with a mental health need. Without the raw data, it is not clear to the public that the number of SSLC residents with a mental health need has actually decreased by more than 900 people, as a result of an overall census reduction of about 30%.

Presumably, a majority of the 900 people and their mental health needs are currently being supported in the community based long-term services and supports system. This finding is significant to the layperson concerned with balancing the needs of all people with intellectual and developmental disabilities (IDD) and the fiscal implications of propping up a system that becomes less desirable and less relevant to stakeholders with each budget cycle. From our perspective, the data is also indicative of a system that has appropriately transitioned people with mental health needs to more integrated settings where community services are meeting their needs. Thus, the raw data is needed to better communicate such findings.

TCDD urges caution, as sometimes the data is presented in a way that suggests people can only be supported in large institutions when there are exponentially more people with complex medical and behavioral health needs being successfully supported in community based settings. Thus, when reporting SSLC data, the raw numbers and community comparison are requested for context.

### **SSLC Business Plan Expansion**

The Draft LRP Report for SSLCs identifies a plan to expand to a new, untested business model where people who have clearly chosen to receive community based services would spend their Medicaid acute and home and community based services waiver dollars at SSLCs to receive services that DADS and the Department of Justice (DOJ) report do not meet the agreed upon standard of care.

With recent directives by the Texas Legislature, evidence-based downsizing and rebalancing recommendations, as well as critical (and growing) staffing challenges have been ignored in favor of prioritizing unwarranted institutional expansion. The Draft LRP

Report for SSLCs should address staffing issues in this new service delivery model. In the past, DADS has had to hire professional staff (e.g., occupational therapists, physical therapists, and BCBAs) on a contract basis, which is significantly more expensive than hiring for these positions using full-time equivalents.

This new business model should not be based on hiring contract employees. To do so would increase staff turnover rates, further contributing to inconsistent service delivery for SSLC residents who are already receiving questionable care.

There is no evidence to suggest that this new business model will create a significant revenue stream to support continued SSLC operations or be welcomed by people with IDD as an appropriate addition to the community based long-term services and supports system. Network adequacy and other difficulties experienced by people using community based services under the state's acute managed care expansion do not justify using the institutional system as a replacement when well-documented substandard quality and limited community inclusion remain critical factors.

The expansion plan is shortsighted and seems likely to exacerbate current challenges. The services identified for expansion:

- Have either been routinely cited as deficient (active treatment and specialized day programs),
- Have not yet been piloted (crisis stabilization services), or
- Are plagued by high turnover (psychology, dental).

TCDD recommends that a plan to expand institutional services be informed by substantial market research so that people with IDD have control over the defined demand and service offerings. If Texas moves forward with this expansion, TCDD recommends that:

- These new services should be physically located at the Local Intellectual and Developmental Disability Authorities (LIDDAs);
- SSLC staff should only be diverted to provide services to people in the community when the specific SSLC has achieved;
- A 95% fill rate for the specialty professional being made available, and
- Substantial compliance under the DOJ agreement for the service being made available; [it should be noted that the system would be better served by having any facility coming into substantial compliance provide technical support to noncompliant SSLCs];

- Managed care organizations should receive monetary sanctions for not providing access to community based acute services to their members when a member can only receive such services at an institution;
- An independent review comparing community and institutional services should be provided for each SSLC service sold so that consumers of IDD services may make informed decisions about where to purchase services;
- The sections of the facility being used for community services should be required to meet accessibility standards under Americans with Disabilities Act; and
- Clinics located at SSLCs should be required to meet the same clinical, regulatory and building standards required for any new community based facility.

## **Outsourcing**

In response to the DOJ Settlement Agreement monitor recommendations, the Draft LRP Report for SSLCs includes plans for a variety of outsourcing contracts. Unfortunately, none of the outsourcing contracts are specific to developing an acceptable community living discharge planning process, as recommended by the DOJ Settlement Agreement monitors in their Four Year Report. The monitors affirmed that some transitions were significantly delayed and that some people who should have been recommended for transition were not. They further questioned the system's capacity to adequately address the community living discharge planning process without outside consultants.

The SSLC system lacks the expertise associated with developing Quality Improvement (QI) programs, as DADS has had to enter into outsourcing contracts in order to provide them. While it can be helpful to bring in outside observers, we are concerned that the SSLC division has contracted with entities that may be lacking in subject-matter expertise. The long-term plan highlights a contract with the University of Florida's Institute for Child Health Policy (ICHP) to develop a QI program — we fully support developing a QI program, but question whether ICHP is a good fit when only 2.5% of SSLC residents are children. Contracting with an institution that specializes in IDD services would likely result in a more applicable, appropriate QI design.

The apparent need to outsource behavioral health care is also a concern. The draft makes no other mention of concrete steps for improving access to such care beyond an outsourcing contract with Axis Point Health for coordinated care management. The Draft LRP Report for SSLCs mentions creating a crisis hotline, but there is not enough detail given. We recommend the registered nurses responsible for answering calls have demonstrated expertise in mental health services for people with IDD in order to assure appropriate, applicable information is provided.

## **Lead Levels**

Reported SSLC lead levels are alarming and we are concerned that DADS officials represent levels as “not that high.” We are pleased that the state has chosen to update their response beyond staff training as originally proposed to include SSLC resident blood testing.

However, since there appears to be a dispute about whether the levels are “high” and where the high lead levels are located at each of the facilities, we recommend a color coded map indicating the locations and levels of lead for each SSLC so that SSLC residents may make more informed decisions about whether to request transfer to another facility or less restrictive setting. We further recommend that because all institutional placements for children are to be considered temporary, that children’s Permanency Plans should be immediately reviewed and transfers to family based alternatives be prioritized.

The Draft LRP Report for SSLCs acknowledges many buildings are quite old and in a state of severe disrepair. Maintenance costs remain an area of concern. Considering reports of high lead levels at some SSLCs, it would be appropriate for this report to include background and corrective action plans specific to this important issue.

## **Staff Turnover**

The Draft LRP Report for SSLCs acknowledges staff turnover remains a significant challenge. High turnover levels impact continuity of care and the ability to make improvements in all areas of SSLC operations. Increasing the caseload of professionals in high turnover areas is likely to contribute to further turnover, which negatively affects quality of care. Critical staffing challenges must be addressed and expanding caseloads with a business plan expansion is not the way to do it. The current hiring approach is also fragmented and outdated, and is likely contributing to hiring difficulties. Focus should be put on retaining current high-caliber employees, as it is more cost-effective and leads to higher quality of care.

## **Aging Texans**

The Draft LRP Report for SSLCs both anticipates continued census declines and a future need for beds due to an aging IDD population. While people with IDD are living longer, they and their families continue to work desperately to ensure the ability to age in place. The SSLC system should engage in other statewide efforts within DADS and the Health and Human Services Commission to address aging. Specifically, SSLCs could support the needs of aging Texans with IDD and their families by providing technical support regarding how to modify plans of care and developing resources and technical guidance for aging in place. The options are varied; once substantial compliance with the standard of

care is achieved, behavioral health staff at SSLCs could provide training in positive behavior support for the community-based workforce, as well as for families. By focusing on helping people with IDD age in place in the community, SSLCs could also have the opportunity to become part of the community and foster inclusion. This could be achieved through innovations in community support, and realigning the system to act as a medium for community engagement rather than institutionalization.

A focus on promoting and maintaining independence and preparing for transition to the community does not detract from the ability to provide care for older individuals in the future — indeed, promoting community living will help to better prepare providers in the community to care for aging Texans with IDD in the future.

### **Consolidation and Closure**

The Draft LRP Report for SSLCs should identify that Texas does not require 13 facilities for the number of people who choose to use them and plan for consolidation and closure accordingly. The report is careful to stress availability of a spectrum of care as a strength rather than the quality of said care. TCDD continues to support a moratorium on admissions and the Sunset Advisory Commission recommendations to reduce the SSLC infrastructure and rebalance the long-term services and supports system.

The failure of Senate Bill 204 and inaction on the part of the Texas Legislature to address this unsustainable system belies substantial evidence that Texas must act to modernize the IDD service system and improve conditions at SSLCs.

Seven years into the DOJ Settlement Agreement, the system still lacks substantial compliance with about 70% of the provisions. The assumption that SSLC services will “continue to improve” is unfounded, as DOJ monitoring reports have continually illustrated a failure to reach or maintain compliance in nearly every domain of service delivery. Improving service delivery in order to promote independence and prepare residents for successful transitions to more independent and less restrictive living options should remain the priority. This plan seems to continue the practice of Texas living beyond its means; forgoing its responsibility to improve institutional services; and prioritizing an unwarranted institutional expansion when alternatives do exist.

Thank you for the opportunity to provide input on behalf of the Texas Council for Developmental Disabilities.

Respectfully submitted,

Jessica Ramos,  
Public Policy Director



6201 E. Oltorf, Suite 600, Austin, TX 78741-7509  
TCDD@tcdd.texas.gov  
tcdd.texas.gov

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

(512) 437-5432  
(800) 262-0334  
(512) 437-5434

**Public Comment**  
**Austin State Hospital and Austin State Supported Living Center**  
**Location Feasibility Study**  
**June 30, 2016**

Thank you for the opportunity to provide input regarding the Austin State Hospital (ASH) and Austin State Supported Living Center (AuSSLC) location feasibility study. TCDD is established by federal law and is governed by 27 board members, appointed by the Governor, 60% of whom are individuals with developmental disabilities or family members of individuals with disabilities. TCDD's purpose in law is to encourage policy change so that people with disabilities have opportunities to be fully included in their communities and exercise control over their own lives.

Senate Bill (SB) 200 requires the Health and Human Services Commission (HHSC) to conduct a study to determine the feasibility, costs, and benefits of transferring operation of ASH from its current facilities to a new facility at a new location. Recognizing the need for action regarding state supported living centers (SSLCs), Rep. Workman requested the inclusion of AuSSLC in the study. The two facilities are located in nearby locations. AuSSLC in particular struggled with serious deficiencies, and the high cost of replacing the facility is documented in the Department of Aging and Disability Services' (DADS) own reporting. While it is clear the infrastructure at our state facilities is crumbling, ASH provides services for which there is great need and no other source, while AuSSLC represents an outmoded and expensive way of serving individuals with intellectual and developmental disabilities-- especially because community based services are available to provide higher quality services. While TCDD supports evidence informed ways to expand mental health service system capacity, the evidence shows declining demand for the SSLC system.

**Different Services, Different Needs**

Despite concerted investment in mental health by the Texas Legislature, availability simply has not kept pace with growing need. Nearly 400 people were on waiting lists for state hospitals as of April 1. ASH covers 30 counties, has 299 beds, and admits about 1600 people a year. The facility focuses on helping people return to the community following treatment, and provides peer support programs as well as other recovery-based initiatives.

Renovation, relocation, and reconstruction of ASH may serve to provide more beds and better facilities to a system that desperately needs it.

By contrast, the demand for SSLC beds has continued to decrease. There is no need for increased capacity — indeed, the time, effort, and funding put into studying relocation options for AuSSLC would be better spent on promoting transitions to more independent and less restrictive living options for AuSSLC residents. The AuSSLC census has decreased from 361 in 2011 to 185 as of April 2016, or roughly 49%, and enrollment is projected to further decrease. The evidence does not support investment in the AuSSLC institutional capacity, particularly allocating state funds toward relocating and rebuilding an unneeded institution when there are still 78,034 people waiting to receive Home and Community-based Services (HCS). DADS' own analysis indicates the cost of replacement is more than four times the total market value of the facility — nearly \$104,000,000 for replacement, with total market value at just over \$25,000,000<sup>1</sup>. That's nearly \$79,000,000 to support less than 200 individuals that would be better spent elsewhere.

The needs of people admitted to AuSSLC and ASH are not necessarily the same. AuSSLC is a long-term residential facility, where residents often live for many years. This is not the case with ASH, where many admissions are forensic in nature and the average length of stay is 50 days<sup>2</sup>. ASH is comprised of multiple locked and contained units and is designed to address the needs of people experiencing serious behavioral health crises; by contrast, AuSSLC is part of the broader Long-term Services and Supports (LTSS) system, which aims to support people in the activities of daily life in the least restrictive living environment of their choosing. The working culture on a locked ward is very different from the working culture in a residential environment. Co-location of the two facilities would require staff, who already fall below standards of care, to be cross-trained in different treatment modalities and ways of interacting with residents. Given that ASH and AuSSLC are both plagued by high turnover, it seems likely increasing staff workload and scope of care would only lead to more turnover.

Co-location and staffing shortages would be further complicated by DADS' plan to offer SSLC services to people living in the community. This is a plan where people who have clearly chosen to receive community based services would spend their Medicaid acute and home and community based services waiver dollars coming to AuSSLC (or other SSLCs) to receive services that DADS and the Department of Justice (DOJ) report do not meet the

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<sup>1</sup>Department of Aging and Disability Services, State Supported Living Centers Long-term Plan, Rider 39 Report. January 2015. [https://www.dads.state.tx.us/news\\_info/publications/legislative/Rider39/rider39-1-15.pdf](https://www.dads.state.tx.us/news_info/publications/legislative/Rider39/rider39-1-15.pdf)

<sup>2</sup>Legislative Budget Board, State Hospitals: Mental Health Facilities in Texas Legislative Primer. April 2016. [http://www.lbb.state.tx.us/Documents/Publications/Primer/3144\\_State\\_Hospitals-Mental\\_Health\\_Facilities\\_in\\_Texas\\_Diehl.pdf](http://www.lbb.state.tx.us/Documents/Publications/Primer/3144_State_Hospitals-Mental_Health_Facilities_in_Texas_Diehl.pdf)

agreed upon integrated standard of care. With recent directives by the Texas Legislature, evidenced-based downsizing and rebalancing recommendations, as well as critical (and growing) staffing challenges have been ignored in favor of prioritizing unwarranted institutional expansion. Efforts to expand SSLC services while also attempting to co-locate with a facility that serves a disparate population risks further eroding already questionable care.

### **SSLC Systems Change**

Finally, replacing or relocating AuSSLC will not address some of its most pressing problems. Seven years into the DOJ settlement, the system still lacks substantial compliance with about 70% of the provisions. Barriers to compliance are not limited to the physical plant. It is not clear how the \$79 million investment in construction of a new AuSSLC facility would give rise to an acceptable community living discharge process, fill perpetually empty behavior analyst positions, or reduce unnecessary restraints. Given these concerns and the substantial work necessary to meet agreed upon standards of care we believe it is unnecessary to divert attention and resources to options that would involve the renovation, relocation, or co-location of AuSSLC with ASH. HHSC, DADS, and DSHS must prioritize the treatment needs of the individuals served at ASH and the long-term support needs of residents at AuSSLC, and co-location or relocation does not meet this goal.

Thank you for the opportunity to provide input on behalf of the Texas Council for Developmental Disabilities.

Respectfully submitted,

Jessica Ramos,  
Public Policy Director



## Don't blame oil prices for budget woes



Governor Greg Abbott, Lieutenant Governor Dan Patrick and Speaker Joe Straus have directed state agencies to craft budgets for 2018-2019 that will propose 4 percent cuts from 2016–2017 levels for many state services.

Four percent may not seem like much to the casual observer, but for a state that already underinvests in critical public services like education and health care, it represents potentially significant cuts to services that help Texans compete and succeed in life.

The policy letter issued by the leaders also mentions that zero-based budget information will be requested from state agencies. Not mentioned in the policy letter — but included in more detailed budget documents that accompany it — are instructions to state agency heads to identify program cuts that could achieve another 10 percent reduction (on top of the 4 percent) in expenditures from state funding known as general revenue.

State leaders listed several areas that will get exceptions from the 4 percent cut requirement. For public schools and child welfare services, for instance, funding can be "maintained." If you add up all the exceptions, you get about 60 percent of the general revenue-related budget. These exceptions mean that proposed overall state budget cuts should not exceed \$2 billion, but will concentrate the burden on areas like higher

education (at least \$580 million in cuts) and public safety and criminal justice (\$430 million).

What's more, merely “maintaining” current levels of investment in things like public education is not good enough for Texas. When population and inflation rise but funding levels remain the same, that is a reduction in all but name. The Texas Supreme Court, even in its most recent ruling, reinforced this point with the repeated acknowledgement of the serious flaws in how we support public education and urged the Legislature to make meaningful investments.

Going into the budget process, many people will blame low oil and natural gas prices or other external economic factors for the grim budget outlook. But the amount of state funds available to write the next budget will be severely limited primarily by shortsighted tax cuts and diversions made by the Texas Legislature over the past two sessions, not by oil prices and their effect on the Texas economy.

For example:

- In 2015 the Texas Legislature cut the franchise tax — the state’s main business tax — by 25 percent, reducing that tax’s ability to support public education in the 2018-2019 budget by \$2.6 billion.
- A constitutional amendment approved by voters in November 2015 increased the homestead exemption from school property taxes from \$15,000 to \$25,000. This exemption, more noticeable for owners of lower-value homes, helps reduce the unfairness of Texas’s tax system but also requires the state to replace \$1.3 billion in lower local school taxes with state dollars.
- Another constitutional amendment dedicated up to \$5 billion in sales taxes to fund highways, rather than to support the wide array of services previously funded with the sales tax. This means that sales tax revenue would have to grow by more than 8 percent in the next biennium from its current levels before the revenue becomes available to support any public services other than roads.
- Tax cuts passed by the 2013 Legislature will reduce the amount available to write the 2018-2019 budget by another \$1 billion, including franchise and sales tax breaks for certain industries, such as cable TV, data centers and research and development.

These measures, combined with other changes to state and local revenue, mean legislators have reduced the amount of general revenue available in 2018-2019 by at least \$10.5 billion — independent of the drop in oil and gas prices.

The good news is that there is still adequate state revenue to cover the 2016-2017 budget. In addition, there should be a balance of \$10 billion in the “Rainy Day” fund by 2017,

which could also maintain investments in education, health care and other state services going forward. It's up to lawmakers to tap the Rainy Day Fund if needed to maintain investments that address the state's needs.

Like our state's leaders, we want "employers empowered to create more jobs that benefit hardworking Texans." Those employers will need a skilled workforce, which will require investments in education and job training. Those employees will need health care coverage for themselves and their families, so they can work effectively and avoid medical bankruptcy.

We look forward to working with state leaders to ensure that Texas can make smart investments in our people today so our great state can continue to thrive tomorrow.

Work originally published in "TribTalk," a publication of The Texas Tribune by Eva DeLuna Castro at: <https://www.tribtalk.org/2016/07/05/dont-blame-oil-prices-for-budget-woes/>

Published date: July 5, 2016

**Public Comment**  
**Long-Term Care Plan for Individuals with**  
**Intellectual Disabilities and Related Conditions**  
**June 30, 2016**

Thank you for the opportunity to provide input regarding the proposed Long-Term Care Plan (LTCP) for Individuals with Intellectual Disabilities and Related Conditions (IDD). TCDD is established by federal law and is governed by 27 board members, appointed by the Governor, 60% of whom are individuals with developmental disabilities or family members of individuals with disabilities. TCDD's purpose in law is to encourage policy change so that people with disabilities have opportunities to be fully included in their communities and exercise control over their own lives. Without anything of substance to respond to, our input is limited a short list of items we would expect to see in both the plan and the upcoming Legislative Appropriations Request.

**Interest List Reduction**

The interest list reduction should continue to be prioritized. 109,413 unduplicated people are waiting for long-term services and supports. The Health and Human Services Commission (HHSC) must request interest list funds to ensure adequate progress, and truly fosters people's ability to live in the least restrictive environment of their choice.

**Community First Choice Outreach**

HHSC must develop and implement an outreach strategy for Community First Choice (CFC), particularly when the interest lists for 1915 (c) waivers remain long. In contrast to the waivers, CFC is immediately available to anyone who meets the eligibility requirements. An outreach strategy that educates people on the content of the program, and reassures them that they will not lose their spot on the interest lists would result in eligible and interested individuals presenting themselves at the front door of the service system.

**Expand Provider Qualifications**

An inequity exists with regard to provider qualifications among people who use CFC. With the exception of people using Texas Home Living (TxHmL) and Home and Community-based Services (HCS), adult waiver participants are able to pay a member of their household to be their attendant.

Expanding provider qualifications to allow adults equitable choice in who they want to employ as their attendant would make qualifications uniform across systems, as intended in the federal regulations.

### **Attendant Wages**

Despite strong effort from advocacy and stakeholder groups last session, attendant wages remained unacceptably low. Groups campaigned for a \$10 per hour minimum wage for community attendants, but the legislature only approved a 14¢ per hour increase — from \$7.86 to \$8.00. Rates should be increased to support a living wage for all direct support professionals. While we are speaking specifically to the system of services for persons with intellectual and developmental disabilities, the state must recognize that the broader system cannot be maintained without a strong direct support workforce. An adequate living wage is essential in combating turnover and attracting quality employees.

### **Meaningful Day Activities**

The LTCP should prioritize supporting meaningful days for waiver participants that is not predicated on segregated day habilitation programs. Without question, day habilitation programs are segregated and facility-based. For too many people, these programs are a de facto waiver requirement.

Most people with disabilities report they would like to work. While employment assistance (aid in finding a job) and supported employment (support in keeping it) are available to all HCBS waiver participants, they are not being used. Fiscal Year 2015 billing data suggests less than 3% of the more than 30,000 people using HCS and Community Living Assistance and Support Services (CLASS) waiver programs had either of these services authorized in their individual plans of care. Texas is an Employment First state, and TCDD believes funding must be adjusted to reflect this.

If a person declines to be employed or requires employment assistance for an extended period of time, we suggest they be able to direct their day habilitation funds as follows:

- Up to four participants should have the opportunity to combine / pool their resources — including staff — to plan their own support for a meaningful day;
- HHSC should consider public-private partnerships to develop cross-system collaborations and innovative funding options so that people with disabilities have meaningful access to the same opportunities as their peers without disabilities including:
  - Access to recreation and community centers,
  - Adult learning,
  - And volunteer opportunities that are truly based on individuals' interest.

### **Moving Community Living Options (CLO) from Providers to LIDDAs**

Currently, the personnel of private medium and large intermediate care facilities (ICFs) are responsible for implementing the Community Living Options (CLO) process annually with residents age 22 years or older. There is a subset of individuals living in large private ICFs who repeatedly have been offered HCS, and have continually declined. Given that community living options are presented by the provider, it is unclear whether residents' decisions are a function of who is offering the information or if it is a genuine preference. Moving the CLO process from the providers to the LIDDAs would standardize it across private and state-operated ICFs, control for conflict of interest, and could lead to more informed community living decisions. What's more, as more people transition from ICFs to community based settings, the ICF beds should be taken offline to fund moving the function to the LIDDAs.

The large, state-operated ICFs had extensively documented struggles with successfully implementing the CLO process prior to moving it to the LIDDAs. It is reasonable to believe large, private ICFs may be experiencing similar difficulties. Standardizing CLO process requirements for people in medium and large ICFs may help create a more robust, successful community living options process for ICF residents.

### **Level of Need (LON) Improvements**

Recent reports of discrepancies between LON assessments conducted by providers and the LON assigned by DADS indicates the need for a serious examination of the LON system. Improvements must be made in order to eliminate the uncertainty experienced by program participants and providers when conducting these assessments. DADS should take immediate action to address recently identified concerns as well as those listed in the LON Review Workgroup Stakeholder Report 2007 to guarantee the integrity of assessments.

Beyond discrepancy in assessments, there is a need for parity between medical and behavioral LON. Currently, people with complex behavioral health needs are able to get a designation of LON 9 (the highest) while individuals with high physical support needs are not. Steps must also be taken to make it easier for people with complex behavior support needs to get higher LONs, particularly when they first enter the program and may not have supporting history or documentation. Allowing people to receive more behavior support services through a higher LON after a major transition would be a major system improvement. At a time when parity between physical and behavioral health is becoming standard, the state should update and improve the LON system to reflect the most modern standard.

### **Data Representation**

Before the final LTCP is completed, we would like to reiterate how important it is to clearly represent data to avoid confusion — especially for the public, who may not be familiar with historical trends and trajectories.

For example, the Draft Long-range Plan Report for State Supported Living Centers (SSLCs) notes that the percentage of all SSLC residents with a mental health need increased from 59% in FY 2008 to 62% in FY 2016. The claim seems to indicate that there has been an increase in the number of people with a mental health need. Without the raw data, it is not clear to the public that the number of SSLC residents with a mental health need has actually decreased by more than 900 people, as a result of an overall census reduction of about 30%.

TCDD urges caution, as sometimes the data is presented in a way that can be misleading or confusing. Thus, when reporting any data the raw numbers (and institutional/community comparison, when applicable) are requested for context. From our perspective, the data is also indicative of a system that has appropriately transitioned people with mental health needs to more integrated settings where community services are meeting their needs. Thus, the raw data is needed to better communicate such findings.

Finally, the system overall continues to be severely underfunded. Texas ranks 49<sup>th</sup> in statewide per person community spending. The institutional and community-based systems exist together within the wider IDD system. We must continue to focus on building community capacity and the true cost of service provision in order to make serious system-wide improvements. Efforts to streamline and improve institutional services must be made in concert with investments to build community capacity.

Thank you for the opportunity to provide input on behalf of the Texas Council for Developmental Disabilities.

Respectfully submitted,

Jessica Ramos,  
Public Policy Director

**Background:**

The Council will review the minutes from the May 6, 2016, Council meeting and the May 5, 2016, Committee of the Whole meeting.

**Council — Agenda Item 3**

**Expected Action:**

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

**COUNCIL MEETING  
DRAFT MINUTES  
MAY 6, 2016**

**COUNCIL MEMBERS PRESENT**

Gladys Cortez	Barbara Kaatz, TEA	Meagan Sumbera, A&M CDD
Kristen Cox	Ruth Mason	Lora Taylor
Mateo Delgado	Scott McAvoy	Donnie Wilson, DADS
Mary Faithfull, DRT	Brandon Pharris	April Young, HHSC
Stephen Gersuk	Meghan Regis, DARS	
Ivy Goldstein, DSHS	Amy Sharp, UT CDS	

**COUNCIL MEMBERS ABSENT**

Mary Durham, Council Chair	Kristine Clark	David Taylor
Hunter Adkins	Michael Peace	Rick Tisch
Kimberly Blackmon	Dana Perry	John Thomas

**STAFF MEMBERS PRESENT**

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

**GUESTS PRESENT**

Rebekah Adams	Amy Litzinger	Michelle Schwartz
Shiloh Gonzales	Darryl Powell	Shea Selby

**CALL TO ORDER**

The Texas Council for Developmental Disabilities convened on Friday, May 6, 2016, in the Joplin Room of the Doubletree Austin Northwest - Arboretum, 8901 Business Park Drive, Austin, TX 78759. Council Vice-Chair Kristen Cox called the meeting to order at 9:10 AM. Cox noted that Council Chair Mary Durham was unable to attend the meeting due to work conflicts.

**1. INTRODUCTIONS**

Council members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered to the Council.

**3. CONSENT ITEMS**

Vice-Chair Cox reviewed consent items including the minutes from the February 5, 2016, Council meeting and February 4, 2016 Committee of the Whole meeting and the excused absences of Hunter Adkins, Kimberly Blackmon, Kristine Clark, Mary Durham, Dana Perry, Rick Tisch and John Thomas. David Taylor and Michael Peace also had issues arise during the course of the meetings

that required their absence from the Council meeting. DARS representative Jennifer Kaut and alternate Sara Kendall were unable to attend but Meghan Regis from that agency is attending as a non-voting representative.

**MOTION:** To approve the minutes of the February 4, 2016 Council meeting and February 3, 2016 Committee of the Whole meeting as well as the excused absences as noted.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** without opposition. Mary Faithfull abstained from voting.

#### **4. CHAIR'S REPORT**

Vice-Chair Cox noted that during the August meetings, Council Chair Mary Durham will share her recent work experience with the National Taskforce on Workforce Development and Employability for People with Disabilities.

#### **5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Beth Stalvey provided an update on TCDD staff to note that Sonya Hosey has returned to full-time work but elected to step down from the Grants Management Director position. She will continue working as a Grants Specialist with additional responsibilities for quality control and other special projects. Cynthia Ellison has accepted the position of Grants Management Director. In response to expanded public awareness and marketing needs, the Communications division has been given more visibility on the organizational chart and moved out of the Public Policy Division. A Communications Director position has been created and Joshua Ryf has accepted that position. Public Policy Specialist Belinda Carlton is retiring as of May 31, 2016. Vacancies for a Grants Specialist and Public Policy Specialist are posted to accept applications and the selection process will be conducted during the next few months.

Stalvey reported that in addition to the Disability Policy Seminar in Washington, DC, she attended the Texas Statewide Independent Living Conference held in San Antonio at the beginning of April.

The FY 2017 – FY 2021 State Plan is due for submission by August 15, 2016. The Administration on Intellectual and Developmental Disabilities (AIDD) has a number of new requirements and formatting for this comprehensive report.

#### **6. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION**

Project Development Committee Chair Gladys Cortez reported on Committee discussion of several executive summaries for future project funding. She first discussed Youth Leadership Development projects which would reach at least 150 people with developmental disabilities between the ages of 14 and 22 to gain and share information, develop skills and establish personal plans. Priority would be for projects in rural areas, serving a high percentage of people living in poverty, and/or focus on under-represented groups. Funding would be available for up to three projects at up to \$125,000 per year, per project, for up to five years.

**MOTION:** To approve the Executive Summary for up to three Youth Leadership Development projects for up to \$125,000 per year, per project, for up to five years.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** without opposition. (Attachment 1) Meagan Sumbera (A&M CDD) abstained from voting.

Cortez next discussed Outreach and Development projects for up to \$70,000 per year for a maximum of five projects per year. This would allow up to three \$10,000 grants and up to two \$20,000 grants per year for groups to improve access to culturally competent supports and services. Grantees who have successfully completed a \$10,000 project could apply for a \$20,000 project enabling the project work to continue.

**MOTION:** To approve up to \$70,000 per year for a maximum of five Outreach and Development projects with up to three projects funded at \$10,000 and up to two projects funded at up to \$20,000.

**MADE BY:** Gladys Cortez for the Project Development Committee

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

Cortez discussed the proposal for Peer Support Specialists for Person-Directed Planning project which would develop and pilot a peer supports training program for individuals who live independently with the use of Medicaid Waiver services so they can lead their own person centered planning process. Health and Human Services Commission staff in the Medicaid/CHIP division are supportive of this project. Funding would be for one four-year project in the amount of up to \$100,000 for the first year and up to \$125,000 for years two through four.

**MOTION:** To approve up to \$100,000 for the first year and up to \$125,000 for years two through four of a four-year Peer Support Specialists for Person-Directed Planning project.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** without opposition. Amy Sharp (UT CDS) abstained from voting. (Attachment 3)

Cortez discussed funding to provide services for not-for-profit community organizations that serve and support people with disabilities and their family members to have materials translated into the languages needed by the people they serve. Funding is recommended to not exceed \$25,000 per year for up to three years and would be approved by the TCDD Executive Director in a manner similar to event stipends.

**MOTION:** To approve up to \$25,000 per year for up to three years for translation services.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** unanimously. (Attachment 4)

Cortez discussed an increase in funding to event stipends and disability related support stipends from \$6,000 per event to \$7,500 per event for a total of up to \$100,000 per year for all stipends.

**MOTION:** To approve up an increase in Events Stipends and Disability Related Support Stipends to \$7,500 per event and a total of up to \$100,000 per year for all stipends.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** without opposition. Amy Sharp (UT CDS) abstained from voting. (Attachment 5)

Cortez discussed withdrawing approval of funding for Support of Full-Participation of Self-Advocates in Workgroups as this funding has never been used. It was clarified that this is not the funding that provides travel support so that public members can participate in workgroups. She noted that the Project Development Committee also reviewed the Future Funding Priorities list and agreed that in addition to the removal of this specified funding, the newly approved projects are recommended to be added as numbers 6-9 on the list, in the order just approved. The remaining projects stay in the same order.

**MOTION:** To approve revisions to the Future Funding Priorities list by removing Support for Full-Participation of Self-Advocates in Workgroups and placing Youth Leadership Development as number 6, Outreach and Development as number 7, Peer Support Specialists for Person-Directed Planning as number 8, and Translation Services as number 9.

**MADE BY:** Gladys Cortez for the Project Development Committee

The motion **passed** unanimously. (Attachment 6)

## 7. POSITION STATEMENT REVIEW

Public Policy Committee Chair Lora Taylor reported that the Public Policy Committee reviewed draft revisions to four position statements but elected to take no action on the Right to Privacy position statement until other revisions could be considered. The Committee reviewed the Aging with Developmental Disabilities statement and the recommended revisions as presented in Council materials.

**MOTION:** To approve proposed revisions to the TCDD Aging with Developmental Disabilities Position Statement.

**MADE BY:** Lora Taylor for the Public Policy Committee

The motion **passed** unanimously. (Attachment 7)

Taylor reported that the Public Policy Committee discussed the Access to Healthcare position statement and recommended revisions as presented in Council materials with additional edits to the third bullet point. The third bullet point should now read "Make healthcare coverage more affordable" and eliminates other proposed revisions.

**MOTION:** To approve proposed revisions to the TCDD Access to Healthcare Position Statement.

**MADE BY:** Lora Taylor for the Public Policy Committee

The motion **passed** without opposition. Ivy Goldstein (DSHS), Donnie Wilson (DADS) and April Young (HHSC) abstained from voting. (Attachment 8)

Taylor reported that the Public Policy Committee discussed the Community Living Position Statement which clarifies statements into plain language and makes reference to Supported Decision Making.

**MOTION:** To approve proposed revisions to the TCDD Community Living Position Statement.

**MADE BY:** Lora Taylor for the Public Policy Committee

The motion **passed** without opposition. Ivy Goldstein (DSHS), Donnie Wilson (DADS) and April Young (HHSC) abstained from voting. (Attachment 9)

## **8. PROJECT DEVELOPMENT COMMITTEE REPORT**

Project Development Committee Chair Cortez announced that John Thomas will serve as the Vice-Chair of that Committee. She also reported that the Committee received updates on the progress of Partners in Policymaking and Alternatives to Guardianship Training projects. A request for bids to execute the contract for administration of Partners in Policymaking is in development. Because of the amount of the contract, it is being reviewed by the Comptroller's Office to ensure all state procurement policies are met. A contract to administer training on Alternatives to Guardianship and Supported Decision Making is in development with the DD Network partners.

Planning Coordinator Joanna Cordry discussed updated requirements from the Administration on Intellectual and Developmental Disabilities (AIDD) on State Plan Development for two specific objectives that need to be included. The first is to include collaborative efforts with the DD Network Partners and this must include naming the partners. TCDD will meet this requirement by making slight revisions to goals and objectives that highlight the specifics of the collaborative project on Alternatives to Guardianship and Supported Decision Making training. The second is around plans to address disparity and disproportionality that is identified in the State Plan narrative. TCDD will address this by including in the goals and objectives collaborative efforts with community organizations to ensure services and supports are available in Spanish. Cordry added that neither of these additions constitutes a substantial revision to the State Plan Goals and Objectives so there is no need to post again for public comment.

## **9. PUBLIC POLICY COMMITTEE REPORT**

Public Policy Committee Chair Taylor reported that the Public Policy Committee had an extensive discussion on employment and the Workforce Innovation and Opportunity Act. Taylor noted that as part of this act, 15% of vocational rehabilitation funds must be spent on transition services for youth. The Committee received an update on the report to the Legislature from the ombudsman for State Supported Living Centers (SSLCs). Recommended actions include improving staff to client ratios, expanding and strengthening staff training and informing residents of due process. The ombudsman reports also now include personal stories of residents.

The Committee received additional updates on state policies related to parent and student rights for special education services, changes to autism services in Texas, and Health and Human Services transformation.

The Committee will discuss Public Policy Priorities for the 2017 Legislative session during the August meeting. Members who wish to give input on these priorities should send them to public policy staff.

**10. GRANTEE PRESENTATION - SAFE**

The Council received a presentation from Michelle (Shell) Schwartz, Disability Services Program Director and Rebekah Adams of SAFE (Stop Abuse for Everyone), formerly known as SafePlace. The TCDD grant project was entitled Meaningful Relationships: Bridging the Gap between Dreams and Reality and ended in 2015. The purpose of the program was to create change for community inclusion by demonstrating a replicable and self-directed model for adults with developmental disabilities to form healthy, safe and meaningful relationships with other people, based on shared interests. The project included four locations in the Austin area and one in Seguin. It allowed participants to form relationships based on common interests and participate in inclusive volunteer, social and civic activities. The project provided solutions to barriers to adults with developmental disabilities forming relationships outside service settings. An emphasis was placed on collaboration, creative thinking and peer support. A toolkit from the project is available on the SAFE website.

**11. COMMUNICATIONS AND MARKETING ACTIVITIES REPORT**

Communications Director Joshua Ryf provided updates on communications activities. He reviewed data regarding TCDD resources and social media accounts, and highlighted use of the People First Language handout. Ryf discussed information and marketing campaigns and focused on the participation in the #SidebysideTx campaign in March. He also discussed recent events in which TCDD has participated to raise awareness about the agency and provide information about funding opportunities and Council membership. Measurable outcomes for these events include an increase to TCDD email subscribers, identification of individuals who are interested in applying for Council membership and overall increase in the number of people who gained knowledge of TCDD.

**12. EXECUTIVE COMMITTEE REPORT**

Vice-Chair Cox reviewed the new and continuation grant funding that was awarded during the Executive Committee meeting. New grant funding was awarded for Leadership Development and Advocacy Training projects to Paso Del Norte, Family to Family Network and Easter Seals. Continuation grant funding was awarded to Educational Solutions Inspiring Communities (Enabling Technology), Strategic Solutions (Enabling Technology), Imagine Enterprises (Self-Advocates as Speakers), VSA Arts of Texas (Self-Advocates as Speakers), Epilepsy Foundation (Health and Fitness), Region 17 Education Service Center (Family Involvement in Schools, and Texas Advocates (Self-Advocates Grassroots Community Organizing). One event stipend was awarded to Parent to Parent for its annual conference.

The Committee reviewed Conflict of Interest disclosures and no concerns were noted.

### **13. STATE AGENCY REPRESENTATIVES QUARTERLY ACTIVITIES REPORT**

April Young provided updates from Health and Human Services (HHSC) to note that Charles Smith will be the new Commissioner effective June 1, 2016. Self-reported numbers from managed care organizations for Community First Choice options show more than 1,100 individuals enrolled in the program with 8,400 in process of enrollment. Employment First policies have been adopted by HHSC as well as Texas Workforce Commission. Young also provided updates on the HHSC transformation plan.

Department of Aging and Disability Services (DADS) representative, Donnie Wilson, discussed Home and Community Based Services (HCBS) noting that amended plans to implement HCBS are being reviewed by Centers for Medicaid & Medicare Services (CMS). These plans are available on the HHSC website. He also provided updates on DADS transformation activities. He noted that the HHSC transformation website contains notices for recruitment for new or re-formed advisory committees.

Meghan Regis attended the Council meeting from the Department of Assistive and Rehabilitative Services (DARS) due to the absence of Jennifer Kaut and Sara Kendall. She reported that DARS is awaiting federal regulations in June for WIOA and hopes to release Requests for Proposals on transition services after these are received. Vocational rehabilitation services will transition to Texas Workforce Commission on September 1, 2016 and that transition should not result in a change for consumers.

Texas Education Agency (TEA) representative Barbara Kaatz announced the appointment of the new Commissioner, Mike Morath who has named a new executive team and will be conducting an evaluation of the agency. Any reorganization based on this evaluation is expected in September. Proposed Commissioner of Education rules on video surveillance for special education settings are posted and public comments are being accepted. TCDD submitted joint comments with Disability Rights Texas and the Arc of Texas on "cameras in classrooms" and these are available on the TCDD website.

Meagan Sumbera, Texas A&M Center on Development and Disability, provided updates on new and current projects noting that 21 students just graduated from the PATH program and all have post-graduation plans for employment or additional education. 76 students will be starting the Bridge to Career program. Collaborative efforts with UT Center for Disability Studies (CDS) on training programs for person-centered practices are in process.

Amy Sharp, UTCDS, described their organizations' strategic planning process which has identified areas of emphasis as person centered practices, transition, and technical assistance. Projects in these areas will be continued and implemented.

Ivy Goldstein, Department of State Health Services, reported that Dr. Manda Hall has been promoted to the medical director of Office of Title V. The division has three primary focus areas: medical homes, transition to adult health care, and community integration and she provided updates on activities in those areas.

### **14. ANNOUNCEMENTS AND UPDATES**

Council members discussed dates and locations of future meetings of August 3-5, 2016 (Horseshoe Bay Resort), November 2-4, 2016, February 1-3, 2017 (tentative) and May 3-5, 2017.

**ADJOURN**

Council Vice-Chair Cox adjourned the meeting at 12:03 PM.

Beth Stalvey  
Secretary to the Council

Date

# Attachments

# Executive Summary — Youth Leadership Development

## Project Goal

For each project: up to 150 people with developmental disabilities between 14 and 21 years old will gain and share information, develop skills, and establish personal plans in an experientially based program.

## Relationship to TCDD FY 2017 – FY 2021 State Plan Goals

**Goal 3** Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.

**Objective 3.10.** Establish as least one leadership development and advocacy skills training program for youth with disabilities by 9/30/2016.

## Funding and Duration

Up to three projects, for up to \$125,000 per project per year, for up to five years.

## Background

Today's young people speak from a set of experiences different from adult self-advocates and have a great deal to contribute to the current advocacy environment. Successful leadership training programs build upon the identification and development of participants' strengths as individuals and as a community. The National Consortium on Leadership and Disability for Youth (NCLD/Y) outlines five areas that are important to effective youth leadership training:

**Learning** includes developing both basic and applied academic competencies and skills. Research indicates that youth learn best when they are involved in authentic learning environments with opportunities to explore and with real world application.

**Thriving** is the physical and mental health and overall well-being. Effective youth development activities prepare, support, and assist youth in making healthy choices in all phases of their lives.

**Connecting** develops positive social attitudes, skills, and behaviors so that youth feel a part of their community. Mentoring is one activity that can contribute to the feeling of connectedness.

**Working** improves occupational and career skills, attitudes, and behaviors that are needed for success in the workplace. Employment and work-based activities help youth to validate their self-worth, as well as to explore their abilities and interests.

**Leading** activities and opportunities help youth develop positive civic attitudes, skills, and behaviors. Youth need to contribute to their community, school, and family to develop to their full potential.

TCDD has previously funded youth leadership training projects that addressed most of these areas and were well received by individual participants and their families. Examples of previous TCDD projects include:

- **Texas A&M (TAMU)** supported participants to attend an annual statewide three-day conference. Participants engaged in legislative activities at the Capitol, such as a mock legislative session, a tour of the facilities and meeting with the governor. Participants also

developed personalized plans. Graduates from other youth leadership programs were able to apply to attend this training, and previous graduates of this training served as mentors. TAMU expanded on this project after TCDD funding ended and now collaborates with the Department of Assistive and Rehabilitative Services (DARS) on the Leadership, Employability, and Advocacy Project (LEAP), which holds two 10 day programs for high school juniors and seniors.

- **Imagine West Texas** collaborated with Disabilities in Action Center for Independent Living in Abilene, using a peer-to-peer training and mentoring model to increase the capacity and impact of participants to engage in leadership, advocacy, community living, continuing education and employment-related activities. Imagine West Texas worked with Disabilities in Action to continue the training.
- **The Region 19 Education Service Center** in El Paso developed an inclusive leadership and advocacy training. They partnered with non-disability community organizations, such as the Hugh O-Brian Youth Leadership Seminar, the El Paso Mayors 100 Teens Program, and the United Way Global Youth Day Organization.

These programs, and others like them, create important platforms of understanding and self-advocacy that will grow to benefit more than the initial participants. For example, they can support youth to use their voice in their schools by leading their own Admission, Review, and Dismissal (ARD) meetings; provide peer support; advocate for their personal wants and needs; and plan for their future. They also may have other positive outcomes, such as giving students the confidence to stand up to bullying.

To grow youth leaders and advocates statewide, training programs must meet the needs of diverse individuals and be offered in multiple locations around the state. In particular, there is a need to develop programs located in rural areas, programs located in areas with a high percentage of people living in poverty, and programs that can recruit and provide culturally appropriate training to youth who are African American, Latino, Native American, or Asian.

### **Project Description**

TCDD will fund up to 3 projects for participants 14-21 years old. Priority will be given to organizations with projects in rural areas, projects that serve a high percentage of people who are living in poverty, and projects that focus on working with underserved populations such as African American, Latino, Native American, or Asian youth. Projects will be encouraged to work to include youth in foster care and/or at-risk youth, if possible.

The first year of the project will be for planning and outreach. Beginning in the second year, each grantee will train 50 individuals per year. Programs must include evidence based training components:

- Learning about:
  - The history and philosophy of the disability rights movement;
  - Self-determination, supported decision making, and alternatives to guardianship.
- Thriving through:
  - Developing self-advocacy skills;

- Knowing how to take control of their health and well-being, including their mental health, as this is important to maintaining independence;
  - Understanding strategies to find and access necessary services and supports;
  - Connecting through activities to promote interaction between participants and peers.
- Working by:
    - Understanding employment options and exploring career goals;
    - Developing a plan for their future.
  - Leading through creating and implementing projects that would benefit others in some way.

Grantees would be required to follow up and report on participants' activities.

Projects will also be expected to support graduates to serve as mentors and to develop long range plans for impact and sustainability. Projects will be required to conduct evaluations that can provide TCDD with, at a minimum, the following information:

- Youth trained;
- Participants who report increasing individual self-advocacy after being trained and the types of activities they engage in;
- Participants who participate in a group advocacy effort, are in leadership positions, or whose activities have benefited others as a result of the training.

Multiple projects will enable TCDD to reach a wider range of people. There is a particular need to establish leadership and advocacy training opportunities in rural areas of the state, areas that experience high poverty, and areas that have a high percentage of people who are underserved. Because it is unlikely that any one organization can provide enough resources to meet the demand, it is imperative that organizations offer this kind of training work together to share expertise, to explore ways to maximize and/or increase their available resources, and to develop a means to continue to support training after TCDD funding has ended. Thus grantees will be required to collaborate with other TCDD youth leadership and advocacy grantees in order to continue receiving grant funds in the second through fifth years.

### **Other Considerations**

To increase the diversity of organizations that receive grants, priority will be given to first time grantees. Organizations with a previous youth leadership and advocacy grant will not be eligible to apply.

The suggested funding amount for these projects would allow the grantee to support participation of youth living in rural areas who may have to travel long distances, have reduced access to transportation, and/or may be living in poverty. Additionally, TCDD staff expect that grant reporting requirements may require additional staff time or a sub-contractor.

# Executive Summary — Grants for Outreach and Development

## Expected Outcome

At least seven groups that are improving access to culturally competent supports and services and meet specific criteria described in the “Project Description” section will develop their infrastructure and capacity to successfully implement future TCDD grants at higher funding amounts.

## Relationship to TCDD State Plan Goals

Information gained through these projects will inform most, if not all, of the objectives in the FY 2017 – FY 2021 State Plan as we work to improve cultural competency across all grants. Projects described by this Executive Summary will specifically meet one or more of the following objectives:

- 1.9. Implement at least three projects that address specific needs of individuals with developmental disabilities who identify with a specific minority culture(s) by 9/30/2021.
- 2.6. Collaborate with at least three other organizations to promote practices that reduce linguistic and cultural barriers that may prevent individuals from receiving services by 9/30/2021.
- 3.13. Each year of the plan, conduct at least one activity to support the participation of people living in rural areas and people who self-identify as having a racial or ethnic minority background in TCDD leadership and advocacy initiatives.

Successful implementation of these projects could also enable TCDD to more successfully address issues that may be specific to different minority communities and to facilitate the inclusion of people who are black/African American, Hispanic/Latino, Asian, or Native American in other activities or as Council members.

## Funding Amount and Duration

- Up to \$10,000 per project, for one year, for up to three projects. TCDD would offer funding for the \$10,000 projects for four years.
- Up to \$20,000 per project, per year, for up to two projects, for a second year. TCDD would offer funding for the \$20,000 projects for five years.
- No more than five projects would be implemented at any one time.

## Background

In the last five years, TCDD funded fourteen \$10,000 grants awarded to groups of people that:

- Strongly identified with a specific racial or ethnic culture, and;
- Were working to promote culturally competent family supports for people with developmental disabilities and families of people with developmental disabilities who also identified with that same cultural group.

The purpose of these grants was to:

- Develop an improved understanding of the different values, cultures, and customs that exist in Texas, and how cultural issues may impact how services should be provided;
- Support people to participate in TCDD leadership and advocacy initiatives;

- Promote practices that reduce linguistic and cultural barriers;
- Support other activities that the applicant organization has determined will help members of their communities who have disabilities to receive support that is more culturally appropriate.

Due to the lower amounts of funding, TCDD grant requirements were reduced in areas of applications, reporting, and organizational infrastructure. However, the number of staff hours needed to manage the administrative components of these grants remained the same. Many of the organizations were grassroots groups that had little or no experience with grants and were not used to managing funds and/or following workplans as is expected by TCDD.

In February of 2016, the TCDD Project Development Committee discussed options to update the requirements of the Outreach and Development grants with the following objectives: to assist grantees to build infrastructure and capacity; provide increased funding to continue successful and projects that might be developing a new model; allow grantees to apply for more than one Outreach and Development grant; and reach out to grantees from underserved areas. The Committee instructed staff to create an Executive Summary for an Outreach and Development RFP in the amount of \$10,000 per project for the first year and to allow for an increase in funding in the second year if the project can show increased capacity and potential for sustainability.

### **Project Description**

The purpose of the offering the \$20,000 Outreach and Development grants are 1) to increase organizational capacity and build sustainability 2) to support people to participate in TCDD leadership and advocacy initiatives 3) to promote practices that reduce cultural barriers.

Groups of individuals meeting the specific criteria below will be eligible to apply for a \$10,000 Outreach and Development Grant. The groups must:

- Consist of people who are black/African American who are working with individuals and/or families who are black/African American and of a similar culture;
- Consist of people who are Hispanic/Latino who are working with individuals and/or families who are Hispanic/Latino and of a similar culture;
- Consist of people who are Asian who are working with individuals and/or families who are Asian and of a similar culture; or
- Consist of people who are Native American who are working with individuals and/or families who are Native American and of a similar culture.
- Consist of people who represent another underserved or unserved racial or ethnic group and who are working with individuals and/or families who are of the same or similar culture.

If the group is applying to work with people who speak a language other than English, the members of the organization who have direct contact with the people being served must also speak that language well enough that interpreters are not required.

Organizations meeting receiving \$10,000 grants will be required to:

- Hold public meetings at least once every 3 months and work with TCDD staff to develop a deeper understanding of the needs and values of their members who have disabilities.
- Allow TCDD staff to attend at least one meeting to gather information directly from participants.
- Pay for one person representing the group to speak to the TCDD Council members at a meeting in Austin if requested.
- Give TCDD ideas for actions to increase the diversity of the people and organizations who work with TCDD.
- Identify strategies to make positive changes that will help people with disabilities and their families to have more control over their lives.
- Engage in trainings, communications, outreach and other activities that promote systems change.

Organizations that have completed an Outreach and Development grant may apply for a second year, with funding up to \$20,000 for the second year, if they:

- Are engaging in systems change efforts or providing training;
- Met the requirements of their first grant as described above;
- Followed the workplan for their first grant;
- Demonstrated the ability to manage the fiscal and reporting requirements of the first grant;
- Show increased capacity and potential for sustainability, and;
- Address Objectives 1.9., 2.6., or 3.13.

Up to two projects per year could be funded for a second year. Previously funded Outreach and Development grantees would be eligible to apply for a second year if they meet the requirements noted above and have not received another grant from TCDD that is larger than \$50,000 per year since their Outreach and Development project was completed.

Organizations receiving funding for an additional year would be expected to continue their existing project with the goals of building capacity of their infrastructure as needed and establishing sustainability for systems change activities. This might include, but would not be limited to:

- Developing policies and procedures;
- Creating job descriptions and starting personnel files for key staff;
- Establishing fiscal control procedures, an accounting system that shows gains/losses, and procedures for purchase/procurement of goods and services;
- Instituting a plan to evaluate the success of their activities;
- Building their capacity to write proposals for grants for future funding;

- Developing an understanding of possible policy implications of their work and make recommendations as appropriate;
- Improving their understanding of communications strategies and engaging in activities that could increase their organization's impact.

### **Other Considerations**

TCDD's history with Outreach and Development projects revealed that all grantees did not seek the type of outcomes related to Objectives 2.7. or 3.13. (See "Relationship to State Plan Goals and Objectives"). Some projects led activities that their community identified as important but that did not focus on supporting people to participate in TCDD leadership and advocacy initiatives or on promoting practices that reduce linguistic and cultural barriers. Therefore, not all funded "Outreach and Development Grants" would meet these objectives, but they would most likely be steps to enable TCDD to develop other projects that would.

**CONSUMER STIPENDS PROPOSALS — Executive Director Review**

**ITEM: 1**

**Date: 2/25/16**

**Organization: Texas Parent to Parent City, State: Austin, TX**

**Federal: \$6,000**

**Match: \$2,980**

**Event**

Conference: 12<sup>th</sup> Annual Texas Parent to Parent Conference

Date: June 17–18, 2016

Location: Embassy Suites

City, State: San Marcos, Texas

**Previously Funded**

**Yes:** 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005

**Comments:**

We will provide information to parents, siblings, and youth/young adults with disabilities on advocacy, special education law, Medicaid Waiver Programs, transition to adulthood, self-determination, resources, and health care issues.

**Considerations**

The conference sponsors propose to provide stipends to cover:

Lodging – 36 individuals (36 @ \$85/individual for 2 nights) = \$ 6,000.00

Total lodging cost is \$6,120, difference in match

**Total cost (federal): \$ 6,000.00**

Applicant match registration difference, childcare and meals:

Child Care — 36 individuals (12 providers @ \$115/day for 2 days + \$100 Supplies) = \$2,860.00

Lodging — 36 individuals (36 @ \$1.67/individual for 2 nights) = \$120.00

**Total cost (match): \$2,980.00**

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved:  yes  no Beth Stalvey

Digitally signed by Beth Stalvey  
DN: cn=Beth Stalvey, o, ou, email=beth.stalvey@todd.texas.gov, c=US  
Date: 2016.02.26 16:03:26 -0600

**Date:** 2-26-16

Comments: \_\_\_\_\_

# Executive Summary — Support for Translation of Documents

## Project Goal

Not-for-profit community organizations or agencies that serve and support people with developmental disabilities and their families will have access to materials that are translated into languages needed by the people they serve.

## Relationship to TCDD State Plan Goals

2.6. Partner with at least three other organizations to promote practices that reduce linguistic and cultural barriers that may prevent individuals from receiving services by 9/30/2021.

## Funding and Duration

Up to \$25,000 per year for up to three years.

## Background

In April of 2013, the TCDD Executive Committee reviewed options for initiating projects in an expedited manner that would allow TCDD to expend available funds as needed but that could also be inactive if funds were not available. One of the preferred options was funding language translation of materials for disability advocacy organizations that serve their local community.

Some of TCDD's Outreach and Development grantees have used TCDD funding to translate various materials that they used in training, outreach, and direct support of individuals with developmental disabilities and their families. The materials included information about leadership and advocacy training, the rights of individuals with developmental disabilities and their families, available services and supports, and information about the types of supports the organization was able to provide. These grantees confirmed that there is a pressing need for information to be provided in people's native language or in ways consistent with specific culturally-influence learning styles or that are culturally sensitive.

Per the 2009–2013 American Community Survey, approximately 35% of Texans over the age of four speak a language other than English at home. The table on the right is from the November 26, 2015 edition of the Texas Tribune and lists the top 10 languages other than English that are spoken in Texas households.

## Project Description

TCDD will pilot a project to translate materials for not-for-profit organizations or agencies that do not currently have a grant from TCDD, a state agency, or a federal agency. The documents would meet the following criteria:

**Top 10 Languages Other Than English Spoken in Texas Households**

Language	Number of Speakers
Spanish	6,983,380
Vietnamese	193,408
Chinese*	140,971
Tagalog	72,248
German	69,140
French	60,730
Hindi	59,602
Urdu	57,662
Korean	55,794
Arabic	55,304

\*Includes Cantonese, Mandarin and other Chinese languages. Credit: Jolie McCullough

- Support people with developmental disabilities and families to understand and/or access services and supports;
- Inform people with developmental disabilities and their families of their rights; and/or
- Be consistent with a person-centered or family-centered philosophy.

To implement this project, TCDD staff would:

- Develop an application.
- Determine criteria, such as: page limit for each organization, language options, and types of materials that would be eligible for translation.
- Establish an upper limit for the number of pages that TCDD would translate in a current year and amend the current contract with TCDD's language translation services to accommodate this amount.
- Ensure that materials meet the above criteria listed
- Review the intended use, distribution strategies, and impact of the materials on underserved populations with linguistic barriers.
- Make a reasonable effort to ensure that materials do not already exist in that language.
- Maintain a list of materials that have been translated and the date they were translated to make sure materials are not translated into the same language repeatedly.

No one organization could receive translation services that exceed \$6,000 per year, and approval would be dependent on having funds available.

TCDD's Executive Director would approve translation requests as they are received and would report to the Executive Committee.

## TCDD Future Funding Activities Priority List As of February 4, 2016

Number	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
N/A	Outreach & Development Projects 2.0 — Projects for up to 18 months	5 per year	\$10,000 per project	2/5/13	TBD	FY 14–16	Variable
N/A	Developmental Disability Policy Fellows Program — Award up to 2 two-year — Fellowships in each of Year 1 and 2 — Up to 3 yrs.	1	Year 1 up to \$135k Year 3 up to \$135K Year 2 up to \$270K	8/9/13	2/21/2014 3/4/2016	8/1/201 9/1/2016	7/31/2016 8/31/2018
N/A	Leadership Development and Advocacy Training — Up to 5 years	4	\$75,000 per year	8/8/14	9/4/15	4/1/16	3/31/16
1	Partners in Policymaking — Up to 5 years	1	Year 1 up to \$150K Year 2 up to \$225K Year 3 up to \$250K Year 4 and 5 up to \$300K	11/6/15	TBD	TBD	TBD
2	Alternatives to Guardianship and Supported Decision Making — DD Network Project — Up to 5 years	1	TBD	2/5/16	TBD	TBD	TBD
3	Higher Education Collaborative — Up to 5 years	1	TBD	2/5/16	3/25/16	11/1/16	10/31/21
4	Support for Student Research-Related Expenses on Disability-Related Topics — Up to 5 years	3	\$25,000 per year per project	11/7/14	TBD	TBD	TBD
5	Partnership with African American Clergy to Support Families — Up to 5 years	1	\$75,000/yr.	5/3/13	N/A	TBD	TBD
N/A	Support for Full Participation of Self-Advocates on Workgroups — Up to 1 year	1	\$50,000/yr.	8/9/13	N/A	TBD	TBD

**Legend:**

Blue text indicates: open RFP or Proposals received are under review at time of printing.

Yellow highlighted text indicates: proposals have been approved, awarded or project is in process of beginning since last Council meeting.

## **Aging with Developmental Disabilities Position Statement**

The Texas Council for Developmental Disabilities supports the position that all people aging with disabilities should be fully included in their communities. Many people with developmental disabilities are supported throughout their lives by family caregivers. The number of older adults with intellectual and developmental disabilities is expected to triple over the next twenty years and the majority of Texans waiting for services have a primary caregiver who is between 31 and 59 years of age.<sup>1</sup> As people with developmental disabilities and their caregivers' age, they have the right to continue to live in the community and exercise control over their own lives. ~~Each~~ All individuals faces challenges caused by the aging process and needs flexible services and supports systems equipped to meet their changing needs.

Therefore, the Council supports the position that Texas has a responsibility to ensure that the state's long-term services and supports system can meet the needs of older Texans with disabilities and their aging family caregivers by:

1. Ensuring that ~~long-term~~ services and supports are available and flexible enough to allow each aging individual to remain in their home and community and exercise control over their own lives.
2. Building expertise among service providers to assist people with developmental disabilities who are aging and their family caregivers in actively planning for their future long-term ~~care~~ services and supports needs.
3. Increasing capacity for respite services for aging caregivers of people with developmental disabilities.
4. Including people representing the disability community on any committee developing or reviewing initiatives and policies related to aging.
5. Assisting people to establish a comprehensive retirement plan to encompass any or all of the following concerns:
 

<ul style="list-style-type: none"> <li><del>access to</del> health care</li> <li><del>advanced</del> directives <u>relating to health care</u></li> <li><del>counseling</del> <u>services</u></li> <li><del>retirement</del> <u>and/or</u> employment <del>options</del></li> <li><del>guardianship/alternatives to guardianship</del></li> <li><del>housing</del></li> </ul>	<ul style="list-style-type: none"> <li><del>legal</del> <u>issues</u></li> <li><del>leisure time</del> <u>activities</u></li> <li><del>long-term services and supports plan</del></li> <li><del>financial issues</del> <u>money</u></li> <li><del>self advocacy</del> <u>training</u></li> <li><del>transportation</del></li> </ul>
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Texas leads the nation in promoting independence of people with disabilities and can continue to set the standard as its population ages.

Approved ~~May 9, 2014~~

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<sup>1</sup>Texas Biennial Disability Report, Texas Council for Developmental Disabilities, 2010.

## Access to Health Care Position Statement

The Texas Council for Developmental Disabilities supports the position that all people, regardless of their disability, age, or ability to pay, should have access to affordable, comprehensive health care. ~~TCDD-The Council~~ supports healthcare initiatives and efforts to increase the access and affordability of health insurance for everyone.

The ~~Texas Council for Developmental Disabilities Council~~ supports the expansion of Medicaid for Texas under the federal Affordable Care Act. ~~The expansion would have covered an additional 1.2 million Texans by 2016. As a result, Texas has the biggest coverage gap in the country, with 766,000 residents ineligible for Medicaid and also ineligible for premium subsidies to offset the cost of private coverage in the exchange.~~ ~~We-The Council~~ supports the position that in any consideration of changes to the healthcare financing and delivery system in the United States, the well-being of the ~~patient individual~~ must be the highest priority. The Council strongly supports the reform measures and principles set forth in this statement as providing individuals consistent access to patient centered, timely, unencumbered, affordable and appropriate health care and universal coverage while maintaining physicians as an integral component to providing the highest quality treatment.

The Council supports the position that as policymakers consider healthcare reforms they should:

- Ensure ~~patients individuals~~ are empowered to control and decide how their own healthcare dollars are spent;
- Ensure unencumbered access to specialty care;
- Make healthcare coverage more affordable; ACA created a subsidy system for low and some middle income families to help purchase of insurance in the state insurance exchanges. The law sets a cap on the amount of insurance premium that individuals and families will to pay for the second cheapest Silver plan based upon that person/family's income in relation to on the Federal Poverty Level (FPL). These subsidies need to extend to individuals with developmental disabilities-IDD and not tied to FPL-not eligible for Medicaid.
- Improve value and increase quality ~~on in~~ our healthcare system;
- Extend both coverage and access ~~for to~~ the uninsured and under-insured;
- Avoid establishing new unsustainable programs;
- Provide comprehensive, culturally and linguistically appropriate behavioral and mental health services and supports;

- Provide services in the context of a patient centered medical home, where the clinician works in partnership with the individual and/or family to ensure that all ~~of the~~ medical and nonmedical needs of the person are met;
- Ensure ~~that~~ children and adults with behavioral and/or mental health concerns have access to screening, diagnosis and treatment that is not subject to arbitrary limits on coverage and integrated into the broader healthcare system;
- Ensure that people with disabilities of all ages and their families have access to health care that responds to their needs over their lifetimes, and provides continuity of care that helps treat and prevent chronic conditions;
- Ensure that people with disabilities and their families receive comprehensive health, rehabilitation, habilitation, and long term support services provided on the basis of individual need, preference, and choice;
- Ensure that people with disabilities and their families have equitable and affordable access to health coverage programs ~~and are not be~~ burdened with disproportionate costs.

The Council is concerned about proposals to block grant Medicaid because people with disabilities are especially vulnerable to reductions in Medicaid spending since they typically require more health services and long term supports. Reforms are necessary to strengthen the current Medicaid program so that it provides accessible, high-quality healthcare services to people with disabilities enrolled in the program; with changes that include, but are not limited to, evidence-based practices and payment structures that attract providers.

## Community Living Position Statement

The Texas Council for Developmental Disabilities supports the position that individuals with disabilities should have access to opportunities and the supports needed to make their own decisions, be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, the state, and the nation.

Individuals with disabilities must have access to the full range of accommodations necessary to ensure that living in their community is possible. These accommodations may take various forms such as supported decision-making, personal attendant services, medication monitoring, respite, durable medical equipment, employment services, transportation, and/or minor home modifications. Accommodations may be sustained needed for either longer or shorter duration-time or may be of greater or lesser intensity-amount depending on the need of the individual.

Services to children should be provided in their family setting-home. When children cannot remain with their families, they must be cared for using principles, policies and processes akin to those of permanency planning and have access to family-based alternatives that ensure enduring-loving and nurturing relationships.

Adults with disabilities shall have choice and control about where, how, and with whom they live. They must be provided with assistance that may be needed, like supported decision-making, to make these choices and to sustain choices regarding community living. All people with disabilities should have access to the services and supports they need to live in the community. The state of Texas must allocate the requisite resources to support community living for people with disabilities. In addition, the state must rapidly expand the availability of individualized community options, transition all individuals in state institutions to community living, commit to a transition plan to close state supported living centers and transfer any cost savings to quality community programs. Communities must also be cultivated-helped to ensure-local-systems foster accessibility within and across all facets of community life, so that maintaining community placement is a feasible outcome for individuals with disabilities.

**COMMITTEE OF THE WHOLE  
DRAFT MINUTES  
MAY 5, 2016**

**COUNCIL MEMBERS PRESENT**

Kristine Clark	Barbara Kaatz, TEA	David Taylor
Gladys Cortez	Ruth Mason	Lora Taylor
Kristen Cox	Scott McAvoy	Richard Tisch
Mateo Delgado	Michael Peace	April Young, HHSC
Stephen Gersuk	Brandon Pharris	Donnie Wilson, DADS
Mary Faithfull, DRT	Meghan Regis, DARS	Dan Zhang, A&M CDD
Ivy Goldstein, DSHS	Amy Sharp, UT CDS	

**COUNCIL MEMBERS ABSENT**

Mary Durham, Council Chair	Kimberly Blackmon	John Thomas
Hunter Adkins	Dana Perry	

**STAFF MEMBERS PRESENT**

Beth Stalvey, Executive Director	Cynthia Ellison	Linda Logan
Martha Cantu	Danny Fikac	Jessica Ramos
Belinda Carlton	Ashley Ford	Fernando Rodriguez
Joanna Cordry	Sonya Hosey	Joshua Ryf
	Wendy Jones	Koren Vogel

**GUESTS PRESENT**

Brittain Ayres	Brooke Hohfield	Darryl Powell
Justin Babineaux, DADS	Cozetta Lamar	Tanashia Stanton
Shiloh Gonzalez	Amy Litzinger	Elizabeth Tucker

**CALL TO ORDER**

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, May 5, 2016, in the Nelson Room of the Doubletree Austin Northwest - Arboretum, 8901 Business Park Drive, Austin, TX 78759. Council Vice-Chair Kristen Cox called the meeting to order at 9:34 AM.

**1. INTRODUCTIONS**

Council members, staff and guests introduced themselves.

**2. PUBLIC COMMENTS**

No public comments were offered to the Committee.

**3. CHAIR AND EXECUTIVE DIRECTOR REMARKS**

TCDD Executive Director Beth Stalvey provided an overview of the meetings for the quarter and highlighted some changes from the typical schedule. She noted that member comments and suggestions resulted in the changes and that staff welcome feedback on this schedule as well as other recommendations. Additions to the schedule include an optional and informal "orientation" meeting on Thursday before the Committee of the Whole which allowed members to ask questions

about agenda items or materials. Several members participated and expressed appreciation for the opportunity to ask questions and network with other members and staff. A second informal and optional workshop is scheduled to follow the Committee meetings on Thursday afternoon and will give members the opportunity to coordinate resources with staff members. This quarter Communications Director Joshua Ryf will focus on “member highlights” to collect stories and information that could be used in social media or to recruit other members. Additionally, the Executive Committee is scheduled to reconvene on Thursday at 4:30 PM to allow Committee Chairs an opportunity to debrief and prepare for Friday’s Council meeting. Agenda topics have also shifted to reduce duplication of reports, to allow for more policy discussions during the Committee of the Whole to help prepare members for the upcoming legislative session, and move report items such as the Communications report to the Friday Council meeting.

Executive Director Stalvey reminded members that only three meetings remain before the next Texas legislative session and the Council will focus on key policy items during those meetings. Members will have the opportunity to meet with their legislators during the February 2017 meetings and discuss those policy items.

Stalvey noted that staff are striving to be responsive to member needs and any changes should address those needs. In order to gain a better understanding, staff have created a survey to gain feedback on meeting formats, materials and resources. The survey was distributed and collected after members had the opportunity to complete it.

Council member Rick Tisch, Public Policy Assistant Ashley Ford and Executive Director Stalvey attended the Disability Policy Seminar in Washington, DC in April. They received presentations on federal policy issues and made visits to five Congressional offices. Tisch discussed sessions led by self-advocates on employment that encouraged careers instead of jobs. Stalvey added that they had a productive meeting with staff from Representative Cuellar’s office and there is potential to collaborate on public forums in that South Texas Congressional district.

#### **4. GRANT PROJECT HIGHLIGHTS**

TCDD Grants Management Specialist Wendy Jones provided highlights of the Health and Fitness projects from Any Baby Can, Texas State Independent Living Council (SILC), and the Epilepsy Foundation of Texas. All three grantees are in the final year of their five-year projects and have had outstanding results. Any Baby Can has served over 200 families in the San Antonio area with an 8-month curriculum delivered in four phases. Texas SILC has served 163 individuals from four Centers for Independent Living (CIL) and has included other CIL activities into the project such as incorporating home-grown vegetables (not a part of the project) into healthy nutrition classes that are part of the project. The Epilepsy Foundation of Texas implemented 12-week educational programs on nutrition and fitness and has expanded from individualized programs to groups including schools and has served approximately 1000 individuals.

#### **5. TCDD FINANCIAL REPORT**

Executive Director Stalvey provided a presentation on “Understanding the TCDD Budget”. She explained the sequence for TCDD funds as they begin with a federal award from the Administration on Intellectual and Developmental Disabilities and move through the grant process. TCDD is allowed two years to assign funds and three years to spend so it is important to assign “older” money to be spent by grantees or contractors. The Council’s responsibility for the budget includes approval of an operating expense budget, development of ideas and projects based on the state plan goals and

objectives, approval of new and continuation grant awards. Council members must understand the budget cycle and ensure that TCDD is on track to spend funds within our federal guidelines.

TCDD Operations Director Martha Cantu discussed the financial reports for this quarter and presented new proposed formats that use plain language and clear graphics. She reviewed the summary of funds and noted that TCDD has approximately \$1.7 million in FY 2016 funds to assign to grantees prior to September 30, 2017 and that these funds must be spent by September 30, 2018.

Cantu also reviewed the FY 2016 Operating Expense budget and explained that funds not needed in professional services, out-of-state travel, and other expenses were moved to salaries and benefits to accommodate changes in staffing. This move does not change the bottom line of the FY 2016 Operating Expense budget.

**6. POLICY PRESENTATION: CHANGING WORLD OF TEXAS MEDICAID**

TCDD Public Policy Director Jessica Ramos and Elizabeth Tucker, Executive Director of EveryChild, Inc. provided a presentation on the Texas Medicaid STAR Kids program. STAR Kids is the managed care program for children receiving SSI, Medicaid Waiver services, or participating in Medicaid buy-in and will take effect on November 1, 2016. Approximately 180,000 children and youth will be going into this program. Ramos and Tucker reviewed the timeline for STAR Kids implementation and noted that enrollment will begin in August 2016. The managed care organization is determined by the geographic region of the child's residence and key elements of the program include comprehensive screening and assessments, service coordination and transition planning. Tucker and Ramos also discussed advocacy recommendations for impact to the Medically Dependent Children's Program.

**8. COUNCIL CHALLENGE**

Council members participated in an education and training activity in the form of a *Jeopardy* style challenge that covered the topics of Texas Medicaid, TCDD grant projects, TCDD participation in local events, recent TCDD social media reports, transition services, and general TCDD public policy issues.

**ADJOURN**

Council Vice - Chair Cox adjourned the Committee of the Whole at 1:30 PM.

Beth Stalvey

Date

Secretary to the Council

**Background:**

The Executive Committee reviewed proposed amendments to Council Policies and Procedures during the February 2016 meeting that would:

- Define the process for payment withholding when a grantee is non-compliant
- Clarify the grantee appeal process
- Clarify Council membership
- Increase reimbursement rates for attendant and respite services provided for members during meetings.

The Council review was held for final review approval in order to provide 10 days notice of the proposed amendments as required by TCDD policies.

**Council — Agenda Item 10****Expected Action:**

The Committee will consider Executive Committee recommendations to approve amendments to Council Policies and Procedures.

# Texas Council for Developmental Disabilities

## Council Policies

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# Texas Council for Developmental Disabilities

## Council Policies

Adopted by Council November 10, 2000

Revisions Approved May 10, 2002, August 8, 2003, August 13, 2004, November 5, 2004; February 4, 2005; February 3, 2006, November 3, 2006, August 3, 2007, February 22, 2008, February 12, 2010 and May 6, 2011

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### III. MEMBERS

(Revised 11/03/06)

- A. Membership. Members of the Council are appointed by the Governor in a manner consistent with federal (**Developmental Disabilities and Assistance Act**) and **Texas** state law. Members shall include individuals with developmental disabilities, parents of individuals with developmental disabilities, and representatives designated by the chief executive officer representing **the following federal and state programs.**
1. **The Individuals with Disabilities Education Act**
  2. **The Rehabilitation Act of 1973**
  3. **The Older Americans Act**
  4. **Title V of the Social Security Act**
  5. **Title XIX of the Social Security Act**
  6. **State Protection and Advocacy System funded under the DD Act**
  7. **University Center for Excellence in Developmental Disabilities (UCEDD at University of Texas)**
  8. **University Center for Excellence in Developmental Disabilities (UCEDD at Texas A&M University)**
  9. **Representatives of local and non-governmental agencies concerned with services for individuals with developmental disabilities**
  10. **Representatives of private non-profit groups concerned with services for individuals with developmental disabilities**
- B. Terms. Members of the Council serve staggered terms as specified in state statute.
- C. Council Member Expenses. Council members serve without salary but are entitled to receive reimbursement for actual expenses for all approved activities consistent with Council policies and state law.
- D. Conflict of Interest. Council members shall adhere to the Conflict of Interest Disclosure Policy as approved by the Council as Appendix I.

### IX. TCDD GRANTS PROJECTS

(Revised 05/06/11)

- A. Scope
1. As authorized by 40 TAC 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.
  2. These sections govern the submission and review of project proposals and the award, amendment, and termination of project contracts.
- B. Overview of TCDD Grants
1. The Council will identify priorities for funding projects based on the approved TCDD State Plan for Texans with Developmental Disabilities.
  2. Sources.

- (a) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.
  - (b) Unsolicited proposals may be submitted by organizations consistent with procedures approved for such submissions by the Project Development Committee.
  - (c) The Council may develop projects with organizations without competitive proposals when only one known best expert is available, for business necessity, or when otherwise allowed by Council determination.
  - (d) Nothing herein shall be construed to prohibit any firm, agency, or organization with which any member of the Council is associated from receiving a grant from the Council providing the Council member does not receive compensation or financial gain from the grant as **outlined in the Conflict of Interest policy**.
3. Requests for Proposals will be published in the Texas Register and a notice will be provided to organizations on the Council's Web site and mailing list.
  4. TCDD may reject all applications submitted in response to a request for proposals and may cancel a grant solicitation at any point before a grant award is finalized.
  5. Council staff provides technical assistance and support to grant projects including training for new grantees. Council staff also monitors grantee accomplishments and compliance with TCDD Grants procedures by conducting one or more on-site monitoring visit(s) to each grant project annually unless otherwise provided by a risk assessment methodology approved by the Audit Committee. Summary reports of on-site visits are provided to the Executive Committee.
  6. TCDD funds shall not be used to conduct clinical research.
- C. General Selection Criteria
1. Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council.
  2. Evaluation Criteria shall include but not be limited to:
    - a. program quality as determined by a peer review process; and
    - b. the cost of the proposed project.
  3. The Council may consider additional factors in determining best value, including:
    - (c) financial ability to perform services;
    - (d) state and regional needs and priorities;
    - (e) improved access for unserved or underserved areas and or groups of individuals;
    - (f) ability to continue services after conclusion of grant funding, if applicable; and
    - (g) past performance and compliance.
- D. Application Requirements
1. Council staff shall develop a "Grant Application Packet" for each Request for Proposal. Grant Application Packets shall be available upon request from the Texas Council for Developmental Disabilities with each Request for Proposal and will be made available at the Council's Web Site.
  2. The Grant Application Packet will include at a minimum:
    - (a) goals describing the purpose for the grant program;
    - (b) eligibility requirements;
    - (c) description of the project activities and outcomes;
    - (d) application forms and instructions;

- (e) application requirements and restrictions; and
- (f) selection criteria and the process to evaluate grant proposals and select proposals for awards.

3. The Applicant shall use the format included in the Grant Application Packet. A proposal which is submitted in a format that is substantially different from the Council's format will not be considered.
4. Proposals received after the closing date will not be considered, unless an exception is approved. The Executive Director is authorized to approve requests for exceptions for good cause received prior to the closing date. Exceptions requested after the closing date may be approved only by the Executive Committee. Any exceptions shall be documented in writing and retained as part of the grant application file.
5. Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.

E. Screening of Proposals

1. Council staff will screen applications to determine if all information has been provided in a timely fashion, on prescribed forms.
2. An application must be complete for consideration and shall include a signature by the proper authorizing official.
3. Council staff will provide written notification to applicants eliminated through the screening process.

F. Peer Review Process

1. The Council shall use peer reviewers to evaluate proposals submitted in competitive requests for proposals, exclusive of stipends grant proposals when the award is greater than \$15,000.
2. Council staff shall serve as the review panel for stipends grant proposals and for other grants when authorized funding \$15,000 or less yearly.
3. All reviewers shall disclose any conflicts of interest with individuals associated with applications to be reviewed.
4. The Executive Director shall submit recommendations for Review Panel members to the Executive Committee for approval. Council members and staff will be asked for suggestions of professionals and public citizens to evaluate proposals. Reviewers may not evaluate proposals in which there is, or is an appearance of, a conflict of interest.
5. Council staff shall provide written instructions and training for all Review Panel members.
6. Council staff shall convene a meeting with each Review Panel and shall record the summary evaluation of the review of each proposal.

G. Funding Decisions

1. Council staff shall submit a recommended priority ranked list of applicants for possible funding. Final approval of organizations to receive grant funding exclusive of stipends grant awards, shall be determined by the Executive Committee.
2. Final approval of organizations to receive grant funding for stipends projects shall be made by the Executive Director. Notice of such actions shall be provided in a timely manner to the Executive Committee and Council.
3. Council staff may negotiate with selected applicants to determine the final terms of the award. To receive an award, the applicant must agree to perform the activities as presented in the request for proposals and accept any additional or special terms or conditions listed in the grant award and any changes in the grant application. Any revisions to the project proposal shall become part of the grant award and shall be documented in writing.

4. Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.
5. Applicants must give assurances that the grantee will abide by the terms of the grant award; the Uniform Grant Management Standards (UGMS) adopted by the Governor's Office of Budget and Planning, and federal Rules related to these funds promulgated by the Office of Management and Budget (OMB) where applicable, as determined by Council staff; and these policies.
6. The Council Executive Director may negotiate and approve changes in the project proposal that address concerns and weaknesses noted from the review process, and/or which assure consistency with the intent of the RFP. Any revisions to the project proposal shall become part of the grant award and shall be documented in writing.
7. Council staff shall notify unsuccessful applicants in writing.

#### H. Continuation Funding

1. Projects may be eligible for continuation funding as specified in the original request for proposals. Continuation funding will not be automatic. Consideration for continuation funding will include a review of the project's accomplishments, progress toward stated goals and objectives, financial management of grant funds, compliance with reporting requirements, review of the most recent project audit, review of findings from TCDD onsite reviews, and development of alternative funding. The grantee shall submit a proposal for continuation funding as requested by TCDD staff.
2. The Executive Committee may approve continuation grants after a review in accordance with the provisions of these policies. A summary of past accomplishments and future activities of each project awarded continuation funding shall be provided to the Council.

#### I. Appeal of Funding Decisions

1. Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The person or entity appealing shall be known as the appellant. **An appeal is not an opportunity for an applicant to provide additional information that could have been included in the original proposal. To do so would create a two-stage review process that is not part of the Council's current policies.**
2. Appeals of funding decisions shall be received, processed, and resolved with fairness and promptness.
3. The appellant shall file an appeal in writing addressed to the Executive Director. The written appeal must be postmarked within 10 workdays of the date of the written notice of suspension or within 15 workdays of the date of written notice of denial or of continuation funding. The written appeal shall include all relevant facts and information that the appellant wishes to have considered as well as the proposed remedy being sought. The Executive Director will acknowledge receipt of the letter with a copy to the Executive Committee.
4. The Executive Director will investigate, compile, and study all relevant information about the appeal and, within 30 workdays of the receipt of the appellant's letter and submit a written report to the Executive Committee. The report will contain recommended action and the evidence supporting the recommended action. **The report may not include an evaluation of additional information provided by the appellant when such information could have been included in the original proposal.**
5. The Executive Committee may approve the recommendations of the executive director, make such modifications as deemed appropriate, order further investigation, or take other appropriate action.
6. The decision of the Executive Committee is final.
7. Council staff shall notify the appellant of the final determination of the appeal.

## **J. Payment Withhold of Grant Funding**

- 1. The Executive Director may grant a payment withhold of grant funding for a grant project prior to the end of the grant budget period pending the result of corrective measures if a grantee fails to comply with the terms of the grant, after consulting with the Council Chair. The Executive Committee shall be notified of any payment withhold.**
- 2. TCDD shall provide written notice to the grantee of the proposed payment withhold of grant funding at least 10 business days (2nd revised deadline) prior to any withheld payments.**
- 3. That notice shall state the reasons for the payment withhold of funding and the procedure for requesting reconsideration.**
- 4. If report(s) are not received by the 2nd revised deadline (10 business days from the initial request), TCDD will implement an immediate hold on all payments to the grantee pending receipt of any late report(s).**
- 5. When late reports are received from a project after a payment hold has been initiated, TCDD will restore payment for requests pending for not more than 60 calendar days but may partially restore payments for the any period beyond 60 calendar days in arrears as outlined.**
- 6. The payment withheld will be rescinded and any outstanding payment requests processed, except that:**
  - (a) Payments will be restored for only the past 60 calendar days. Reimbursements for any period of a payment withheld for more than 60 calendar days may be partially restored in the following manner:**
    - i. Payments for the period from 60 – 90 calendar days will be restored at 90% of the requested amount.**
    - ii. Payments for the period from 90 – 120 calendar days will be restored at 50% of the requested amount.**
    - iii. Payments for the period longer than 120 calendar days past will not be restored.**
- 7. A Notice of Grant Award for any project that is more than 60 calendar days late in submitting required reports will be prepared with a payment hold in place until all reports are received. The same schedule for reducing the amount of payments restored as noted above will apply.**
- 8. Any reports required from the prior grant award period will cause the subsequent award to be subject to the same payment withhold process and schedule for partially restoring payments.**
- 9. In the event that withheld payments are not fully restored, the grantee may appeal to the Executive Director. Any appeal will be considered by the Executive Committee at its next regularly scheduled meeting. Actions of the Executive Committee on such appeals are final.(Item I – Appeals)**
- 10. Payment withhold will remain in effect until the grantee has taken corrective action, given an assurance approved by the Executive Director that the corrective action will be taken, or the grant is suspended.**

## **K. Suspension of Grant Funding**

- 1. The Executive Director may suspend grant funding for a grant project prior to the end of the grant budget period pending the result of corrective measures if a grantee fails to comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or if the original purposes for which funding was approved are no longer evidenced. The Executive Committee shall be notified of any suspensions.**

2. TCDD staff shall provide written notice to the grantee of the proposed suspension of grant funding at least 10 workdays prior to any suspension except as provided by Section L, Subsection 3. That notice shall state the reasons for the suspension of funding and the procedure for requesting reconsideration.
3. A suspension may be effective immediately if, after consulting with the Council Chair, the Executive Director determines that delayed action does not protect the interests of the Council.
4. A grantee shall have the opportunity to request reconsideration of the suspension of grant funding. The grantee must provide a written request for reconsideration to the Executive Director no later than 10 workdays after receiving notice of suspension of funding. A request for reconsideration must include all facts and information the grantee considers to be relevant to the situation and a proposed plan of correction. If a grantee does not request reconsideration in writing within the specified time period the grantee will be deemed to have waived any further review and grant funding will be suspended.
5. If the Executive Director determines that the responses of the grantee are not satisfactory, the grantee's authority to obligate funds may be suspended. TCDD staff shall provide the grantee a written notice of suspension that will set the effective date for suspension and identify any allowable costs that the grantee may incur during the period of suspension.
6. Suspensions remain in effect until the grantee has taken corrective action, given an assurance approved by the Executive Director that the corrective action will be taken, or the grant is terminated.

#### L. Termination of Grant Funding

1. The Council or the Executive Committee may terminate grant funding prior to the end of the grant budget period if a grantee fails to comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or the original purposes for which funding was approved are no longer evidenced.
2. The Executive Director may recommend to the Executive Committee termination of grant funding if corrective actions are not taken during a suspension period or if the corrective actions are not sufficient to remedy the concerns. In such instances, the Executive Director shall provide a summary report to the Executive Committee including the reasons for which a termination of funding is recommended, additional information provided by the grantee pursuant to a request for reconsideration, if any, corrective actions proposed by the grantee, and the proposed date for termination of funding.
3. The grantee shall be provided written notice of the recommendation to terminate funding at least 10 workdays prior to the meeting of the Executive Committee to consider that recommendation. Such notice shall include the date and location of the Executive Committee meeting where the recommendation to terminate funding will be considered.
4. The decision of the Executive Committee is final.
5. The Executive Director may also recommend to the Executive Committee that grant funding be terminated without an initial suspension of funds. In such instances, the grantee will be provided written notice of the recommendation to terminate funding at least 45 calendar days prior to the proposed termination. That notice shall state the reasons for the termination of funding, the proposed date of termination, and the procedure for requesting reconsideration. The grantee shall have the opportunity to request reconsideration of the proposed termination-by filing a written request for reconsideration with the Executive Director not later than 10 workdays after receiving notice of the proposed termination.
6. If circumstances warrant, grant funding may be terminated by the Executive Committee or Council for cause without notice of suspension when delayed action does not protect the interests of the Council. In such instances, TCDD staff shall provide written notification of

the termination which shall include the reason(s) for such action and instructions for termination or closeout of the grant.

7. Grant funding may also be terminated may by mutual agreement or by the grantee when the grantee's authorizing official gives written notification to the Executive Director. TCDD staff shall provide written notification of termination by joint agreement, or written acknowledgement of the termination notice if by the grantee. Such notice or acknowledgement shall include written instructions for termination or closeout of the grant.
8. The TCDD Executive Director may approve TCDD assuming the federal share of any obligations that cannot be cancelled.
9. A grant, or portion thereof, may also be terminated at the grantee's request by approval of the TCDD Executive Director.
10. Between the time of the proposed termination and the final decision of the Executive Committee, TCDD may withhold further funding. In the event the Executive Committee's decision is favorable to the grantee, the funds shall be promptly distributed to the grantee.

**M. Financial Monitoring and Independent Audits**

1. Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards.
2. Project specific independent audits, annual independent review by a qualified CPA, agreed upon procedures of engagement for review by a qualified CPA, and/or other monitoring strategies shall be required of grantees not subject to annual independent audit requirements by OMB or UGMS. Appropriate monitoring strategies shall be based on an assessment of risk of each grantee and procedures approved by the Audit Committee.
3. The Council shall reimburse the grantee for the reasonable cost of the required audit or other required monitoring activity. TCDD staff shall determine the need for independent audits of grantees receiving less than \$100,000 annually of DD funds based on an assessment of risk of each grantee.
4. Staff shall provide to the Audit Committee a summary of the findings of each independent audit or required monitoring activity and the status of corrective actions required.

**N. Funding Restrictions**

Grantees will be subject to the following funding restrictions, unless statute or Council rules require otherwise:

1. TCDD shall provide not more than 75% of the total project costs from federal DD funds except for activities in designated poverty areas in which case federal funds provided by the Council shall be not more then 90% of total costs.
2. The Executive Director may reduce or waive the matching requirement of individual grant projects when deemed appropriate and shall report any such waiver to the Executive Committee.
3. Grantees are responsible to provide funds for the additional costs of project activities from non-federal sources.
4. DD funds are allowed for indirect administrative costs up to 10% of total project expenses. Any portion of indirect costs above 10% may be allowed as part of the required non-federal participant share.
5. Donated time and services may be included as a match contribution unless otherwise restricted by a specific request for proposals.
6. Council staff shall provide information about allowable non-federal sources of funds upon request.
7. No organization shall receive more than three (3) grants from the Council at any time.
8. Unallowable costs.

Information is available from Council staff concerning unallowable costs. Such costs will include but are not limited to the following:

- a. bad debts;
  - b. entertainment;
  - c. legislative expenses;
  - d. expenses required to be reported as lobbying by state statute; and
  - e. merit salary increases that total more than 5% of an individual's salary during a 12 month period.
9. Any revenues received from projects funded by the Council must be reported quarterly on forms provided by the Council. Council staff must approve use of such funds.
- . TCDD Grants Policies and Procedures
1. All grantees shall receive a TCDD Grants Manual that contains all requirements, procedures, and reporting forms for grantees.
  2. The Executive Director will approve all revisions to a project work-plan, including performance measures, staffing pattern, or budget, providing the changes are within the total budget and general scope of work approved by the Council.
  3. A grantee seeking to increase the authorized funding amount, length of project, or scope of work shall file a request with the Council. The request shall be submitted to the Executive Director with a justification for the change. The Executive Director shall review the request and make a recommendation to the Council. The Council's decision to approve or deny the request is final.

# COUNCIL PROCEDURES

## Revisions Approved – May 2011

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### **COUNCIL PROCEDURE 11. MEMBER TRAVEL EXPENSE REIMBURSEMENT POLICY**

1. **General.** State statute authorizes Council members to receive reimbursement for "actual expenses incurred in performing their duties, including travel, meals, lodging, and telephone long distance charges" (112.015 HRC, V.T.C.A.). Separately, language in the state appropriations act also directs agencies to conserve funds by maximizing economy and efficiency when planning travel, and stipulates that travel reimbursements are for "necessary and reasonable expenses" ... "only when the purposes of the travel clearly involve official state business..." It is therefore the policy of the TCDD that:
  - a. Council members are encouraged to stay at the hotel where rates have been negotiated by staff, or at a hotel with comparable state government rates. When group rates have not been negotiated, members are eligible for lodging expenses that are reasonably comparable to "state government rates" in that location. Reimbursement for lodging for Council members may not exceed twice the maximum rate for state employees.
  - b. Council members shall be eligible for reimbursement for actual expenses for meals, but not more than twice the maximum rate for state employees. An overnight stay is not required for reimbursement for actual meal expenses.
  - c. Council members are expected to attend the majority of the event for which travel reimbursement is requested. If the member also conducts non-Council business while in the same location, it is expected that travel expenses will be allocated accordingly to Council and non-Council business.
  - d. Council members may receive reimbursement for reasonable and necessary personal assistance services, including attendants and respite care. Reimbursement for travel expenses for personal attendants is limited to the same amounts as would apply to the Council member.
2. **Travel Advance.** Council members may request a travel advance to avoid financial hardship due to Council related travel expenses.
3. **Exceptions.** Recognizing that individual circumstances may require exceptions to the expense limitations noted above, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
4. **Travel Events.** Reimbursement for travel expenses will be authorized in the following situations:
  - a. Travel expenses to attend Council and Committee meetings are authorized in advance and do not require prior approval of the Chair except as noted below.
  - b. Travel expenses are also authorized in advance to attend meetings on behalf of the Council, to speak or testify on behalf of the Council, or to otherwise act as a Council representative at the request of the Council Chair or the Executive Director.
  - c. Council members may request approval to attend a conference, workshop or other event related to the Council's business, including events coordinated by TCDD grantees with funds awarded by the Council. In general, approval will be limited to no more than one such event per year for each Council member. The requesting member must demonstrate the importance to the Council of the event in the justification on the travel request form. The requesting member is responsible to submit a travel request form in advance and submit for consideration by the Chair.
5. **Agency Representatives:** Members who are representatives of State Agencies (or their alternates) are eligible for reimbursement for travel expenses in the same manner as all other Council members except that Council policy asks that their agency be responsible for travel expenses for the first Council or Committee meeting during the fiscal year. Otherwise, these guidelines are applicable to all Council members.

**6. Exceptions.**

- a. Council members are not eligible to receive reimbursement for travel expenses from TCDD funded stipends grantees.
- b. In general, Council members should not receive reimbursement from other TCDD funded grantees for travel expenses. Exceptions may be approved in advance by the Executive Director or Chair.

**7. Travel Guidelines and Reimbursement Procedures.**

- a. **State Contracted Travel Vendors.** State travel regulations require all persons traveling on state business, including Council members, to use the contracted state travel vendors and follow all state travel rules.
- b. **Air Transportation.**
  - i. TCDD staff will purchase airline tickets for Council members through a direct billing process. Please contact the TCDD Executive Assistant with the dates and times of travel so that she may make the appropriate arrangements. Confirmation will be e-mailed or faxed to the member.
  - ii. Even though airfare is charged directly, **airline receipts must be submitted** with a reimbursement request.
  - iii. First class airfare is not payable unless it is the only flight available to conduct Council business or is required as a reasonable accommodation.
  - iv. Cancellation charges are payable only if travel was canceled for a TCDD business-related reason.
  - v. If Council members depart from a location other than their home city and travel to conduct approved Council business, reimbursement is limited to the average coach airfare between their home city and destination or departure point and destination, whichever is less.
- c. **Lodging.**
  - i. Council members are **not** exempt from state, county, and local hotel/motel occupancy tax and will be reimbursed for these charges
  - ii. Original lodging **receipts** are required. If the receipt is lost, a copy of the receipt, a copy of the canceled check, a credit card slip or letter from the hotel/motel will be accepted as proof of payment. The receipt must include the following information:
    - Date(s) of travel
    - Name of traveler
    - Name of hotel/motel
    - Amount of lodging charge
    - Number of people occupying room
- d. **Meals. Receipts** are not required but meals should be itemized on back of travel expense record. Please note: reimbursement is not allowable for some items including liquor, tips, and entertainment.
- e. **Personally Owned Automobiles.** Members are entitled to be reimbursed for mileage incurred driving to meetings or to and from the airport, etc. Reimbursement may not exceed the actual number of miles traveled for business purposes and the current maximum mileage reimbursement rate. The number of miles allowable for reimbursement may not exceed the mileage for the most cost-effective reasonably safe route. And, the number of miles traveled may be determined by the vehicle's odometer reading or by an online mapping service such as mapquest.com

**COUNCIL PROCEDURES  
REVISIONS APPROVED MAY 2011**

- f. Mileage is also reimburseable for travel if someone transports the member to the airport and picks them up upon their return. In those instances, the roundtrip mileage is allowable for both trips so long as it is less than the cost of parking the Council member's car at the airport. Parking fees incurred while on official state business are also an allowable expense.
- g. **Rental Cars.** The use of rental cars by Council members **must be approved by the Council Chair in advance.** In most instances, taxi or limousine services should be used since they are more economical than rental cars for Council business activities. Rental cars are also direct billed per state contracts so must be coordinated by the TCDD Executive Assistant. A receipt is required for rental cars.
- h. **Public Transportation.** The original receipts are required for airfare, bus, or trains but not for inner-city bus, taxi, shuttle, mass transit, and limousine fares. An itemized list of all claims showing destination, date, and amounts of each trip for public transportation must be shown on the Travel Voucher.

In all instances, Council members are expected to use the most economical method of transportation, considering all relevant circumstances.

**i. Personal Assistance Services.**

- i. Council members with disabilities who require personal assistance services may pay and be reimbursed for fees and actual travel expenses of an attendant not to exceed the allowable travel expenses for Council members. Receipts for fees and all attendant travel expenses are required. Attendant services fees may not exceed \$20 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required without prior approval.
  - ii. If assistance is obtained by the Council member, i.e., bell hop to aid with luggage, and monies are given in return for assistance, that amount may be claimed as an "attendant cost." A receipt is required.
  - iii. Council members who require respite care services for a child with a disability during the time they are away from home are eligible for reimbursement of fees for such services not to exceed \$20 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required for those hours that are in addition to what the member would otherwise have paid during that time period. Receipts for respite services fees are required.
  - iv. Reimbursements for personal assistance services may not supplant other sources of funds that would have reimbursed similar services during the same time period. Family members living in the same home as the member are generally not eligible for reimbursement for providing personal assistance services but are eligible for other travel expenses incurred when providing assistance to a council member. However, individuals who are a certified waiver provider for their family member may be reimbursed for those expenses.
- j. **Travel Advances.** Travel advances are available to assist Council members to avoid financial hardship due to Council related travel expenses. Prior approval is required. Requests for travel advances must be received by TCDD staff at least 15 workdays prior to the departure date of travel. Please contact the TCDD Executive Assistant for further information about travel advances.
  - k. **Miscellaneous Expenses.** Other TCDD business related expenses such as telephone calls, postage and copying costs incurred while in travel status are also reimbursable and should be included on the travel expense record. If any of these expenses are incurred while not in travel status, please submit receipts separately and a purchase voucher will be prepared.

**COUNCIL PROCEDURES**  
**REVISIONS APPROVED MAY 2011**

- I. **Individual Circumstances.** Recognizing that individual circumstances may require exceptions to the expense limitations noted, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
  
- m. **Processing of Travel Vouchers.** Once a completed Travel Expense Record is received by TCDD staff, it takes about 5-10 workdays to process in the TCDD office and the TEA Travel Section before a state warrant to be mailed to the Council member. Checks will be direct-deposited for Council members employed by a state agency unless instructed otherwise. All questions regarding processing of travel vouchers can be addressed to the TCDD Executive Assistant. Council members are asked to submit all travel expense information within 10 workdays of when the travel occurred. Reimbursement for expenses after vouchers are submitted require special approval.

Revisions Approved April 8, 2010

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Approved May 6, 2011

**Background:**

Data and details regarding TCDD's communications activities for the previous quarter:

- Website
- Facebook
- Twitter
- Email
- Information and Referral Requests and Distribution
- Medicaid Therapy Rate Cuts on Social Media
- Campaigns Highlight Advocacy Opportunities
- TCDD at Disability-Related Events
- Blog Posts
  - STAR Kids Toolkit
  - TCDD Chair Serves on National Task Force

**Council — Agenda Item 12****Expected Action:**

The Council will discuss the report and may provide further guidance to staff.

# Communications Report

August 2016

## WEBSITE



### Top 20 Webpages Visited

Pages highlighted in **bold** feature original TCDD content designed to educate the public.

Webpage	Number of Visits
Total webpage visits for quarter	34,623
Home Page	4,542
<b>People First Language</b>	4,116
<b>Workplace Bullying: Know Your Rights</b>	1,734
Texas Legislature	1,651
Funding Available	897
<b>Supported Decision-Making</b>	868
<b>What is a Developmental Disability?</b>	650
Jobs	601
<b>STAR Kids Toolkit</b>	595
<b>Guardianship Alternatives</b>	561
<b>Update: Autism Services in Texas</b>	483
About Us	368
Publications and Multimedia	368
Staff Directory	364
<b>Legislative Advocacy Tips</b>	349
Grants	301
News and Information	297
<b>Texas Teachers to Study Mental Health, Positive Behavioral Interventions</b>	286
TCDD Seeks Public Policy Specialist	278
Current Grant Projects	268

## PDF Downloads from Website

PDFs highlighted in **bold** are print versions of TCDD blog posts and webpages.

Publication/Blog Post	Number of Downloads
Total PDF downloads for quarter	875
People First Language	288
<b>Supported Decision-Making Agreement</b>	271
2014 Higher Education Resource Guide for Students with Disability	49
<b>Workplace Bullying: Know Your Rights Blog Post</b>	31
TCDD Organization Chart	26
STAR Kids Checklist: What You Need to Be Doing Now!	26
TCDD Grants Manual	23
Impact TCDD 2014 Annual Report	23
TCDD FY 2012-2016 State Plan	22
TCDD Brochure	17
The Next Step Discussion and Video Guide on Higher Education	17
2014 Texas Biennial Disability Report	15
<b>Update: Autism Services in Texas</b>	14
<b>Update: Transition to Managed Care</b>	13
Higher Education Resource Guide for Students with Disabilities	12
How a Bill Becomes a Law in Texas	10
TCDD 82nd Texas Legislature - 2011 Bills Passed	9
Fiscal Year 2013 Annual Report	9

## Facebook

### Facebook Fans



### Top Facebook Posts

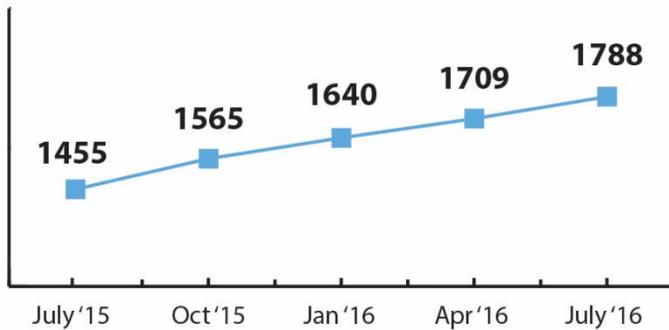
Posts highlighted in **bold** are TCDD original content.

Post Message	Total Reach
BREAKING: Texas Supreme Court Halts Children's Therapy Cuts	60,764
UPDATE: MEDICAID THERAPY RATE CUTS	11,959
TX Medicaid cuts take developmental dollars	9,206
TEXAS DENIES MEDICAID COVERAGE FOR AN AUTISM THERAPY	7,046
<b>TCDD AT TXP2P</b>	<b>6,748</b>
CHEF WITH DOWN SYNDROME OPENS FOOD TRUCK IN FORT WORTH	5,885
SOME TEXAS LEGISLATORS ASK FEDS TO INTERVENE ON THERAPY CUTS	3,543
LEARN WHAT YOU NEED TO KNOW ABOUT STAR KIDS	3,439
UPDATE: MEDICAID THERAPY RATE CUTS	3,094
BUDGET CUTS COULD IMPACT ECI	2,884
Last Ditch Effort To Spare State Therapy Cuts	2,839
LEARN HOW TO ADVANCE STATE POLICY	2,741
BREAKING: CITY OF BEAUMONT AGREES TO PAY DAMAGES TO PEOPLE WITH DISABILITIES	2,344
<b>BECOME A TCDD COUNCIL MEMBER</b>	<b>2,304</b>
"FROM INSTITUTION TO INCLUSION"	2,301
PEOPLE WITH DISABILITIES HAVE THE RIGHT TO VOTE	2,104
APPLICANTS WANTED FOR STATEWIDE ADVISORY COMMITTEES	2,085

*Reach: the number of unique people who received impressions of a Page post*

## Twitter

# Twitter Followers



### Top Tweets

Tweets highlighted in **bold** are TCDD original content.

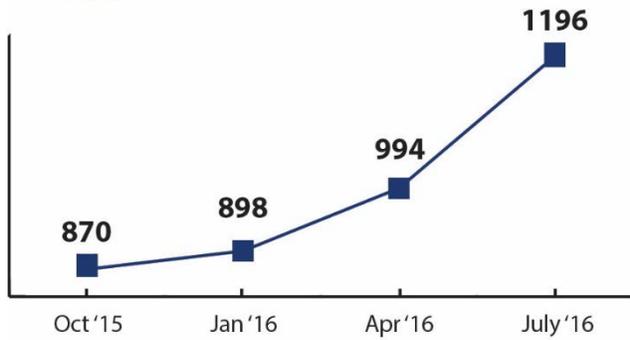
Tweet	Total Impressions
<b>TCDD Council Member Rick Tisch is part of the Texas team at the #DPS2016 in Washington, DC. #disability #advocacy <a href="http://pic.twitter.com/yKjMeZ4y6B">pic.twitter.com/yKjMeZ4y6B</a></b>	<b>1,136</b>
.@TexasHHSC seeks applicants for statewide advisory committees: <a href="http://bit.ly/HHSCSeeks">http://bit.ly/HHSCSeeks</a> #disability #advocacy #Texas <a href="http://pic.twitter.com/ARu0b0IsWy">pic.twitter.com/ARu0b0IsWy</a>	1,088
<b>TCDD Council Member Ruth Mason prepares testimony for the House Appropriations Subcommittee on Article II. #txlege <a href="http://pic.twitter.com/6uqWSiQfG2">pic.twitter.com/6uqWSiQfG2</a></b>	<b>939</b>
<b>Visit the TCDD table at the @TexasSILC Conference for important #disability-related information and resources. <a href="http://pic.twitter.com/owQWrgE7KP">pic.twitter.com/owQWrgE7KP</a></b>	<b>931</b>
<b>ICYMI: Higher Ed Collaborative to expand best practices to support students w/disabilities. <a href="http://bit.ly/1LUW6Uq">http://bit.ly/1LUW6Uq</a> <a href="http://pic.twitter.com/Pe2Z0NzdTP">pic.twitter.com/Pe2Z0NzdTP</a></b>	<b>829</b>
<b>Upcoming hearings could impact people with #disabilities in #Texas: <a href="http://bit.ly/1VZatcL">bit.ly/1VZatcL</a> #txlege</b>	<b>812</b>
<b>Planning Specialist Danny Fikac spoke with service coordinators from @BTCS_Health about getting involved with TCDD. <a href="http://pic.twitter.com/61JqD9b2rQ">pic.twitter.com/61JqD9b2rQ</a></b>	<b>792</b>
Congrats to Megan Morgan for completing her DD Policy Fellowship. Learn more: <a href="http://bit.ly/ArcPolicyFellow">bit.ly/ArcPolicyFellow</a> #advocacy <a href="http://twitter.com/TheArcofTexas/">twitter.com/TheArcofTexas/...</a>	746
<b>TCDD's Ruth Mason &amp; Lora Taylor staffed our table at today's @LoneStarLEND Conference in Houston. #LENDConf2016 <a href="http://pic.twitter.com/xVVIJBhBNx">pic.twitter.com/xVVIJBhBNx</a></b>	<b>739</b>
New standardized tests for #students with #disabilities in #Texas <a href="https://twitter.com/statesman/status/714289691957313537">https://twitter.com/statesman/status/714289691957313537</a>	728

*Impressions: the number of times a tweet has been seen*

## Email



## Email Subscribers



## Email Messages

The following emails were sent to eNews subscribers.

Email Subject	Opens	Clicks
RFP: Partners in Policymaking	35.7%	3.5%
Applicants Wanted for Statewide Advisory Committees	30.8%	9.1%
Upcoming Advocacy Opportunities	30.1%	3.1%
STAR Kids Toolkit	29.1%	6.0%
TCDD Council & Committee Meetings: May 4-6, 2016	27.0%	2.0%
TCDD Seeks Public Policy Specialist	26.9%	2.2%
Advocacy Opportunities in Texas	27.3%	4.6%
Events Next Week	25.4%	4.6%
Upcoming Interim Committee Hearings (sent 5/27/16)	25.3%	2.7%
Upcoming Interim Committee Hearings (sent 4/1/16)	25.2%	1.8%
TCDD Seeks Grants Specialist	23.0%	0.7%
Events Next Week (sent 6/3/16)	23.0%	3.2%
Interim Committees to Hold Public Hearings	22.1%	1.4%

## I&R Requests & Distribution

**Information & Referral (I&R) Requests:** Staff responded to 35 requests for information and referral.

### Printed Materials Distributed

- Via mail: People First Language Handout: 25
- Multiple materials were distributed at the events where TCDD was an exhibitor

# MEDICAID THERAPY RATE CUTS ON SOCIAL MEDIA

The 84th Texas Legislature instructed the Health and Human Services Commission to implement cost containment measures specific to acute therapy services. The proposed Medicaid rate reductions and policy changes primarily targeted services for children with disabilities.

This issue was the topic for seven of the top eight posts of all time on TCDD’s Facebook page, culminating with a post of the news on July 8 that the Texas Supreme Court had temporarily halted the rate reductions. This post (details pictured below) broke records in every category for a post on TCDD’s Facebook page, including People Reached (60,883; previous record was 14,914), Reactions (3,926; previous record was 671), and Shares (466; previous record was 72). Also, in the 48 hours following the post, TCDD’s Facebook page gained 118 new fans, an overall increase of 2.7%.

Post Details
Reported stats may be delayed from what appears on posts

**Texas Council for Developmental Disabilities - TCDD**

Published by Joshua Ryf [?] · July 8 at 3:23pm · 🌐

**BREAKING: Texas Supreme Court Halts Children's Therapy Cuts**

**Texas Supreme Court Halts Children's Therapy Cuts**

The Texas Supreme Court on Friday delivered a temporary, last-minute victory to the families of children with disabilities who want to stop sweeping budget cuts to a state-funded children's therapy program.

TEXASTRIBUNE.ORG

✔ **Get More Likes, Comments and Shares**  
Boost this post for \$20 to reach up to 6,300 people.

60,883 people reached

Boost Post

Alicia Alaniz, Ben Nelson and 356 others
21 Comments
466 Shares

👍 Like
💬 Comment
➦ Share

<b>60,883</b> People Reached		
<b>3,926</b> Reactions, Comments & Shares		
<b>2,893</b> 👍 Like	<b>310</b> On Post	<b>2,583</b> On Shares
<b>310</b> ❤️ Love	<b>37</b> On Post	<b>273</b> On Shares
<b>4</b> 😂 Haha	<b>1</b> On Post	<b>3</b> On Shares
<b>21</b> 😮 Wow	<b>7</b> On Post	<b>14</b> On Shares
<b>13</b> 😞 Sad	<b>3</b> On Post	<b>10</b> On Shares
<b>10</b> 😡 Angry	<b>0</b> On Post	<b>10</b> On Shares
<b>214</b> Comments	<b>25</b> On Post	<b>189</b> On Shares
<b>466</b> Shares	<b>466</b> On Post	<b>0</b> On Shares
<b>3,161</b> Post Clicks		
<b>1</b> Photo Views	<b>1,426</b> Link Clicks	<b>1,734</b> Other Clicks ⓘ
<b>NEGATIVE FEEDBACK</b>		
<b>10</b> Hide Post	<b>0</b> Hide All Posts	
<b>0</b> Report as Spam	<b>0</b> Unlike Page	

## CAMPAIGNS HIGHLIGHT ADVOCACY OPPORTUNITIES

This quarter, there were a number of advocacy opportunities for people with disabilities and their family members. TCDD conducted seven campaigns to raise awareness about these opportunities. A campaign is defined as a message that is shared, at a minimum, via email and social media posts, and also sometimes as a blog post or webpage on the TCDD website. Campaigns this quarter highlighted opportunities to apply for statewide advisory committees; interim legislative committee hearings; state agency meetings, public hearings, and surveys; and National Disability Voter Registration Week.

## TCDD AT DISABILITY-RELATED EVENTS

To raise awareness about TCDD and the opportunities we provide for people and organizations to get involved with TCDD, we had a presence at the following events this quarter.

Event	Location	Received TCDD Info	Email Subscribers	Potential Council Members
4 <sup>th</sup> Annual LoneStar LEND Conference	Houston	40	24	0
12 <sup>th</sup> Annual TxP2P Conference	San Marcos	150	98	9
Call with DSHS Contractors	Statewide	50	0	0
DADS PBMS Workshops	Austin, Houston & Tyler	n/a	n/a	n/a
<b>Totals</b>		<b>240</b>	<b>122</b>	<b>9</b>

### Upcoming events

- August 12-14 - Texas Advocates Conference (San Marcos)
- August 12 – IDD Sock Hop Dance (Georgetown)
- August 16-17 - CEDD-Cross-Systems Summit (San Marcos)
- September 23-25 – TribFest (Austin)\*
- October 8 – Gulf Coast of Texas African American Family Support Conference (Houston)\*
- October 15 – 2016 Empowering Tools Conference (Port Isabel)\*
- October – VOLAR Our Lives Disabilities Conference & Service Providers Expo (El Paso)\*

Events marked with an asterisk (\*) are not confirmed.



## STAR Kids Toolkit

On November 1, 2016, children and young adults who either receive Social Security Income or participate in a waiver program will begin to receive their medical benefits from the STAR Kids managed care program. Managed care is no longer voluntary.

The Texas Council for Developmental Disabilities assembled the items below so families in Texas have access to as much information as possible to ensure a smooth transition to STAR Kids.

### Video: STAR Kids Introduction

The STAR Kids Introduction video from the Texas Health and Human Services Commission (HHSC) provides an overview of the STAR Kids program. The video details what programs will be rolled into STAR Kids and also important dates throughout the process. You can also check out HHSC's STAR Kids flyer, which is available in English and Spanish.

### STAR Kids Checklist

A group of disability advocacy organizations developed a checklist designed to help families prepare for the transition to STAR Kids. STAR Kids Checklist: What You Need to Be Doing Now! includes specific guidance about what families can do now, as well as what to expect when enrollment begins in August and when services begin in November. The checklist is available in English and Spanish.

### STAR Kids FAQs

Numerous questions are answered on HHSC's STAR Kids Client Frequently Asked Questions (FAQ) webpage. The webpage provides answers to questions for multiple topics related to STAR Kids, including information about managed care, picking a health plan, out-of-area and out-of-network providers, and more.

## **STAR Kids Information Sessions**

In August and September, HHSC will hold STAR Kids Information Sessions in multiple cities around the state. The information sessions will be related to the transition of various Medicaid services to the STAR Kids program and people who attend will learn about eligibility, program benefits, participating managed care organizations, and more. Information sessions will be held in Austin, Beaumont, Corpus Christi, El Paso, Fort Worth, Harlingen, Houston, Lubbock, San Antonio, Temple, and Tyler. Translation services will be provided at many of the information sessions.

## **What are Families Saying about STAR Kids?**

At a recent STAR Kids Managed Care Advisory Committee meeting, parents provided over two-and-a-half hours of public comments that included concerns and recommendations about how their children with complex medical support needs will transition to the STAR Kids program. The public comments frequently resulted in meaningful dialogue between parents and the Texas Medicaid Director about real issues likely to affect real families. About 60 personal stories were also submitted in writing.

## **Finally, Don't Ignore those Letters...**

For years, many families have received letters in error about managed care transitions. All of the letters, even if not in error, made it clear that transition to managed care was voluntary for children, especially those in waivers. That is no longer the case. Families should open and review the letters and other materials they receive in the mail that is related to STAR Kids.

## **More Information**

For more information about the resources and events above, go to [bit.ly/STARKidsToolkit](http://bit.ly/STARKidsToolkit).

# National Task Force on Workforce Development



NCSL



## TCDD Chair Serves on National Task Force

The Council of State Governments (CSG), in partnership with the National Conference of State Legislatures, organized the National Task Force on Workforce Development for People with Disabilities. The task force is designed to help state leaders identify barriers to employment at the state level and provide them with policy recommendations to address those barriers. Advocates, professionals, and elected officials from across the country serve on the task force.

Mary Durham, TCDD Chair, was invited to serve on the task force's Career Readiness and Employability Subcommittee. The subcommittee is working to identify how state governments can impact the delivery of effective and meaningful education and training for people with disabilities.

"It has been an honor to serve on this subcommittee and to be part of this effort to improve education, transition, and employment outcomes for individuals with disabilities," said Chair Durham. "The subcommittee has been working diligently to develop policy recommendations designed to ensure that individuals with disabilities are included in career readiness and skill development programs."

The task force includes three other subcommittees: Hiring, Retention and Re-entry; Entrepreneurship and Tax Incentives; and Technology, Transportation and Other Employment Supports. This spring, the task force and subcommittees held meetings in Chicago and Washington, DC to develop and review policy options that states could consider to improve workforce development for people with disabilities. The task force's final report will be presented on December 8 during the 2016 CSG National Conference in Colonial Williamsburg, Virginia.

This effort is sponsored by the State Exchange on Employment and Disability (SEED) initiative of the U.S. Department of Labor's Office of Disability Employment Policy.

**Quarterly Council and Committee Meetings**

**Tentative Dates:**

**November 2–4, 2016**

Sonesta Bee Caves

**February 8-10, 2017**

Holiday Inn Austin Midtown

**May 3-5, 2017**

**August 2-4, 2017**

**Council Meeting — Agenda Item 17**

**Expected Action:**

Discussion only; no action is anticipated.