

**Texas Council for Developmental Disabilities
Quarterly Meeting
Hilton Austin Airport
9515 Hotel Drive
Austin, TX 78719**

Meeting Schedule

Wednesday, May 4, 2011

3:30 PM – 7:00 PM

Executive Committee Meeting

Room: Goldenrod

Dinner provided for Council Members and staff

Thursday, May 5, 2011

9:30 AM – 2:00 PM

Committee of the Whole

Room: Chennault Ballroom

Lunch provided for Council Members and staff

2:00 PM – 5:00 PM

Project Development Committee Meeting

Room: Wildflower

Public Policy Committee Meeting

Room: Longhorn

Friday, May 6, 2011

8:30 AM – 12:30 PM

Council Meeting

Room: Del Valle Ballroom



Texas Council for Developmental Disabilities

Executive Committee Meeting - Agenda

Hilton Austin Airport

Room: Goldenrod

Wednesday, May 4, 2011 4:00 – 6:30 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of November 1, 2010, Minutes** Tab 1 
4. **Chair's Report**
 - A. Appointments Update
 - B. Other Updates
5. **Executive Director's Report** Tab 2
 - A. State and Federal Update
 - B. Biennial Report Update
 - C. ADD Updates
 - D. Planning Calendar
 - E. Staff Activities Report
 - a. Staffing Update
 - b. Review Panel Member Position Description
 - F. Other Updates
6. **Grants Activities Reports** Tab 3
 - A. Independent Audit Status Report
 - B. Grants Monitoring Exceptions Report
 - C. Stipends Applications Approved
7. **Continuation Grant Awards** Tab 4
 - A. Community Healthcore Employment Project 
 - B. Region 17 ESC Positive Behavior Supports – Impacting Disproportionality 
 - C. Region 17 ESC Positive Behavior Supports – Head Start Project 
 - D. Family to Family Network Local Advocacy Training Project 
 - E. Texas A&M Advanced Leadership & Advocacy Conference Project 
 - F. Texas Tech University Teacher’s Preparation for Inclusive Education Project 
 - G. VSA Arts of Texas Art Works Employment Project 
8. **Appeal of Funding Decisions** Tab 5 

-continued-



Texas Council for Developmental Disabilities

Committee of the Whole Meeting - Agenda

Hilton Austin Airport

Room: Chennault Ballroom

Thursday, May 5, 2011 9:30 AM – 2:00 PM



Action Item

Call to Order

1. Introductions of Committee Members, Staff and Visitors
2. Public Comments
3. Chair's Remarks
4. Review of Key Agenda Items
5. TCDD 2012 – 2016 State Plan Goals and Objectives

Tab 9



Lunch Buffet

6. TCDD Grant Project and Award Approval Procedures
7. Public Policy Update
 - A. 82nd Texas Legislature
 - B. Federal Update
8. Conference Reports
9. Announcements

Tab 10



Tab 16

Adjourn



Texas Council for Developmental Disabilities

Project Development Committee Meeting - Agenda

Hilton Austin Airport

Room: Wildflower

Thursday, May 5, 2011 2:00 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions**
 2. **Public Comments**
 3. **Approval of November 3, 2010 Minutes** Tab 11 
 4. **Chair's Report**
 5. **Grants and Projects Report** Tab 12
 - A. Staff Report
 - B. Projected Available Funds
 6. **Member Advocacy Reports** 
 7. **Consideration of Future Funding Projects** Tab 13 
 - A. Enabling Technology Project
 - B. Inclusive Faith Based Symposium Project
 - C. Youth Leadership Advisory Council
 - D. Health and Fitness Promotion Project
 - E. Unsolicited Ideas
 8. **Future Project Funding Priorities** Tab 14 
 9. **TCDD Grant Project and Award Approval Procedures** Tab 10 
 10. **Other Discussion Items**
- Adjourn**

9. Review Panel Recommendations for Outreach and Development Projects Tab 6

A. Light and Salt Association

B. Pathways Education Resources

C. Barbara Jordan Endeavors Corporation

D. MetroHaven of Love

E. SEM Health Wellness, Inc

10. Proposed Amendments to Council Policies Tab 7

11. Proposed Internal Auditor Procedure Tab 7

12. TCDD Quarterly Financial Report Tab 8

13. Conflict of Interest Disclosures

14. Executive Session: Annual Evaluation of Executive Director

15. Other Updates

Adjourn





Texas Council for Developmental Disabilities

Public Policy Committee Meeting - Agenda

Hilton Austin Airport

Room: Longhorn

Thursday, May 5, 2011 2:00 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of August 5, 2010 & November 3, 2010 Minutes** Tab 15 
4. **Member Advocacy Reports**
5. **Public Policy Issues** Tab 16
 - A. State Policy Issues
 - B. Update on State Supported Living Center Monitoring Activities
 - C. Federal Policy Issues
6. **Review of Unsolicited Project Ideas** Tab 17 
7. **Public Information Report** Tab 18
8. **Preliminary Discussion of 2012 Biennial Disability Report** Tab 19
9. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Council Meeting - Agenda

Hilton Austin Airport

Room: Chennault Ballroom

Friday, May 6, 2011 8:30 AM – 12:15 PM



Action Item

Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
 - A. Consideration of Minutes Tab 20
 - B. Excused Absences of Council Members
4. **Chair's Report**
5. **Executive Director's Report**
6. **Election of Vice Chair and Consumer Member-at-Large to Exec Comm** Tab 21
7. **Annual Review of TCDD Internal Audit Charter** Tab 22
8. **Review of TCDD Internal Audit Reports** Tab 23
 - A. TCDD FY 2010 Annual Internal Audit Report
 - B. TCDD Internal Audit Report #2010-1: TAC 202
 - C. TCDD Internal Audit Plan for FY 2011
9. **TCDD FY 2012 – 2016 State Plan Goals and Objectives** Tab 9
10. **TCDD Grant Project and Award Procedures** Tab 10
11. **Revisions to Stipends Grant RFP** Tab 24
12. **Consideration of Future Funding Projects** Tab 13
 - A. Enabling Technology Project
 - B. Inclusive Faith Based Symposium Project
 - C. Youth Leadership Advisory Council
 - D. Health and Fitness Promotion Project
 - E. Unsolicited Ideas Tab 17
13. **Future Funding Priorities** Tab 14
14. **Executive Committee Report**
 - A. Grant Activities Report Tab 3
 - B. Grant Projects & Awards Approved Tab 4 & 6
 - C. Appeal of Funding Decisions Tab 5
 - D. Proposed Amendments to Council Policies Tab 7
 - E. Quarterly Financial Reports Tab 8
 - F. Conflict of Interest Disclosures
 - G. Annual Evaluation of Executive Director
 - H. Other Report Items

-continued-

15. Project Development Committee Report

A. Grants and Projects Report Tab 10

B. Other Report Items

16. Public Policy Committee Report

A. Public Policy Updates Tab 16

B. Public Information Update Tab 18

C. Preliminary Discussion of 2012 Biennial Report Tab 19

D. Other Discussion Items

17. Announcements and Updates Tab 25

Adjourn

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the November 1, 2010, Executive Committee meeting are included for your review.

Executive Committee

Agenda Item 3.

Expected Action:

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

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
NOVEMBER 1, 2010**

COMMITTEE MEMBERS PRESENT

Brenda Coleman Beattie,
Council Chair

Mary Durham
Cindy Johnston

Dana Perry
Richard Tisch

COUNCIL MEMBERS PRESENT

Andy Crim

John Morris

STAFF MEMBERS PRESENT

Roger Webb, Executive Director
Martha Cantu

Joanna Cordry
Patrice LeBlanc

Angela Lello
Koren Vogel

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on November 1, 2010, in the Limestone 2 Room at the Marriott Austin South, 4414 South IH 35, Austin, TX 78744. Council Chair Brenda Coleman-Beattie called the meeting to order at 4:02 PM.

1. INTRODUCTIONS

Committee members and staff were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. APPROVAL OF MINUTES

The Committee reviewed the minutes from the August 4, 2010, Committee meeting.

MOTION: To approve the minutes of the August 4, 2010, Executive Committee meeting as presented.

MADE BY: Rick Tisch

SECOND: Mary Durham

The motion **passed** unanimously.

4. CHAIR'S REPORT

Chair Coleman-Beattie discussed attendance for Committee and Council meetings. She noted that several members are unable to attend due to a variety of reasons including the national conference for the University Centers on Excellence, staff changes at state agencies, and personal matters for several members. Committee Chairs were encouraged to consider discussion of agenda items needing action when a quorum of their committee is present.

Council members Coleman-Beattie, Diana Kern, Dana Perry, Deneesa Rasmussen and Rick Tisch and Executive Director Roger Webb toured the Austin State Supported Living Center (SSLC) just prior to the meeting. Two parents of residents at Austin SSLC who provided public comments at the August Council meetings joined TCDD members on the tour. Members visited various residences and programs at the facility. Tisch commented that the tour was mostly of the facilities and didn't offer a broader perspective of the daily lives of residents.

Coleman-Beattie reminded members that the Committee approved funds during the August meeting for a short extension of the Texas A&M Research Foundation employment project. Following that meeting, the grantee realized that the budget as submitted was incomplete and asked for an additional \$1,100 without which the Foundation would likely not accept funds for the extension period. The Chair approved that increase and asked staff to develop proposed amendments to TCDD Policies that can be considered by the Council concerning such matters. The grantee subsequently declined funds for the extension when the project director transferred to another project. The Committee will consider possible amendments to Policies related to this matter later on the agenda.

Public Policy Director Angela Lello discussed testimony given on behalf of TCDD by Council member Kris Bissmeyer at a recent Senate Finance Committee hearing on the Home and Community-based Services (HCS) Medicaid waiver program. Lello noted that legislators and their staff were appreciative of her comments as a parent and a recipient of HCS waiver services and found her comments to be very informative.

Members discussed the process for developing TCDD FY 2012-2016 State Plan goals and objectives and agreed that while attendance at these meetings was not ideal, progress could be made. Members also agreed that additional work sessions could be scheduled if needed.

Coleman-Beattie advised the Committee that she will not be available for part of the February Council and Committee meetings as she has been asked to emcee part of the Central Texas African American Family Support Conference on the same dates. She expects to be absent from TCDD meetings on Friday, February 11, 2011.

Coleman-Beattie indicated that Marcia Dwyer recently asked to be removed from the Audit Committee due to time constraints. Committee members are asked to encourage other Council members to consider serving on the Audit Committee. Coleman-Beattie also discussed the formation of the Nominating Committee during these meetings. That Committee will bring forward recommendations for Council Vice-Chair and Consumer Member-at-Large to the Executive Committee at the February Council meeting.

Coleman-Beattie requested that staff complete meeting highlights in an expedited fashion to update those absent of discussions and actions during these meetings.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb discussed the Council's decision during the August meeting to support Advocacy, Inc. (AI) in calling for a moratorium on new admissions to state supported living centers (SSLCs). A fact sheet was developed to clarify that the Council's action on this matter which was provided to members and posted on the TCDD website. The fact sheet notes that the Council's action is part of a broader, collaborative effort to recommend to state leadership which does not in itself end admissions to SSLCs. Rather, it indicates TCDD's support of Advocacy, Inc's call for a moratorium on new admissions until the problems cited in the Department of Justice monitoring reports have been addressed in an appropriate manner. Webb noted that other advocacy organizations also support the call for a moratorium including TCDD, AI, The Arc of Texas, Texas Advocates, Community Now, the Coalition of Texans with Disabilities, Easter Seals of Central Texas, the Centers for Independent Living, and both University Centers for Excellence. Committee members discussed how to determine when the state has made sufficient progress to end the call for a moratorium and agreed that further discussion on this topic should take place in the Public Policy Committee. Webb noted that the group of organizations who have supported the call for a moratorium on new admissions met during the last week of October to discuss collaborative efforts and goals for the upcoming legislative session.

Webb also noted that an inquiry was received from the Legislative Budget Board on behalf of Representative Susan King (Abilene) regarding how TCDD funds are used. TCDD staff developed a fact sheet summarizing the Council's authority under the federal DD Act and TCDD activities that may be helpful for Council members if they receive questions on this matter.

The Administration on Developmental Disabilities (ADD) is sponsoring a series of public input sessions to gather input for an ADD 5-year strategic plan. A public input session is planned for Dallas in mid-February followed by a one-day planning session for invited participants. Several TCDD grantees have registered to provide public input and Council members are encouraged to submit their names as well.

Council member John Morris was recently appointed to the NACDD Member Services Committee and Public Policy Director Angela Lello was appointed to the Public Policy Committee.

TCDD will have an intern from the UT School of Social Work from January through May 2011. Planning Coordinator Joanna Cordry will supervise Laura Poskochil on various state plan development related activities. Public Policy Director Lello may also involve the intern on some public policy activities as time allows.

Staff received an inquiry from a Council member regarding practices of other DD Councils to award funds to out-of-state organizations. Webb received about 20 responses from a listserv query to Council directors indicating that several other Councils have also awarded funds to out-of-state entities. Other Directors agree it is allowable with DD funds and do not see it as a concern if the best vendor for a project is out-of-state. TCDD has awarded 2-5% of funds to out-of-state entities during each of the past three grant years.

6. REVISIONS TO STIPENDS GRANT RFP

Webb reminded members of the discussion from last quarter regarding awards for stipends grants to two organizations when they host a joint event. The current Stipends Request for Proposals (RFP) allows up to \$6,000 per event, thus requiring the two co-sponsoring organizations to share the total funds available. During the August Council meeting, members entertained and approved a motion that made an exception for this case due to time considerations for an October conference in El Paso jointly sponsored by the Coalition for Texans with Disabilities and VOLAR Center for Independent Living. Further, the Council expressed the need for a revision to the Stipends RFP to allow future collaborative stipend requests. Staff were asked to draft revisions to the Stipends RFP for consideration at these meetings and propose allowing up to \$6,000 per organization and up to \$15,000 per event if more than two organizations are jointly sponsoring. Staff also propose reviewing provisions in the current RFP that do not allow stipend grants funds to be used for transportation or meals. That provision was originally seen as a way to ensure some "participant contributions" without requiring a higher matching share. A sample of recent stipend grantees indicates that transportation and meals would be beneficial for some stipend recipients and that not having funds available for that assistance is often a barrier to attendance, especially for self-advocates.

MOTION:

To accept revisions to the Stipends Grant RFP as presented, allowing organizations to receive up to \$6,000 per event, and allowing for collaborating organizations to each organization to receive up to \$6,000 for a joint event with no more than \$15,000 total awarded per event.

MADE BY: Rick Tisch

SECOND: Mary Durham

Members continued discussion regarding the maximum amounts that should be allowed for travel and meal expenses. It was noted that allowing travel expenses may decrease the number of stipend recipients. Webb commented that allowing funds for travel and meal expenses allows each organization to determine how to use stipend funds including the option for including travel expenses. Chair Coleman-Beattie proposed that the Committee recommend Council approval to include transportation and meals as allowable expenses provided the amounts do not exceed prevailing state rates. Mr. Tisch and Ms. Durham agreed to include that recommendation as part of the motion.

The motion **passed** unanimously.

7. PROPOSED AMENDMENTS TO TCDD POLICIES

Webb discussed an amendment to TCDD Policies regarding adjustments to amounts approved for grant awards. As noted earlier, a grantee requested an increase of approximately \$1,100 for an award approved last quarter by the Committee for an extension period. Chair Coleman-Beattie authorized that increase under her authorities as Chair but requested that staff draft an amendment to TCDD Policies addressing such situations. Webb reviewed the proposed amendment that would allow the Council Chair to approve adjustments to amounts authorized for grant awards when that increase is not more than 10% of the amount previously approved by the Executive Committee and not more than \$10,000. Members suggested adding language to clarify that exceptions should be one-time events, not repeated requests from the same grantee. Webb and members also discussed a second proposed amendment to Policies to clarify that staff serve as the review panel for stipends grant proposals and for other grants when authorized funding is less than \$15,000 yearly. Both of these items will be discussed further during February meetings with further revisions as suggested by the Committee.

8. BIENNIAL REVIEW OF INDEPENDENT REVIEWERS

Planning Coordinator Joanna Cordry described the process for determining individuals eligible to participate as review panel members. Members were provided names and locations (cities) for 228 individuals recommended for approval as well as the area of emphasis with which they have experience. Cordry also provided a summary of demographics including location, ethnicity and age groups noting that age and ethnicity are fairly recent reporting elements and information is not available for the entire group. Coleman-Beattie expressed concern that the majority of individuals are located within central Texas. Cordry agreed and indicated that efforts are being made to reach out to individuals from other areas of the state. Coleman-Beattie asked staff to add a footnote explaining the reason for the large number of individuals from Central Texas including TCDD's recognition in Central Texas, existing professional contacts, larger number of grantees in Central Texas, etc.

Cordry further described the review panel process from the point that individuals are first contacted through the review of proposals and reimbursement for time and travel. Coleman-Beattie suggested developing a "position description" for reviewers and posting this information on the TCDD website, including reimbursement rates for reviewers.

MOTION: To accept the list of individuals eligible to serve on TCDD review panels for grant proposals.

MADE BY: Mary Durham

SECOND: Cindy Johnston

Rick Tisch noticed that current Council member Andy Crim is included in this list and that would present a conflict of interest and noted that a few other names are duplicated. Staff will remove Mr. Crim's name and any other duplicates or irregularities.

The motion **passed** unanimously.

9. TCDD QUARTERLY FINANCIAL REPORT

Operations Director Martha Cantu reviewed the financial report for the final quarter of 2010. She noted that the TCDD fiscal year ends on September 30 in accordance with the federal fiscal year and not August 31 with the state fiscal year. Although all expenses for the fiscal year have not cleared, staff expect total expenses to be approximately \$230,000 less than budgeted.

Chair Coleman-Beattie discussed the reporting of expenditures and suggested revisions to better reflect funds available for grant projects and funds projected to be available once all expenditures are cleared. Vice-Chair Mary Durham asked that acronyms be spelled out. Staff will revise future reports in that manner

Cantu added that TCDD funding for FY 2011 is estimated pending final appropriations by Congress for fiscal 2011. Congress approved a continuing resolution providing funds for most domestic programs at FY 2010 funding levels through early December. A "lame duck" Congress will reconvene following the November elections to either pass appropriations bills for FY 2011 or pass another continuing resolution.

10. REVIEW PANEL RECOMMENDATIONS FOR NEW PROJECTS

Cordry presented the review panel recommendations for four projects that were evaluated during the quarter. Summaries for all proposals were provided to the Committee. Cordry noted that after the Committee makes a decision on funding, staff will contact the potential grantee and negotiate a final work-plan and budget for the project. Any concerns noted during the review process will be addressed during those negotiations.

Three proposals were received in response to the Request for Proposals (RFP) for future public policy collaboration activities. The review panel recommended funding only the proposal submitted by Texas Parent to Parent (TxP2P). This project proposes to pair self-advocates, parents or siblings of children with disabilities as volunteers with Texas legislators to provide input on the needs of people with disabilities. TxP2P will recruit the volunteers, match them to a legislator and provide training and on-going support in their advocacy efforts. Cordry noted that the review panel had positive feedback on this project but questioned if the requested funding was sufficient and recommended additional funding be offered. Cordry further clarified that the project will train over 300 volunteers over a 5 year period and provided the budget outline over the five year period which included an increasing match from the organization. Grants Management Director Patrice LeBlanc suggested that the project be approved with the requested amount but the Committee recognize the recommendation from the review panel that increased funding may be necessary in the future. Coleman-Beattie noted this could be evaluated at each annual grant continuation review.

MOTION: To approve funds of up to \$65,033 to Texas Parent to Parent for the first year of a five year Public Policy Collaboration project.

MADE BY: Mary Durham

SECOND: Brenda Coleman-Beattie

The motion **passed** unanimously with member Cindy Johnston absent for this vote.

Cordry next discussed proposals received in response to the Meaningful Relationships RFP. Seven proposals were received but four were not ranked due to the panel's concern that those projects were not fundable. The panel overwhelmingly felt that the proposal from Safeplace was the top selection. Proposals from the Brighton Center and the Texas A&M University were also ranked but fell below Safeplace. The RFP authorized funds for one project. The Safeplace project proposed to collaborate with other partners to establish a new program to help individuals with developmental disabilities determine their expectations from relationships as well as coaching to develop relationships. Measurable objectives were defined by pre and post surveys of participants. Long term sustainability was also addressed in the proposal. Staff had no issues or concerns. Cordry also noted that the project would not be promoting sexual activity but would address safe-sex issues if participants were interested in or currently sexually active. The project would address the needs of 20 adults with developmental disabilities.

MOTION: To approve funding of up to \$105,475 to Safeplace for the first year of the Meaningful Relationships three-year project.

MADE BY: Rick Tisch

SECOND: Mary Durham

The motion **passed** unanimously.

Cordry indicated that only one proposal was received in response to the Inclusive Faith-Based Communities Symposium RFP although there were several participants in the "bidders' conferences" and a number of comments by phone and e-mail. The review panel recommended "tentative" approval of the proposed project from the HALI project in conjunction with Texas Tech University which would host a symposium in West Texas. It was noted that the project did not reach across denominations and it was undetermined if it had the capability to do so.

MOTION: To not approve funding for the proposal from Hali Project and ask the Project Development Committee for further consideration about this project.

MADE BY: Mary Durham

SECOND: Brenda Coleman-Beattie

The motion **passed** unanimously.

Cordry presented review panel recommendations for proposals received in response to the RFP on Alternatives to Guardianship: Volunteer Supported Decision-Making Advocates. This project is a collaboration effort with the Department of Aging and Disability Services (DADS) that was directed by statute to develop the program but was not provided funding. DADS provided input

in the development of the project, reviewed the proposals and will be evaluating the project and providing input to the legislature on its progress.

The review panel had a “lukewarm” response to the proposals. The proposal from ARC of San Angelo was the highest ranked proposal although concern was expressed that it would not serve a large group. A proposal was also received from Alternatives to Guardianship, Inc. which is primarily a money-management organization but proposed expanding into decision-making processes as well. The review panel was concerned that this organization did not currently focus on individuals with disabilities but on aging individuals.

Public Policy staff noted that while stellar results may not be expected, the project could build relationships for future expansion and benefits. Public Policy Director Lello also expressed a concern that the legislature may feel that the need does not exist if a project is not funded. Cordry noted that DADS will be using “core indicators” based on quality of life factors of participants as the primary evaluation tool.

MOTION: To approving funding of up to \$75,000 to the Arc of San Angelo for the first year of the Volunteer Supported Decision-Making Advocates three year project.

MADE BY: Rick Tisch

SECOND: Mary Durham

The motion **passed** unanimously.

TCDD received three proposals during the quarter for Outreach and Development Projects. These grants of up to \$10,000 for one year will work to improve the lives individuals with disabilities from ethnic minority cultures. The review panel for these proposals included Cordry, Lello and LeBlanc. Proposals were reviewed from the Apalachiola Creek Indians for speech and language services, Friends and Families of Asians with Special Needs for culturally appropriate advocacy training, and Parents as Partners in Special Education / Spanish Speaking (with support from the Arc of Greater Houston) for advocacy training. All three projects met the qualifications of the RFP and are recommended for approval. The RFP was posted as open-ended for up to ten projects. An additional proposal was recently received and will be presented at the next meeting.

MOTION: To approve funding for all three proposals as recommended

MADE BY: Mary Durham

SECOND: Brenda Coleman-Beattie

The motion **passed** unanimously.

11. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed Conflict of Interest disclosure statements from members and staff with no noted concerns.

17. OTHER UPDATES

Executive Director Webb provided updates on the grants monitoring reports including the Independent Audit Status Report, the Grants Monitoring Exception Report, and the Grants “No Cost Extension” Report. No concerns were noted.

Stipends were approved during the quarter for the following:

- Coalition of Texans with Disabilities for \$6,000 for the *32nd Annual Convention*, October 20-22, 2010 in El Paso.
- Volar Center for Independent Living for \$5,955 for the *Our Lives 10th Annual Disability Conference*, October 21, 2010 in El Paso.
- NAMI-Tx for \$5,980 for the *2010 Annual Conference*, October 22-24, 2010 in Dallas.

LeBlanc also noted that the Baylor College of Medicine Transition Medicine Project has received the advocate of the year award from the Houston Mayors Committee for People with Disabilities.

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 7:20 PM.

Roger A. Webb
Secretary to the Council

Date

Background:

- **State and Federal Update** – Two items are enclosed:
 - ✓ Bill Status Report for bills filed this Legislative Session that would have an impact on agency administrative operations or staff.
 - ✓ A summary of key TCDD 2010 accomplishments that was recently provided to the National Association of Councils on DD.

- **ADD Envision Summit** – A summary of the ADD Envision listening Summit held in Dallas November 15, 2010 is enclosed. The draft ADD Strategic Plan intended as an outcome of these summits is not yet available.

- **TCDD Planning Calendar** – We have again included a calendar of key activities that will be discussed in Council and Committee meetings during the next year. A few staff activities are also included.

- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

- **Review Panel Member Position Description** – Members asked staff to develop a position description for review panel members during a previous discussion. That item is also enclosed.

Executive Committee

Agenda Item 5.

Expected Action:

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



Bill Status Report

Updated: April 18, 2011

BILLS WITH ADMINISTRATIVE IMPACT

Agency Operations

- HB 176** (Jackson, Jim) provides that state agencies are not required to provide documents or website content in languages other than English. (Action pending House State Affairs 4-13-11)
- HB 608** (Zerwas) requires agencies to annually submit a report of cost of providing services or benefits to undocumented immigrants; and comptroller to provide a report to each legislature. (Action pending, House State Affairs 3-24-11)
- HB 682** (Brown, Fred) requires agencies to contract with a private entity to lease advertising space on the agency's website. DIR to develop a standard contract for leasing advertising space that requires compliance with DIR rules re: content, composition and requirement for advertisements to be related to the purpose of the agency. Allows the leasing entity to retain administrative fees and remit remainder to the state general revenue fund. (Passed House; received in Senate 4-11-11)
- HB 726** (Sheffield) requires agencies to provide information about publications to legislators electronically rather than by mail, and to provide reports to legislators only if required. (Passed House, received in Senate 4-13-11)
- HB 1553** (Larson) requires agencies, nonprofits, etc. to identify citizenship before providing services; determine the cost of providing services to foreign citizens; provide information to comptroller. Requires Comptroller to provide report to Leadership & request reimbursement from foreign countries. Prohibits agencies from receiving appropriated funds unless complying with provisions. (Action pending House State Affairs 4-13-11)
- HB 1655** (Davis, Yvonne) requires agencies to promote purchase of goods manufactured, produced or grown in Texas or offered by Texas bidders and to give preference to such items unless the agency determines that such items are not reasonably available in sufficient quantities. (Action pending House State Affairs 4-13-11)
- HB 1850** (Elkins) requires proposed rules to be reviewed and approved by the standing committee of the House and Senate before adoption. (Action pending House State Affairs Committee 3-30-11)
- HB 2977** (Hunter) prohibits members of a governmental body from transmitting electronic communications during a public meeting of the body. (Referred to House State Affairs Committee 3-17-11)

Open Government

- SB 1571** (Watson) requires a corporation, business entity, or nonprofit that performs a public function, provides research or consulting services, or conducts a study at the request of a government body to comply with the Public Information Act, and requires contracts between an agency and those entities to include such requirements. (Action pending Senate Select Committee on Open Government 4-14-11)
- SB 1638** (Davis, Wendy) allows employees to withhold emergency contact information from release. (On Senate Local & Uncontested Calendar 4-18-11)
- SB 1826** (Gallegos) modifies provisions of the Public Information Act to include email, letter or other written communications in the term "deliberation" when such communications originate from a member of the governmental body, are circulated among a quorum of members, and concern an issue within the body's jurisdiction. (Pending Senate Select Committee on Open Government 4-14-11)
- SB 375** (Wentworth) & **HB 1044** (Solomons) modifies the Public Information Act to provide that date of birth of state employees is **not** exempt from release unless included in excepted information elsewhere within the Act. (SB 375 placed on Senate Local/Uncontested Calendar 4/21/11; HB 1044 left pending in House State Affairs 4/13/11)

Measures Impacting State Employees

HB 2720 (Pitts) allows state agencies to require an employee to participate in involuntary furlough program without pay in order to balance the agency's budget. Employee continues to accrue service credit, vacation and sick leave and participate in the group insurance plan. The employee receives a salary during the furlough for the employee contribution to the retirement fund and for health insurance coverage selected by the employee. (Pending, House Appropriations Committee 4-7-11)

HB 2954 (Cain) proposes to eliminate longevity pay for state employees and limits merit raises. (Rereferred to House Appropriations Committee 4-13-11)

HB 3168 (Callegari) eliminates longevity pay for state employees; provides for merit pay; limits an agency to not more than \$200 per FTE yearly for merit pay; limits merit pay awards to not more than 10% of agency total and not more than 25% of an employee's base pay; requires agency workforce plans to include managerial training requirements & minimum annual training managerial requirements; requires each agency governing board to have agreements with upper management positions that include performance measures and targets. (2nd Hearing, House Government Efficiency and Reform Committee 4-21-11)

HB 3373 (Murphy) limits state contribution to 90% of the cost of group benefit plan for a spouse who participates in lieu of participating in another health benefit to which the spouse is eligible. (Hearing House Pensions/Investments/Financial Services Committee 4-19-11)

HB 3496 (Darby) authorizes ERS to develop "health reimbursement arrangements" for retirees who are covered by Medicare that can pay cost of supplemental insurance or medical care. (Referred to House Pensions/Investments/Financial Services Committee 3-22-11)

HB 3801 (Davis, Sarah) allows employees to request withholding of personal cell phone number, email addresses and date of birth. (Hearing set House State Affairs 4-13-11)

HB 1 & SB 1

- No cost-of-living increase for state employees
- No mandated furloughs or pay reductions
- Possible changes to employee benefits
 - SB 1 would not require any changes to benefits, co-pays or deductibles. HB 1 would require changes.
 - Opt Out Incentive – Adds \$60 incentive for employees to opt out of Group Benefits Plan.
 - Tiered Coinsurance – HB 1 directs ERS to implement a *tiered coinsurance plan* to add additional tiers of coinsurance at a 5 percent rate and a 2 percent rate on higher cost medical claims in order to share costs of and reduce utilization of higher cost medical procedures.
 - HB 1 & SB 1 include a Tobacco User Premium Surcharge (Contingent on passage of legislation) for a \$30/month tobacco use surcharge for tobacco users.

Other Items

HB 1579 (Brown, Fred) and **HB 1599** (Rodriquez) allow non-profit organizations to access prison made articles and products (HB 1579: Hearing, House State Affairs 4-6-11; HB 1599: Action pending, House Corrections 3-30-11)

HB 1851 (Reynolds) requires agencies to give 1st preference to HUBs, 2nd preference to Texas vendors, unless bids are more than 105% of the bid from vendors from other states; and other provisions. (Pending State Affairs 3-30-11)

HB 2550 (Elkins) proposes to abolish the Sunset Commission. (Referred to House State Affairs 3-15-11)

Various Bills allow agencies to reduce expenses by consolidating reports, contracting with another agency to carryout duties; using electronic means for billing, receipts, etc; adopting fees for performing functions.



TEXAS COUNCIL *for* DEVELOPMENTAL DISABILITIES

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

6201 E. Oltorf, Suite 600, Austin, TX 78741-7509
E-Mail: TCDD@tcdd.state.tx.us
Internet: <http://www.txddc.state.tx.us>

Brenda Coleman-Beattie, Chair
Mary Durham, Vice Chair
Roger A. Webb, Executive Director

The Texas Council for Developmental Disabilities (TCDD) is a 27-member board appointed by the Governor. At least 60 percent of the members are individuals with developmental disabilities, parents of young children with developmental disabilities or family members of people with developmental disabilities who are unable to represent themselves.

TCDD is established as a state agency by state and federal law to support and promote community inclusion and integration of people with developmental disabilities. The Council uses information about the service system, disability-related issues and people's needs to develop projects and activities that focus on gaps and barriers in services and supports that help Texans with disabilities live in, work in and contribute to their communities. These activities, designed to impact the entire state, are developed in close collaboration with consumers, parents, advocates, state agencies, service providers, and policymakers. TCDD received \$5.3 million in federal funds in FY 2010. Nearly \$3.5 million of those funds will be granted to 35-40 projects to assist TCDD in its work.

An estimated 452,620 Texans have developmental disabilities.

Accomplishments

Employment: Since December 2007, TCDD has funded an employment project implemented by Community Healthcore in the Longview area. Individuals with disabilities, their families and local collaborating agencies are trained in how to develop and implement individualized self-employment programs.

Outcomes: Nineteen of the 20 individuals who received support from Community Healthcore in the last two years continue in their business: Billy & Marcus run a lawn service; Katie operates Slush Fun, a slushy/margarita machine rental; and Mark manages Not A Mark Window Cleaning Services.

Education: Positive Behavior Intervention and Supports (PBIS) is a systematic approach to changing student behavior in classroom settings. Since June 2008, TCDD has funded PBIS Project Head Start implemented by Region 17 Education Service Center. Three child care centers, two Early Learning Centers and three Head Start sites are currently part of the project in Lubbock County.

The project will improve behavior intervention skills and knowledge of staff in child care, public school pre-K, ECI Head Start and other settings that serve children with disabilities ages 2 to 5. The project is expected to reduce the number of students expelled from childhood settings.

Outcomes: 3,438 people trained in PBIS to expand supports for students from head start through high school.

Data from the project's first year show:

- A 66% reduction in self-control concerns (self-control is the ability to experience feelings and appropriately express them).
- A 100% reduction in initiative concerns (initiative is the ability to use independent thought and action to get needs met).
- A 45% reduction in behavioral concerns.

Healthcare: TCDD funded two health-related projects which promote quality mental and physical health care for people with developmental disabilities and access to wellness support in their communities. The Baylor College of Medicine Transition Medicine Clinic Project (TMC) joined a Transition Work group that includes health care workers from all over the United States whose work centers on health care transition (e.g., Duke, Univ. of North Carolina, Harvard Univ., UCLA); and worked with The Arc of Texas to educate legislators on barriers surrounding transitioning health care. The Project DOCC at The University of Texas Medical School at Houston (UTMSH) education program included all first-year pediatric residency rotations and demonstrated residents willing to work with children with chronic disabilities and their families.

Outcomes:

- 245 social worker consults for people with disabilities, family members, community organizations, and health care providers in Houston and 17 surrounding counties.
- 456 new patients offered physician/social work consultative services for patients transitioning from pediatric to adult healthcare.
- 94 adult health care providers and pediatric residents trained in health services.
- 4 programs/practices improved in healthcare.
- 25 family members active in systems advocacy.

Community Supports: In November 2010, the 2-1-1 Texas Information and Referral Network handled its 10 millionth call since its creation. TCDD funding beginning in 1990 helped start the network; it operates a toll-free number that connects callers to services and benefits from numerous governmental, nonprofit, volunteer and charitable organizations. Services also can be accessed through the network's web site, www.211texas.org.

Community Supports: TCDD funded a project to expand the state's capacity to offer family-based alternatives (FBA) to institutions for children with developmental disabilities.

Outcomes: The project assisted a total of 157 children with developmental disabilities to move from residential facilities to families from 2006-2010. In FY 2010, the project partnered with 10 entities interested in developing capacity to offer family-based alternatives to children with challenging behavior using the Positive Behavior Intervention and Supports approach.

External evaluations indicated a dramatic shift in the types of institutions where children live and increased awareness and capacity to offer FBA, which is reflected in the reduction of children's placement in large facilities, and showed a growing network of providers, local authorities, state agencies, and community groups which contributed to legislative and policy changes that indicate support for FBA. While these changes cannot be attributed exclusively to the project, the efforts contributed to the overall changes toward increasing family-based alternatives. As a result, the FBA project and positions initially supported by TCDD are sustained in the Health and Human Services Commission budget.

Transportation: The Paratransit Services Quality Improvement project developed a statewide paratransit system that provide individuals with disabilities, family members, and advocacy organizations the tools necessary to improve transit services for people with disabilities. The project solicited challenges encountered by people with disabilities in 25 Metropolitan Planning Organizations across the state and maintains a statewide paratransit tracking system by addressing customer service policies and procedures, eligibility determination process, the appeals process and performance data.

Outcomes: The Disabled American Veterans Unit in Tyler agreed to serve as a transportation resource for low-income/homeless Veterans. Transportation services were negotiated for Weatherford ISD students with disabilities as they travel for transitional education and job placement.

There was also a keynote presentation at the SWTA Regional Paratransit Meeting on Community Living to transit agencies from Arizona, Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas on the needs of persons with disabilities for accessibility; a national presentation on the Austin Accessibility

Assessment Improvement Initiative; a person with a disability appointed to the City of Austin Urban Transportation Commission; and project staff hired to complete a three-day Capital Metro Dispute Resolution process.

Administration on Developmental Disabilities Envisioning the Future Forum

The Administration on Developmental Disabilities is hosting a series of “listening sessions” to gather input from self-advocates, family members and professionals about issues that are important in the lives of individuals with developmental disabilities. A session was held in Dallas November 15, 2010, in addition to sessions planned for Philadelphia, Orlando, Denver, and Detroit. The Administration on Developmental Disabilities (ADD) plans to use this input to develop a 5 year strategic plan.

Presenters (and those submitting written comments) were asked to focus on one of these questions:

- **Childhood (0-21):**
How do we ensure that each child with a developmental disability will live a healthy and happy life in a loving family home; fully participate in all of the experiences of childhood in inclusive, welcoming communities; be empowered to advocate for themselves; and successfully graduate from school prepared for college or a career of their choosing?
- **Adulthood (21-60):**
In the future, what will be the most important contributing factors to ensuring that adults with developmental disabilities achieve equality of opportunity, independent living, economic self-sufficiency and full participation as valued members of inclusive, integrated communities? Which critical issues must be prioritized - access to healthcare, employment, supports and services, technology, housing, transportation, other issues?
- **Aging (60-end of life):**
Aging concerns affect us all. The number of adults with developmental disabilities age 60 years and older is projected to nearly double from 642,000 (2000) to 1.2 million (2030). What can we do to empower older individuals with developmental disabilities to remain in their own homes with a high quality of life, to maintain independence and good health for as long as possible, and to enjoy community and family relationships through the end of life?
- **Supports from families, caregivers, professionals and other allies:**
Over 75% of people with I/DD live with families, often with aging parents. Direct support workers usually earn very low wages. Families and caregivers often struggle to access any level of formal support at all. How can we address the future caregiving and support challenges of communities, families, and the allies who care about people with developmental disabilities?

ADD is administratively located within the US Dept of HHS, Administration on Children and Families and administers funds provided by the Developmental Disabilities Assistance and Bill of Rights Act:

- ▶ Councils on Developmental Disabilities
- ▶ State Protection and Advocacy Systems
- ▶ University Centers for Excellence in Developmental Disabilities
- ▶ Projects of National Significance

ADD also provides input representing individuals with developmental disabilities and their families across various federal agency programs. Additional information about the listening sessions is available at:

<http://www.envision2010.net/index.php> Written comments that can be submitted online at:
http://www.envision2010.net/comment_submit.php

Dallas Listening Session, November 15, 2010

33 individuals provided testimony at the Dallas listening session – 9 self advocates, 15 family members, and 7 professional staff. Most were from Texas plus a few individuals from Arkansas and Oklahoma. Talking points / issues discussed included:

Childhood

- Inclusion is a right, not a privilege.
- The importance of social connections in being included in one's community.
- A need for limits on the use of restraints for children with disabilities.
- Positive behavior supports and interventions have been shown to be effective as an alternative to restraints or seclusion.
- Provide education and training for educators, health care providers and parents regarding early intervention.
- Provide training and support for families when students turn age 21.
- Start transition planning efforts earlier.

Adulthood

- Everyone should have the opportunity to live in a home-based community setting.
- Train advocates on skills needed to navigate adulthood services and supports.
- Provide training for advocates, families and educators about services and supports available in adulthood.
- Importance of self-advocacy in learning what options are available.
- Address SSI barriers to employment and self-sufficiency.
- Community inclusion is a civil right.
- Support changes in Medicaid so LTSS funding follows the person.
- Employment is more than a job. Sheltered employment is not the answer. Educate community and private sector about opportunities to hire individuals with developmental disabilities. Create incentives.
- Expand capacity of community programs that allow transition of individuals from institutions to community programs.
- The rights of individual/family to determine where and how they want to live including multiple housing options both community and ICF/MR (institutions).
- Transportation is key to independent community inclusion and is necessary for employment, housing, support services, healthcare, recreation, and access to community resources.
- Reform and regulate guardianship practices; concerns expressed about for-profit guardianship businesses.

Aging

- Quality of life in old age requires maintenance of one's mental faculties. Vigorous, sustained physical activity delays onset of cognitive decline.
- Economic self-sufficiency is threatened by economic ups and downs.
- Independent living, and aging in place, require many supports and assistance including money management, job coaching, and self advocacy skills.

Supports for Families, Caregivers, Professionals & Allies

- Potential cuts in services and current long waiting lists are of great concern. Together they virtually ensure that families with children with significant disabilities will be prisoners in their own homes.
- Personal care attendants and direct support professionals must be paid a living wage and benefits.
- Independent living is not institutional care.
- Families need supports other than long waiting lists, living at home or institutions.

Prioritization Session

ADD also invited approximately 30 individuals to listen to comments at the listening session and participate in a planning session day 2 to help develop the ADD strategic plan. Those participants were divided into three groups focusing on:

- DD Act in the Future
- Obama Administration Agenda for Americans with Disabilities
- Access to Full and Valued Participation in the Community

Archives are available on the ADD Envision the Future website of testimony provided at each session, and transcripts will be posted as soon as possible. A national stakeholders group will finalize a proposed five year strategic plan which will be available for public comment in March via the ADD website at:

<http://www.envision2010.net/webcasts.php#dallas> The final strategic plan should be completed in April.

TCDD Planning Calendar

May 2011

May 2011

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Draft State Plan / Amendments for Public Comments** – Proj Dev. Committee
 - ✓ 2011 Only: Review of TCDD Sunset Review Process; Timeline for Self-Evaluation
 - ✓ 2012: TCDD Sunset Review Update
 - **Executive Committee**
 - ✓ **Consideration of Continuation Grant Awards**
 - **Public Policy Committee**
 - ✓ Initial Consideration of Biennial Report Special Focus, if any (odd-numbered years)

June 2011

- **Beginning of Grant Projects Annual Budget Cycle (most projects)**
- Texas Legislature Adjourns Sine Die after 160 days in session (odd-number years)

July 2011

August 2011

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Operating Expense Budget for Following Year** – Executive Committee
 - ✓ **Preliminary Review of Biennial Disability Report Recommendations** (even-numbered years) – Committee of the Whole
 - ✓ **Approve State Plan / Amendments** – Project Development Committee

August 2011 *(continued)*

- ✓ **Approve extension and/or revisions to Memorandum of Understanding with TEA** – Executive Committee
- ✓ Approve Biennial Disability Report Special Focus, if any, (odd-numbered years) – Public Policy Committee
- ✓ **Consideration of Possible TCDD Projects or Activities (every year)**; Summary of Texas Legislative Session (odd-number years)– Public Policy Committee
- **Executive Committee**
 - ✓ **Review/Approve & Continuation Grant Awards**
 - ✓ 2012: Initial Review of TCDD Rules for Re-adoption
- **Audit Committee**
 - ✓ **Review Status of Internal Auditing Activities for Current Year**
- **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
- **State Plan / Amendments** – submitted electronically to ADD by August 15th
- 2011: TCDD Sunset Self-Evaluation Submitted (est.)

September 2011

- **State Fiscal Year begins**

October 2011

- Council and Federal Fiscal Year begins October 1
- Audit Committee Reviews and Approves Annual Internal Audit Report & Internal Audit Plan

November 2011

- Annual Internal Audit Report and Audit Plan submitted to SAO & others by November 1st
- Quarterly Meetings
 - Council
 - ✓ Nominating Committee established
 - ✓ Approval of prior year Internal Audit Report and current year Internal Audit Plan
 - ✓ Biennial Report Recommendations Finalized (even-numbered years) – C.O.W.
 - ✓ Approval of TCDD Public Policy Priorities (even-numbered years) – Public Policy Committee
- Executive Committee – Approve Pool of Review Panel Members (even-numbered years)
- 2011: Review TCDD Sunset Review Staff Report; public hearing schedule, etc.
- 2012: Approval to Publish TCDD Rules for Re-adoption

December 2011

- Biennial Report submitted to Governor, Lt. Governor, Speaker, and HHSC Executive Commissioner – December 1st of even numbered years

January 2012

- Annual Report (PPR) submitted electronically submitted to ADD by January 1st
- Texas Legislature convenes on 2nd Tuesday of odd-numbered years
- 2013 Only: Monitor Sunset Legislation to Reauthorize TCDD during 83rd Legislature

February 2012

- Quarterly Meetings
 - Council
 - ✓ Vice-Chair elected
 - ✓ Consumer Member-at-large to Executive Committee elected
 - ✓ Feb 2012: TCDD Sunset Review Update
 - Project Development Committee
 - ✓ Consideration of Unsolicited Ideas
 - Executive Committee
 - ✓ Executive Session re: Personnel Matters
 - Time allowed for Members to visit Senator and/or Representative (odd years)
- Terms of 1/3 of public members expire February 1 of odd years
- 2012: TCDD Sunset Report submitted to 82nd Texas Legislature
- 2012: Final approval of TCDD Rules for Re-adoption

March 2012

- Audit Committee Meeting

April 2012

- Executive Committee
 - Consideration of Continuation Grant Awards

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
May 2009 – February 2011**

Council Member	2/11 meeting cancelled	11/10	8/10	5/10	2/10	11/09	08/09	05/09
B. Coleman-Beattie	NA	P	P	P	EA-Th P-FR	P	P	P
H. Adkins	NA	P	P	P	P	P	P	P
K. Bissmeyer	NA	EA – Th P - Fr	P	P	P	P	P	EA
K. Blackmon	NA	P	EA	P	P	EA- Th P-Fr	P	P
K. Cox	NA	EA – Th P - Fr	P	P	P	P	P	P
A. Crim	NA	P	P	P	P	EA	P	P
M. Delgado	NA	P	P	P	P	P	P	P
M. Durham	NA	P EA – Fr	P	EA	P	P	P	P
M. Dwyer	NA	EA	P	EA	EA	P	P	P
C. Johnston	NA	P	P	P	P	P	P -Th EA-Fr	EA
D. Kern	NA	P	P	EA	P	P	P-Th EA-Fr	P
J. Morris	NA	P	P	EA	P	EA	P	P
D. Perry	NA	P	EA	P	P	EA	P	P
D. Rasmussen	NA	P	P	P	EA	P	P	P
J. Rivas	NA	P	P	P	P	P	P	P
L. Taylor	NA	EA	P	P	P	P	P	P
R. Tisch	NA	P	P	P	P	P	EA	P
S. Vardell	NA	EA	P-Wed EA-Th & Fr	P	P	P	P	P
AI	NA	P	P	P	EA-Th P-Fr	P	P	P
UT CDS	NA	EA	P	A	EA	P	P	EA
A&M CDD	NA	EA	P	P-Th EA-Fr	P	P	P	P
DADS	NA	P	P	P	P	P	P	P
DARS	NA	EA	P	P	P	P	P	EA
DSHS	NA	P	P	P	P-Th EA-Fr	P	P	P
HHSC	NA	EA	P-Th EA-Fr	P	P	P	P	P
TEA	NA	EA	P	P	P	P	P	P

Key: P = Present
A = Absent
EA = Excused Absence
NA= Not Applicable



Job Title:	Grant Review Panel Member	Date:	April 15, 2011
Job Description:			
<p>Background: The Texas Council for Developmental Disabilities (TCDD) maintains a database of individuals who are interested in reviewing and evaluating grant proposals for the Council. Inclusion in the database does not ensure that you will be asked to serve on a panel, but typically, panel members are selected only from those individuals in the database. To have your name added to the database, you must submit a Review Panel Application form, found on TCDD's website at: http://txddc.state.tx.us/grants_projects/review.asp</p> <p>Responsibilities of Review Panel Members:</p> <ul style="list-style-type: none"> • Independently review and make notes about the strengths and weaknesses of grant proposals • Score proposals using a provided review guide • Meet with other review panel members to discuss proposals and develop recommendations • Abide by TCDD's non-disclosure and conflict of interest regulations 			
Employment Status:	Contractor, on an as needed basis		
Compensation:	\$30.00 for each proposal reviewed independently \$75.00 for a half day meeting or \$150.00 for a full day meeting Travel and per diem as necessary to participate in the meeting		
Skills, Experience, and Education:			
<p>Each review panel consists of 3-5 individuals who, as a group, have the skills and experience needed to evaluate proposals received in response to a specific Request for Proposals. This may include individuals who have disabilities and/or have family members with disabilities; professionals in the disability field; and/or others who have expertise around a certain topic but may not have as much familiarity with disability issues. TCDD strives to develop review panels that are as diverse as possible so that multiple points of view are considered in the discussion.</p> <p>TCDD requires that all review panel members must be their own guardians, and must with reasonable accommodations, be able to:</p> <ul style="list-style-type: none"> • understand and accept TCDD's mission: <i>to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.</i> • review and understand the proposals and the Request for Proposals • identify and communicate strengths and weaknesses of proposals • work cooperatively in a group to reach consensus <p>NOTE: If an individual is related to a board member or management staff (to the first degree of consanguinity) of an organization, they may not review proposals submitted by that organization.</p>			
Residence Location:	Texas	Education:	No minimum

Background:

- **Independent Audit Status Report** – Grants Management Staff will review the Independent Audit Status report which includes information regarding 10 projects.
- **Grants Monitoring Exceptions Report** – The Grants Monitoring Exceptions Report is enclosed and will be reviewed with members by Grants Management staff.
- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final decisions about applications for Stipend Grants. Stipend applications were approved during the past two quarters from the following seven organizations:
 1. Coalition of Texans with Disabilities: *33rd Annual Conference* for \$3,000 on April 3 – 5, 2011, in Austin.
 2. Southwest Chapter Autism Society of America: *Families of Children with Autism: Caring for Everyone’s Needs* for \$1,200 on April 2, 2011, in El Paso.
 3. Texas A&M University: *Texas Transition Conference* for \$6,000 on February 7 – 9, 2011, in Austin.
 4. Texas State Independent Living Council: *Annual Texas Statewide Independent Living Conference* for \$6,000 on April 3 – 5, 2011, in Austin.
 5. Attention Deficit Disorders Assoc. – Southern Region (ADDA-SR): *23rd Annual ADDA-SR Conference* for \$6,000 on February 18 – 19, 2011, in Irving.
 6. Brain Injury Association of Texas: *27th Annual Statewide Conference* for \$4,950 on April 14-17, 2011 in Austin.
 7. Texas Parent to Parent: *7th Annual Parent to Parent Conference* for \$6,000 on June 24-25, 2011 in San Marcos.

Important Terms:

Stipends Grants: Organizations may apply for up to \$6000 to pay for conference registration, hotel rooms, attendants, respite, etc. for self-advocates and their family members to attend conferences and other events.

Executive Committee

Agenda Item 6.

Expected Action:

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

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Baylor College of Medicine	6/30/2010	11/22/2010	Deloitte & Touche LLP	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.
Brighton School, Inc.	8/31/2010	12/28/2010	Cundiff, Rogers & Solt	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.
Community Healthcore (formerly Sabine Valley Center)	8/31/2010	2/1/2011	Davis, Kinard & C., P.C.	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.
Easter Seals	8/30/2010	2/2/2011	Atchley & Associates, LLP	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.
Knowbility, Inc	12/31/2010	3/29/2011	Allman & Associates, CPA	None.	Forward for Desk Review.
Parents Anonymous, Inc.	9/30/2008	4/7/2011	Smith Marion & Co., CPA	None.	Forward for Desk Review.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2010 – Sept. 30, 2011). 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.

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Parents Anonymous, Inc.	9/30/2009	4/7/2011	Smith Marion & Co., CPA	None.	Forward for Desk Review.
Paso del Norte Children's Development Center aka (El Paso Rehabilitation Center)	8/31/2010	3/24/2011	Gibson, Ruddock, Patterson LLC	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.
Region 17 ESC	8/31/2010	12/28/2010	Bolinger, Segars, Gilbert & Moss, LLP	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.
Region 19 ESC	8/31/2010	2/22/2011	Gibson, Ruddock Patterson, LLC	None.	The last two audits and the current audit has an unqualified opinion therefore, it's not required to be sent to Don Mikeska, CPA who does the desk reviews for TCDD.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2010 – Sept. 30, 2011). 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 <i>PROJECT TITLE</i>	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
Parents Anonymous, Inc. <i>Regional African American Family Support Conference</i>	Initial	12/29/10	Provide copies of the following documents: Grant Related Income; Personnel Activity Report; Fiscal Control Reports; Travel Reimbursements; Utility and Leasing/Rental Cost.	Documents requested: 12/29/10 Documents received: 1/14/11	Complete
Project DOCC <i>University of Texas Medical School Houston (UTMSH)</i>	Final	1/21/11	None noted	Documents requested: 1/21/11 Documents received: 1/21/11	Complete
Memorial Herman Healthcare - The Institute for Rehabilitation and Research/ILRU TIRR <i>Accessible New Housing Project</i>	Final	1/25/11	Provide copies of Personnel Activity Report; and Audit Report.	Documents requested: 1/25/11 Documents received: 2/22/11	Complete
Texas Parent to Parent <i>Public Policy Collaboration</i>	Initial	3/10/11	Provide copies of the following documents: Project Advisory Committee, Personnel Activity Report, Financial Review, Accounting Services, Travel, Equipment Inventory; and Utility Invoice.	Documents requested: 3/10/11 Documents due by: 4/15/11	Pending
Easter Seals (formerly United Cerebral Palsy) <i>Asset</i>	Follow-up	3/17/11	None noted	Documents requested: 3/17/11 Documents received: 3/17/11	Complete
Arc of San Angelo <i>Volunteer Supported Decision-Making Advocate Pilot</i>	Initial	4/11/11	Provide copies of the following documents: Personnel Activity Report; Project Advisory Committee Nominations; Travel Log; Photocopy Log; Equipment Inventory; and Match Cost.	Documents requested: 4/11/11 Documents due by: 5/18/11	Pending

CONSUMER STIPENDS PROPOSALS

Date: 11/08/10

Executive Director Review

ITEM: 1

Organization: Texas A&M University
City, State: College Station, TX

Federal: \$ 6,000
Match: \$ 3,800

Event: Conference: Texas Transition Conference
Date: February 7-9, 2011
Hotel: Doubletree Hotel
City, State: Austin, Texas

Previously Funded: Yes: 2010, 2009, 2008, 2007, 2006, 2003

Comments: The Texas Transition Conference is a 3 day conference dedicated to providing up to date information about best practices related to transition from school to work, legal requirements, and best practices in secondary and post-secondary education for persons with disabilities.

Considerations: The conference sponsors propose to provide stipends to cover registration and lodging costs:

Registration – for up to 40 individuals (40 @ \$100.00/individual)	= \$4000.00
Total registration cost = \$195/individual, the remainder will be met by matching funds	
Lodging - 20 individuals (20 @ \$50/individual/night for 2 nights)	= \$2000.00
Total cost (federal):	= \$6000.00

Applicant match covers Registration: Registration – 40 individuals (40 @ \$95.00/individual balance of \$195 total)	= \$3800.00
Total cost (match):	= \$3800.00

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

Approved: yes | no **Roger A. Webb** Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, o=Texas Council for Developmental
Disabilities, ou, email=roger.webb@tcdd.state.tx.us, c=US
Date: 2010.11.09 08:40:06 -0600 **Date:** 11/9/10

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 11/9/10

Executive Director Review

ITEM: 2

Organization: Attention Deficit Disorders Association-Southern Region
City, State: Houston, TX

Federal: \$ 6,000
Match: \$ 1,000

Event: Conference: 23rd Annual ADDA-SR Conference
Date: February 18-19, 2011
Hotel: Wyndham DFW Airport North
City, State: Irving, Texas

Previously Funded: **Yes:** 2010, 2009, 2008, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1996, 1995

Comments: The conference is designed for females with AD/HD, family members and those who impact the lives of these children and adults. Those coping with this disability will learn consumer empowerment and community integration skills to improve their quality of life.

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

Registration – up to 15 individuals (15 @ \$100.00/individual/day for 2 days)	= \$ 3000.00
Lodging – up to 15 individuals (15 @ \$100.00/night for 2 nights double occupancy)	= \$ 3000.00
Total cost (federal):	= \$ 6000.00

Applicant match covers registration fees:	
Registration – up to 4 individuals (4 @ \$100.00/individual/day for 2 days)	= \$ 800.00
Lodging – up to 1 individual (1 @ \$100.00/night for 2 nights)	= \$ 200.00
Total cost (match):	= \$1000.00

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

Approved: yes no **Roger A. Webb**

Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, c=Texas Council for Developmental
Disabilities, ou, email=roger.webb@tcdd.state.tx.us, c=US
Date: 2010.11.10 17:01:32 -0600

Date: 11/10/2010

Comments: _

CONSUMER STIPENDS PROPOSALS
Executive Director Review

Date: 1/12/11

ITEM: 3

Organization: Coalition of Texans with Disabilities
City, State: Austin, TX

Federal: \$ 3,000
Match: \$ 477

Event: Conference: 33rd Annual Convention
Date: April 3-5, 2011
Hotel: Sheraton Austin Hotel
City, State: Austin, Texas

Previously Funded: Yes: 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001
Comments: The 2010 CTD Convention will offer learning opportunities on advocacy and disability-related issues, political speakers, and more to professionals, consumers, veterans and other Texans with disabilities.

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

Registration – 15 individuals	
(8 @ \$150.00/individual for 2 days)	= \$1200.00
(7 @ \$100.00 (discount rate)/individual for 2 days)	= \$ 700.00
Lodging – 4 individuals	
(4 @ \$104.00+15%) for two nights, double occupancy)	= \$ 957.00
Personal Attendant Services – 13 individuals	
(20 hours @ \$13.00/hour = \$260, the remainder will be met by matching funds)	= \$ 143.00
Total cost (federal):	= \$3000.00

Applicant match covers travel & PAS expenses:

Travel – 6 individuals	
(6 @ \$60.00/individual)	= \$ 360.00
Personal Attendant Services – 20 individuals	
(\$260-\$143 = \$117)	= \$ 117.00
Total cost (match):	= \$ 477.00

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

Approved: yes no Roger A. Webb

Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, o=Texas Council for Developmental Disabilities, ou=
=state/roger.webb@texas.gov, email=roger.webb@texas.gov, c=US
Date: 2011.01.13 08:42:45 -0600

Date: January 13, 2011

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 1/10/11

Executive Director Review

ITEM: 4

Organization: Texas State Independent Living Council
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 4,405

Event: Conference: Annual Texas Statewide Independent Living Conference
Date: April 3-5, 2011
Hotel: Sheraton Austin Hotel
City, State: Austin, Texas

Previously Funded: Yes: 2002, 2003, 2004, 2005, 2007, 2008, 2009, 2010

Comments: The conference theme is "Community Living: It's My Choice".
Participants will have opportunities to seek training in advocacy, relocation services, legislation updates, employment avenues during a sluggish economy, advances in assistive technology, healthcare reform, ethics in the workplace, as well as networking.

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

Personal Attendant Services/Interpreter Services (24 @ \$41.67/individual/day for 3 days)	= \$3000.00
Registration - 24 individuals (24 @ \$125.00)	= \$3000.00
Total cost (federal):	= \$6000.00

Applicant match covers Meals and Lodging :	
Meals (12 @ \$63.54/individual/day for 2 days)	= \$1525.00
Lodging (12 @ \$104+\$16 tax=\$120/night for 2 nights)	= \$2880.00
Total cost (match):	= \$4405.00

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

Approved: yes no Roger A. Webb

Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, o=Texas Council for Developmental Disabilities, ou,
email=roger.webb@tscd.state.tx.us, c=US
Date: 2011.01.11 10:19:03 -0600

Date: January 11, 2011

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 1/10/11

Executive Director Review

ITEM: 5

Organization: Southwest Chapter Autism Society of America
City, State: El Paso, TX

Federal: \$ 1,200
Match: \$ 140

Event: Conference: Families of Children with Autism: Caring for Everyone's Needs
Date: April 2, 2011
Location: Chapin High School Auditorium
City, State: El Paso, Texas

Previously Funded: 2005, 2007, 2008, 2009

Comments: Dr. Ronald Leaf designed this presentation for parents and professionals to introduce a blended, developmental approach to treating Autism and related disorders. He will use lectures, videos, demonstrations, and hands-on activities.

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

Registration – 20 individuals
(20 @ \$60.00/individual/one day) = \$1200.00
Total registration fee per person is \$60
Total cost (federal): = \$1200.00

Applicant match covers registration expenses balance:
Registration – 20 individuals
(20 @ \$7.00/individual) = \$ 140.00
Total cost (match): = \$ 140.00

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

Approved: yes no Roger A. Webb Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, o=Texas Council for Developmental
Disabilities, ou, email=roger.webb@todd.state.tx.us, c=US
Date: 2011.01.11 15:22:11 -0600 Date: 01-11-11

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 1/31/11

Executive Director Review

ITEM: 6

Organization: Brain Injury Association of Texas
City, State: Austin, TX

Federal: \$ 4,950
Match: \$ 3,375

Event: Conference: 27th Annual Statewide Conference
Date: April 14-17, 2011
Hotel: Marriott Austin South
City, State: Austin, Texas

Previously Funded: Yes: 2003, 2002

Comments: A 3 day-long educational event tailored for survivors of traumatic brain injuries and their families, rehabilitation professionals and military veterans. The Conference will provide a forum for sharing information about programs and services available for people with brain injuries, the latest findings from medical and rehabilitation research, and information about legislative issues affecting the brain injury community.

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

Lodging – 25 individuals
(25 @ \$99.00/night/individual for 2 days) = \$4950.00
Total cost (federal): = \$4950.00

Applicant match covers registration costs:
Registration – 25 individuals
(25 @ \$135.00/individual) = \$ 3375.00
Total cost (match): = \$ 3375.00

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

Approved: yes no Roger A. Webb Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, o=Texas Council for Developmental
Disabilities, ou, email=roger.webb@todd.state.tx.us, c=US
Date: 2011.01.31 15:37:19 -0600 **Date:** 01/31/11

Comments: _____

CONSUMER STIPENDS PROPOSALS

Executive Director Review

Date: 3/14/10

ITEM: 7

Organization: Texas Parent to Parent
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 47,320

Event: Conference: 7th Annual Texas Parent to Parent Conference
Date: June 24-25, 2011
Location: Embassy Suites
City, State: San Marcos, Texas

Previously Funded: Yes: 2005, 2006, 2007, 2008, 2009, 2010
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) = \$ 6000.00
Total lodging cost is \$6,120, difference in match
Total cost (federal): = \$ 6000.00

Applicant match registration difference, child care & meals:
Lodging – 36 individuals
(36 @ \$1.67/individual for 2 nights) = \$ 120.00
Child Care – 100 individuals
(30 providers @ \$115/day for 2 days + \$100 Supplies) = \$ 7000.00
Meals –
(500 @ \$9.00/breakfast for 2 days) = \$ 9000.00
(500 @ \$18/lunch for 2 days) = \$18000.00
(300 @ \$44/dinner) = \$13200.00
Total cost (match): = \$47320.00

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

Approved: yes no Roger A. Webb Digitally signed by Roger A. Webb
DN: cn=Roger A. Webb, o=Texas Council for Developmental
Disabilities, ou, email=roger.webb@todd.state.tx.us, c=US
Date: 2011.03.16 12:02:04 -05'00' Date: 3/16/11

Comments: _____

Continuation Grant Awards

Tab 4

Background:

Executive Summaries are enclosed for seven (7) current grant projects that are eligible for an additional year of funding.

- A. Community Healthcore: *Employment Project*
- B. Region 17 Education Service Center: *Positive Behavior Supports – Impacting Disproportionality*
- C. Region 17 Education Service Center: *Positive Behavior Supports – Head Start Project*
- D. Family to Family Network: *Local Advocacy Training Project*
- E. Texas A&M: *Advanced Leadership & Advocacy Conference Project*
- F. Texas Tech University: *Teacher’s Preparation for Inclusive Education Project*
- G. VSA Arts of Texas: *Art Works Employment Project*

Important Terms:

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

Executive Committee

Agenda Item 7.

Expected Action:

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

Council

Agenda Item 14. B.

Expected Action:

The Council will receive a report on Executive Committee decisions.

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

Date: 05/04/11

ITEM: A
Year: 4 of 5

Grantee: Community Healthcore (Sabine Valley Center)

Project Title: Customized Self-Employment

Project Location: Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk, and Upshur

TCDD RFP Intent:

TCDD intends to fund projects that demonstrate innovative activities that will systematically increase employment opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. The project will provide customized self-employment opportunities for individuals with disabilities by training them, their families, and local collaborating agencies in how to develop and implement an individualized self-employment plan. The process will include assistance in securing the necessary natural supports and funding for the self-employment endeavor. TCDD has approved funding of up to \$125,000 per year for up to 5 years.

Project Goals and Accomplishments for Year(s) 1 - 3:

Goal: Assist individuals with disabilities to become successfully self-employed by educating them, their supports, and community partners through training, technical assistance and demonstration.

Accomplishments per goal: The project continues to provide training in Longview and Texarkana (Bowie County); a total of 33 individuals attended one or more of the self-employment trainings; 10 individuals were assisted with funds for their business; and, currently the total number of self-owned businesses is 28. The Texas Customized Self-Employment project was presented at 2 conferences during this budget period.

Proposed Goals and Objectives for Year 4:

Goal: Same as above

Objectives: The project will continue to provide awareness regarding the merits of self-employment for persons with disabilities, train participants that are seeking self-employment using the nationally recognized consultants, support potential business owners in establishing their own business, and establishing effective and sustainable funds for self-employment.

Council Considerations: Public Policy considerations: Demonstrating how to effectively and efficiently create self-employment options for people with developmental disabilities may yield results that other agencies can adopt for their employment programs. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$100,877	\$30,896	\$131,773
Amount expended in year 2 (\$31,000 consultants)	\$125,000	\$35,494	\$160,494
Amount expended in year 3 (\$28,740 consultants) based on 12 months	\$95,428	\$30,786	\$126,214
Amount requested for next year budget:			
I. Personnel services	47,921	19,218	67,139
II. Travel	5388	0	5388
III. Purchased services (\$54,382 consultants)	46,468	10476	56944
IV. Property/Materials	687	0	687
V. Rental/Leasing	435	2325	2760
VI. Utilities	1560	0	1560
VII. Other	10,245	0	10,245
Budget period totals	\$112,704	\$32,019	\$144,723

Texas Council for Developmental Disabilities

Executive Committee

Date: 05/04/11

Review of Proposed Activities & Budget

ITEM: B

Grantee: Region 17 Education Service Center

Year: 4 of 5

Project Title: Positive Behavior Intervention Support – Disproportionate Impact (PBIS-DI)

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 3, Objective 2 of the TCDD State Plan.

Region 17 Education Service Center seeks to expand the current PBIS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand PBS strategies with special emphasis placed on intervention specifically aimed at impacting disproportionality. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for up to 5 years, however the Council asked TCDD staff to try to negotiate a reduced funding amount for this project.

Project Goals and Accomplishments for Year(s) 1-3:

Goal 1: Districts and campuses within the Region 17 Education Service Center area will implement research-based strategies to reduce the number of disciplinary referrals (rates of suspension and expulsion of greater than 10 days in a school year of children with disabilities by race and ethnicity); establish procedures to monitor at-risk students to prevent escalating disciplinary action and support their success in school; and will increase their skills in the area of cultural competency.

Accomplishments per goal: The project completed the curriculum mapping for PBIS training and used the PBIS framework and additional strategies from the literature on poverty and cultural proficiency; held 27 workshops; and trained 348 people in Year 1. In Year 2, 5100 people trained with 6 school districts participating. In Year 3, 1,133 people trained and 6 additional campuses recruited.

Proposed Goals and Objectives for Year 4:

Goal: Same as above.

Objectives: 1) Fewer students with disabilities by race and ethnicity will receive suspensions and expulsions of greater than 10 days in a school year; 2) Fewer students with disabilities by race and ethnicity will be suspended or expelled from their educational setting; 3) Fewer student with disabilities by race and ethnicity will receive disciplinary referrals to the office; 4) Staff knowledge of culturally relevant classroom strategies will be increased; and, 5) Staff behavior intervention skills will be increased.

Council Considerations: Public Policy considerations: research and data from demonstration projects that show the systematic improvements PBIS has on education systems will be used by TCDD in its advocacy efforts in education and mental health policy. No staff concerns; Council to consider funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$26,167 consultants)	\$109,058	\$21,221	\$130,279
Amount expended in year 2 (\$11,227 consultants)	\$115,000	\$18,763	\$133,763
Amount expended in year 3 (\$12,247 consultants) (based on 9 months)	\$56,154	\$6,127	\$62,281
Amount requested for next year budget:			
I. Personnel services	84,281	0	84,281
II. Travel	3500	0	3500
III. Purchased services (\$14,919 consultants)	10,941	3978	14,919
IV. Property/Materials	5500	500	6000
V. Rental/Leasing	10,778	0	10,778
VI. Utilities	0	0	0
VII. Other	0	8300	8300
Budget period totals	\$115,000	\$12,778	\$127,778

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/04/11

Review of Proposed Activities & Budget

ITEM: C

Grantee: Region 17 Education Service Center

Year: 4 of 5

Project Title: Positive Behavior Intervention Support (PBIS) Head Start

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 4, Objective 1 of the TCDD State Plan.

Region 17 Education Service Center seeks to expand the current PBIS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand current PBIS strategies to staff employed by Head Start programs, early childhood settings, child care settings and pre-school settings. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for 5 years, however the Council directed TCDD staff to attempt to negotiate a reduced funding amount for this project. The Executive Committee subsequently approved final funding of up to \$120,000 per year for up to 5 years.

Project Goals and Accomplishments Year(s) 1 - 3:

Goal 1: Improve behavior intervention skills and knowledge for staff in child care, public school pre-K, ECI Head Start and other settings that serve children with disabilities ages 2 to 5. (The number of students expelled from the above settings will be reduced as a result of the increased intervention skills, training skills and documentation skills).

Accomplishments: The project has developed the training curriculum for the PBIS Head Start project, which consists of curricula from "Promoting and Developing Social Emotional Development" and "Incredible Years." The project provided training to 3 Head Start and Childcare sites in Year 1, 5 sites in Year 2, and 5 sites in Year 3, which resulted in improved childcare programs/policies.

Proposed Goals and Objectives for Year 4:

Goal: Same as above

Objectives: 1) Fewer children will be expelled from settings serving those 2-5 years of age; 2) Staff behavior intervention skills will be increased; 3) Decrease staff turnover rates in child care settings; and, 4) increase social-emotional levels in children 2-5 years of age.

Council Considerations: Public Policy considerations: research and data from demonstration projects that show the systematic improvements PBIS has on education systems will be used by TCDD in its advocacy efforts in education and mental health policy. No staff concerns; Council to consider funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in Year 1 (\$17,227 consultants)	\$121,000	\$21,755	\$142,755
Amount expended in Year 2 (\$17,227 consultants)	\$120,000	\$22,827	\$142,827
Amount expended in Year 3 (\$24,261 consultants) (based on 9 months)	\$45,924	\$5,443	\$51,367
Amount requested for next year budget:			
I. Personnel services	71,063	0	71,063
II. Travel	3500	0	3500
III. Purchased services (\$28,472 consultants)	24,800	4672	29,472
IV. Property/Materials	11,479	0	11,479
V. Rental/Leasing	9158	0	9158
VI. Utilities	0	0	0
VII. Other	0	8661	8661
Budget period totals	\$120,000	\$13,333	\$133,333

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/04/11

Review of Proposed Activities & Budget

ITEM: D

Grantee: Family to Family Network

Year: 3 of 3

Project Title: Basic Local Advocacy Training Project

Project Location: Houston

TCDD RFP Intent:

To train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1 - 2:

Goal: At least 100 adults with disabilities, family members of people with disabilities, and interested community members will learn about the philosophies and values of the TCDD in order to develop advocacy skills necessary to make personal contacts for the purpose of self and/or public policy advocacy.

Accomplishments per goal: The project exceeded the number of people trained, by training 405 people on Inclusive Education, Independent Living, Employment, Basic Advocacy, and People First Language; and highlighted the importance of networking and building/maintaining relationships. As a result of training, participants reported over 1239 hours of self-advocacy and public policy advocacy; families reported better educational and accessibility outcomes; and individuals with disabilities reported more involvement in the community. The project scheduled 2 Spanish Disability Leadership Training events; which resulted in 46 individuals with disabilities and extended family members trained in Spanish.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: 1) Coordinate advisory committee; 2) hold 4 training events; 3) coordinate, organize, and facilitate 4 monthly full-day presentations; 4) conduct project evaluation; and 5) secure funding to sustain program.

Council Considerations: Public Policy considerations: by training individuals on advocacy, they will be informed about the policymaking processes that impact them at the local, regional and state level and will be able to influence those decisions. No staff concerns; Council to consider funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$18,000 consultants)	\$43,949	\$14,905	\$58,854
Amount expended in year 2 (\$12,000 consultants) (based on 8 months)	\$46,568	\$4,777	\$51,345
Amount requested for next year budget:			
I. Personnel services	47,370	10,599	57,968
II. Travel	1200	1200	2400
III. Purchased services (\$16,000 consultants)	22,325	12,160	34,485
IV. Property/Materials	1705	141	1846
V. Rental/Leasing	1200	900	2100
VI. Utilities	1200	0	1200
VII. Other	0	0	0
Budget period totals	\$ 75,000	\$25,000	\$100,000

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/04/11

Review of Proposed Activities & Budget

ITEM: E

Grantee: Texas A&M University

Year: 4 of 5

Project Title: Texas Advanced Leadership and Advocacy Conference

Project Location: Austin - Statewide

TCDD RFP Intent:

The project intent is to coordinate training events for individuals that have been active in disability policy advocacy and who want to create system changes in large geographic areas and/or specialized topics for which local training is not available. "Intentional networking" will be an important part of these training events. TCDD has approved funding of up to \$150,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1-3:

Goal: The overall goal of the project is to provide statewide advanced leadership and public policy advocacy training to further develop leaders and public policy advocates with disabilities in Texas and to provide follow-up training and networking activities.

Accomplishments per goal: A 2-day conference was held in March 2010 with 146 individuals in attendance. There were two keynote speakers, breakout sessions, participation in mock legislative hearings with legislative aides, and a rally at the Capitol. A message board and Facebook page was started to allow participants to remain in contact. The year 3 conference was held in March 2011 in which 132 individuals registered for it and 112 individuals in actually in attendance (does not include speakers/presenters). More information will be provided during the coming quarter.

Proposed Goals and Objectives for Year 4:

Goal: Same As Above

Objectives: To conduct a 2-day conference with 100 participants that will provide them with advanced training; provide networking opportunities; identify innovative ways to generate funds for sustainability of project; provide opportunity to access online social media or discussion forums to facilitate understanding and allow interest circles to continue with networking activities; and 15 adult participants will be selected to attend statewide Youth Leadership Forum for the purpose of mentoring young developing advocacy leaders.

Council Considerations: Public Policy considerations: would like more input into the agenda and topics and would like consideration of dates of training to be at the beginning of the session so advocates can use what they learn. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$112,500	\$37,321	\$149,821
Amount expended in year 2 (\$41,624 consultants)	\$115,146	\$38,442	\$153,588
Amount expended in year 3 (\$36,584 consultants) based on 12 months (3 month extension approved)	\$88,736	\$26,375	\$115,111
Amount requested for next year budget:			
I. Personnel services	56,157	0	56,157
II. Travel	3000	0	3000
III. Purchased services (\$11,434 consultants)	73,497	0	73,497
IV. Property/Materials	3710	0	3710
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	13,636	49,773	63,409
Budget period totals	\$150,000	\$49,773	\$199,773

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/04/11

Review of Proposed Activities & Budget

ITEM: F

Grantee: Texas Tech University

Year: 5 of 5

Project Title: Teacher's Preparation for Inclusive Education

Project Location: Lubbock

TCDD RFP Intent:

The project intent is for one university in Texas will redesign a teacher preparation program so that everyone in the program receives comprehensive training that enables them to teach an academic subject (or subjects) to all future students in an inclusive classroom. This comprehensive training will include: 1) general education and special education teacher candidates and administrator candidates in standard teacher programs and/or alternative certification program(s), and 2) university instructors. TCDD has approved funding of up to \$200,000 per year for one project for up to five years.

Project Goals and Accomplishments for Year(s) 1 - 4:

Goal One: To create a replicable, sustainable teacher education model in which program resources and preparation needs of special and regular education are pooled to increase the number of teachers and school administrators who are skilled in providing positive learning experiences for all students in the least restrictive environments, especially those from diverse cultural backgrounds and with disabilities.

Accomplishments per goal: The project conducted a needs assessment with College of Education students which guided the development of topics for the first five teaching modules. The research and text has been written for Modules 1-7, 6 of which are live on the website. The project has trained 420 faculty members; 1926 pre-service teachers; and 331 education consultants, parents, teachers and school administrators.

Proposed Goals and Objectives for Year 5:

Goal: Same As Above

Objectives: To build awareness and garner support from the College of Education and Teacher Education Council at Texas Tech University to implement and expand Project IDEAL. Develop teaching modules that promote positive learning experiences in the least restrictive environments for all students. Collaborate with teacher educators in specific content areas to identify potential teaching module topics. Disseminate teaching modules across the state of Texas. Identify audiences for publication and presentation.

Council Considerations: Public Policy considerations: recommend Project IDEAL to take active monitoring role with TEA and SBEC to improve educational outcomes. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$64,000 consultants)	\$197,152	\$65,418	\$262,570
Amount expended in year 2 (\$64,000 consultants)	\$199,953	\$66,348	\$266,301
Amount expended in year 3 (\$37,393 consultants)	\$199,918	\$66,337	\$266,255
Amount expended in year 4 (\$37,393 consultants) (based on 5 months)	\$86,476	\$28,694	\$115,170
Amount requested for next year budget:			
I. Personnel services	144,731	0	144,731
II. Travel	11,286	0	11,286
III. Purchased services (\$24,000 consultants)	24,000	0	24,000
IV. Property/Materials	1800	0	1800
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Cost Rate)	18,182	66,363	84,545
Budget period totals	\$ 199,999	\$66,363	\$266,362

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 05/04/11

Review of Proposed Activities & Budget

ITEM: G

Grantee: VSA Arts of Texas
Project Title: Art Works: Creative Industries
Project Location: Statewide

Year: 5 of 5

TCDD RFP Intent:

To fund innovative projects that demonstrate ways of developing and supporting self-employment or income-producing opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. Grantees will demonstrate innovative and strategic approaches to address self-employment related needs that results in documented long-term self-employment for people with developmental disabilities. TCDD has approved funding up to \$125,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1 - 4:

Goal: The project goal is to increase competitive employment outcomes through self-employment and the development of micro-enterprises in the arts. Through the utilization of professional partnerships of business, arts, and disability service providers, participants will engage in a variety of training aspects in 3 discrete skills areas: applied and fine arts, marketing and financial management, and social skills/career readiness.

Accomplishments per goal: The project continues to receive positive attention from the press through news features on KXAN and KLRU television and KUT radio. There were 2 visual artists from San Antonio and Bedford that presented exhibits at the Smithsonian. The apprentice/mentor program continues provide mentoring to artists through music, visual art, and theater to name a few, and they were provided the opportunity to show and sell their work and received financial advice.

Proposed Goals and Objectives for Year 5:

Goal: Operate an apprentice/mentor program at Access Gallery and provide support services to emerging artists with disabilities, including artists with developmental disabilities.

Objectives: Continue apprentice/mentor program in the studio and exhibit space, disseminate program model and materials; and provide professional development workshops and technical assistance, and continue sustainability measures.

Council Considerations: Public Policy considerations: If it can be demonstrated that the results of this project are successful, this can be incorporated into recommendations to give to policy makers as another avenue for job creation. No staff concerns; council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$48,000 consultants) (based on 10 months)	\$103,628	\$37,484	\$141,112
Amount expended in year 2 (\$43,077 consultants)	\$93,773	\$31,263	\$125,036
Amount expended in year 3 (\$10,200 consultants)	\$125,000	\$40,993	\$165,993
Amount expended in year 4 (\$20,400 consultants) (based on 8 months)	\$103,551	\$38,620	\$142,171
Amount requested for next year budget:			
I. Personnel services	91,482	24,826	74,865
II. Travel	1000	0	1000
III. Purchased services (\$16,000 consultants)	30,578	15,523	45,601
IV. Property/Materials	500	0	500
V. Rental/Leasing	0	757	757
VI. Utilities	1440	560	2000
VII. Other			
Budget period totals	\$125,000	\$41,666	\$166,966

RISK ASSESSMENT FOR CONTINUATIONS
06/01/11 – 05/31/12

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Community Healthcore	\$112,704	\$4,859,581	2	
B	Region 17 ESC – Disportionate Impact	\$115,000	\$1,798,266	2	
C	Region 17 ESC – Head Start	\$120,000	\$1,798,266	2	
D	Family-to-Family Network, Inc	\$75,000	\$165,000	2	
E	Texas A & M University	\$150,000	\$244mil	2	
F	Texas Tech University	\$199,999	\$30,275,042	2	
G	VSA	\$125,000	\$80,000	2	

KEY

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

**TCDD RISK MATRIX
FY 2011**

<i>Award Amounts</i> →	- \$75,999.	\$76,000. – \$199,999.	\$200,000.- \$499,999.	\$500,000. +
Risk Activities ↓				
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

KEY: 1st letter denotes impact; 2nd 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:

-  Audit work performed and the Executive Director performs oversight via quarterly report* provided to ensure supervisory and operating controls are working.
-  Department heads reporting to Executive Director perform oversight functions to ensure supervisory and operating controls are working.
-  Department staff perform oversight functions to ensure supervisory and operating controls are working.
-  Department staff perform basic oversight functions to ensure controls are in place.

Use for Annual Audit Plan:

-  Red indicates areas to be audited by contracted internal audit services provider.
-  Yellow indicates areas to be covered through oversight, supervisory and operating controls with guidance from the contracted internal audit services provider.
-  Green indicates areas to be covered through staff oversight with guidance from the contracted internal audit services provider as needed.
-  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 2011**

STIPENDS (\$6,000. or less):

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

GRANT PROJECTS:

Level 1 GRAY

Orient 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 rd 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 Meetings
Onsite Review = Initial & 3 rd & 5 th 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 & no advance)
- Require additional onsite reviews

[For Council Members Only](#)

Executive Committee

Agenda Item 8.

Expected Action:

The Executive Committee will review the appeals requests and determine appropriate actions.

Council

Agenda Item 14. C.

Expected Action:

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

[For Council Members Only](#)

Executive Committee

Agenda Item 9.

Expected Action:

The Executive Committee will review the recommendations from the review panel and determine appropriate action.

Council

Agenda Item 14. B.

Expected Action:

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

**Proposed Amendments to Council Policies
Proposed Internal Audit Procedures**

Tab 7

Background:

Amendments to Council Policies

The Executive Committee reviewed proposed amendments to Council policies during the November Committee meeting to:

- allow the Council Chair to approve one-time requests to increase funds above the amount previously approved by the Committee or Council, and
- designated staff as the review panel for grant applications which are less than \$15,0000 annually.

During that discussion the Committee asked for some additional revisions. Those proposed amendments have been revised accordingly.

Separately, the Council approved a recommendation from the Audit Committee to limit contracts for internal auditing services to no more than ten consecutive years. We have also developed a proposed amendment to Policies addressing that item.

Draft amendments of these items are included for review by the Executive Committee. Given requirements in Policies to provide at least 10 days notice of any proposed Amendments, revisions approved by the Committee will be considered by the Council during the May 2011 meeting at the earliest. This also allows time to include any revisions requested by the Council during the Committee of the Whole discussion about procedures to approve new grant projects, and procedures to approve grant awards annually for projects.

Internal Auditing Procedures

Staff also drafted a proposed Audit Committee Procedure concerning the decision to limit contracts for internal auditing services to no more than 10 consecutive years. That item is also included to allow review by the Executive Committee pending the next meeting of the Audit Committee.

Executive Committee

Agenda Item 10 & 11.

Expected Action:

The Executive Committee will review the proposed revisions to TCDD Policies and make recommendations to the Council as deemed appropriate.

Council

Agenda Item 14. D.

Expected Action:

The Council will receive a report on Executive Committee decisions during these meetings, and may be asked to consider Amendments to Policies during the August 2011 meeting.

Texas Council for Developmental Disabilities

Council Policies

Proposed Amendments: With Revisions Discussed November 2010

V. OFFICERS

D. Duties of Officers

1. The Chair is responsible for the general supervision of all activities of the Council in order to assure that the objectives of the Council are executed in the best possible manner. The responsibilities of the Chair shall include, but not be limited to, the following duties:
 - (a) The Chair shall preside at all Council meetings.
 - (b) The Chair shall serve as the Chair of the Executive Committee, as a non-voting ex-officio member of the Audit Committee, and as a voting ex-officio member of all other committees except the Nominating Committee.
 - (c) The Chair shall appoint the members of all standing and ad hoc committees except the Nominating Committee and the Executive Committee.
 - (d) The Chair shall appoint Chairs of all standing committees in a manner prescribed in Article VI of these bylaws. All such appointments are subject to the approval of the Council.
 - (e) The Chair shall call special meetings of the Council, as necessary.
 - (f) The Chair shall approve the agenda for each Council meeting.
 - (g) The Chair shall represent the Council at public meetings and conferences and in dealing with other organizations or shall designate an alternate to do so.
 - (h) The Chair shall approve out-of-state travel of Council members or staff pursuant to travel procedures established by the Executive Committee.
 - (i) The Chair shall provide advice and consultation to the Executive Director concerning activities conducted by Council staff.
 - (j) The Chair shall prepare the annual performance evaluation of the Executive Director after considering input from Committee Chairs and Council members.
 - (k) The Council Chair shall be authorized to act for the Council on matters which require Council action when neither the appropriate committee(s) nor the full Council can meet, providing:
 - i. input is solicited from the Council Vice-Chair, the Chair of the appropriate Committee, and other members of the Council reasonably known to be knowledgeable about the matter at hand (For purposes of this sub-section, "input" means to receive and disseminate information.); and,
 - ii such action shall be reviewed by the appropriate Committee of the Council when it next meets.

In the event three or more Council members place in writing a request for recession of this authority to the Executive Committee, this authorization may be temporarily suspended by the Executive Committee pending full review by the Council. The Executive Committee shall review and affirm or disaffirm such actions and recommend to the Council continuance or discontinuance of authority for such matters.

- (l) The Council Chair shall be authorized to approve a one-time adjustment to the amount previously authorized for a grant award when that amount is not more than 10% of the amount previously approved by the Executive Committee and not more than \$10,000, and shall report such actions to the Committee and Council.**

X. TCDD GRANTS PROJECTS

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 of less than \$15,000 yearly.**
3. **All reviewers shall disclose any conflicts of interest with individuals association 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.

VII. COMMITTEES OF THE COUNCIL

D. Audit Committee Duties and Composition

1. The Audit Committee shall have the following powers and duties, and others that may be designated from time to time by the Council.
 - a. Annually review and make recommendations to the Council regarding an internal audit charter, an annual internal audit plan and any special audits;
 - b. Approve submittal of the annual internal audit plan subject to review and revision by the Council; and
 - c. Review audit reports from the internal auditor and make recommendations to the Council concerning actions or resolutions.
 - d. Provide guidance and oversight to the process to solicit offers for internal audit services once every five years and otherwise when determined to be appropriate, and recommend the final selection of an internal auditor to the Council.
 - ~~d.e.~~ Ensure that an entity selected to provide internal audit services not contract for a period, including renewals, longer than ten (10) consecutive years.
 - ~~e.f.~~ Ensure the External Quality Assurance Review of the TCDD internal audit function is conducted according to the Texas Internal Audit Act and the report is reviewed by the Audit Committee.
2. The Audit Committee shall be comprised of no more than five (5) members including the Chair.
 - a. The Council Vice-Chair shall serve as Chair of the Committee;
 - b. The Council Chair shall appoint other members of the Committee subject to approval by the Council;
 - c. The Council Chair shall be a non-voting ex-officio member of the committee.
3. The Audit Committee shall meet at least two (2) times yearly.

DRAFT**COUNCIL PROCEDURE #11: INTERNAL AUDITOR**

1. **General.** TCDD shall contract with an independent entity to provide Internal Audit services for TCDD. These responsibilities and activities are consistent with provisions of the Texas Internal Auditing Act (Texas Government Code, Chapter 2102) and the TCDD Audit Charter approved by the Council.
2. **Procedure.** The Internal Auditor is selected by and reports directly to the Council through the Council Audit Committee. Internal Audit activities are an independent appraisal function designed to examine and evaluate TCDD activities as a consultative service to the TCDD executive staff and the Council. In carrying out their duties, internal auditors will have free and unrestricted access to all TCDD activities, records, property, and personnel and those of TCDD grantees and contractors.
3. **Standards.** All Internal Audit activities will comply with the Texas Internal Audit Act (TGC 2102) and the Standards for the Professional Practice of Internal Auditing, Code of Ethics, and Statement of Responsibilities prescribed by the Institute of Internal Auditors, Inc., and applicable Governmental Auditing Standards.
4. **Contract Terms.** TCDD shall solicit offers for internal audit services through the RFQ process at least once every five years and at other times as determined by the Council Audit Committee. Solicitations for internal audit services shall be coordinated with the designated state agency in a manner that complies with state requirements and procedures.
5. **Relationship.** To ensure the independence of TCDD internal audit functions, an entity selected to provide internal audit services may not contract for a period, including renewals, longer than ten (10) consecutive years.

Background:

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

- Summary of Funds FY 2008-2011 – Revenues and expenditures budgeted and expended/projected for each federal fiscal year allotment are summarized, with a projected year end balance. Note that these expenditures are tied to the fiscal year grant award to TCDD regardless of whether those funds are expended during the 1st, 2nd, or 3rd year.
- FY 2010 Expense Budgets – Expenses are reported that were expended from October 1, 2009, thru September 30, 2010, regardless of whether those expenses were charged to “current” year or “prior” year funds. All expenses are reported by expense category and by type of staff activity, and are compared to the amounts budgeted for the fiscal year. Note that operating expenses for 13 months were charged to the FY 10 fiscal year funds.
- FY 2011 Expense Budgets – Expenses are reported that were expended from October 1, 2010, thru April 4, 2011. All expenses are reported by expense category and by type of staff activity, and are compared to the amounts budgeted for the fiscal year.
- Grants/Contracts Projections 2008-2011 – Reports expenditures/anticipated awards for each grant project for federal fiscal years 2008 through 2011.
- Stipends Expenditures – Provides a summary of funds awarded or expended for each stipend grant award, the number of individuals benefiting from a stipend from each grant, and how many of those participants also received 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 12.

Expected Action:

The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.

Council

Agenda Item 14. E.

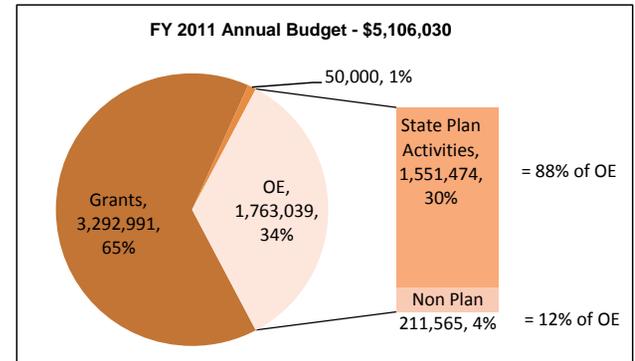
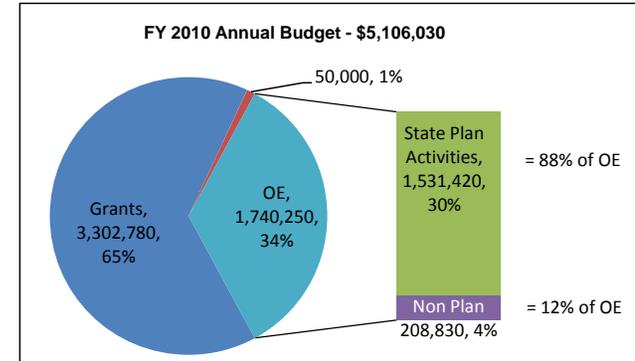
Expected Action:

The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report.

**Texas Council for Developmental Disabilities
Summary of Funds FY 2008 - 2011
April 2011**

Model Key				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				

	10/1/2007- 9/30/2010	10/1/2008- 9/30/2011	10/1/2009- 9/30/2012	10/1/2010- 9/30/2013
Line Item	FY 2008	FY 2009	FY 2010	FY 2011
REVENUES				
Federal Allotment				
Budgeted	\$4,813,753	\$5,035,766	\$5,106,030	\$5,106,030
Actual/Projected	\$4,813,753	\$5,035,766	\$5,106,030	\$5,106,030
Budget variance (Budget - Actual)	\$0	\$0	\$0	\$0
Prior year variance	\$141,674	\$222,013	\$292,277	\$70,264
EXPENDITURES				
Operating Expenses				
Budgeted	\$1,562,545	\$1,654,071	\$1,803,250	\$1,813,039
Actual/Projected	\$1,497,430	\$1,526,278	\$1,790,250	\$1,813,039
Balance Available for Grants (Budget - Actual)	\$65,115	\$127,793	\$13,000	\$0
Grants and Projects Expenses				
Budgeted (Plan/Final)	\$3,251,208	\$3,381,695	\$3,302,780	\$3,292,991
Actual/Projected	\$3,316,323	\$3,509,488	\$3,199,984	\$2,763,276
Budget variance (Budget - Actual)	(\$65,115)	(\$127,793)	\$102,796	\$529,715
Total Expenditures	\$4,813,753	\$5,035,766	\$4,990,234	\$4,576,315
UNOBLIGATED FOR FUTURE YEARS & PROJECTS	\$0	\$0	\$115,796	\$529,715



NOTES:

- 1) Final Allotment per ADD Notice for FY 2008-FY 2010; Notice of Estimated Allotment for FY11 is \$5,106,030.
- 2) 2009 Balance was fully obligated by the end of Sept. 2010.
- 3) Funds awarded or anticipated to be awarded for authorized projects are included in projections of Grants and Project Expenses.
- 4) Remaining balance of funds is available for award in subsequent year.
- 5) Grants - When OE expended is less than OE budgeted, the funds available for grants will increase; a negative variance represents an increase in funds for grants.
- 6) Funds awarded each Fiscal Year (FY) can be expended within 3 FY periods.

Texas Council for Developmental Disabilities

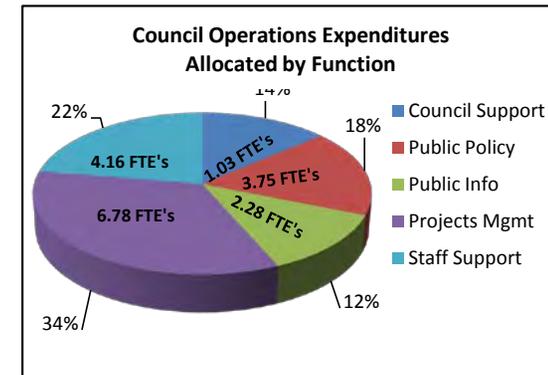
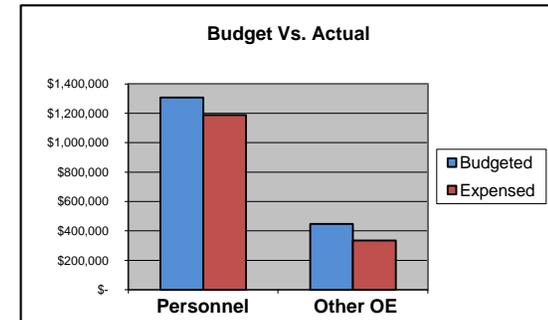
FY 10 Admin & Expense Budget

Oct. 1, 2009 thru
Sep. 30, 2010

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
Personnel (18 FTEs)				
Salaries	1,028,000	1,028,000	922,573	105,427
Benefits	278,100	278,100	270,909	7,191
Total Personnel	\$ 1,306,100	\$ 1,306,100	\$ 1,193,482	\$ 112,618
Operating				
Professional Services ¹	94,000	94,000	82,279	11,721
Travel - Council ²	62,000	62,000	55,119	6,881
Travel - Staff ³	26,000	26,000	20,182	5,818
Supplies	12,000	12,000	10,034	1,966
Utilities	38,750	38,750	36,616	2,134
Rent - Building - Space	63,200	63,200	59,717	3,483
Rent - Computers - Equip ⁴	53,300	53,300	56,578	(3,278)
Capital Expenditures	-	-	-	-
Other OE ⁵	97,900	97,900	70,124	27,776
Total Operating	\$ 447,150	\$ 447,150	\$ 390,648	\$ 56,502
Total Expenses	Budget	YTD Budgeted	Actual	Variance
	1,753,250	1,753,250	1,584,129	169,121
Admin Reim to TEA	50,000	100.0%	90.4%	
TOTAL	\$ 1,803,250		\$ 1,634,129	
Expenditures by Function				
Council Support	Public Policy	Public Info	Projects Mgmt	Staff Support
\$ 217,362	\$ 276,067	\$ 194,399	\$ 541,717	\$ 354,586

NOTES:

- ¹ Auditor - \$25,000/\$24,883; CPA Desk Reviews - \$10,000/\$9,300; Legal Svs - \$3,000/\$1,610
 Other Professional Services (Web Hosting & Surveys) - \$12,000/\$11,948; Data Center Services - \$13,000/\$29,325
 Other Professional Services (Mass DD Council, Reviewers) - \$13,000/\$5,214
- ² Travel - In-State Council - \$48,000 /\$43,810; Out-of-State Council - \$14,000 /\$11,308
- ³ Travel - In-State Staff - \$15,000 /\$8,713; Out-of-State Staff - \$11,000 /\$11,468
- ⁴ Computer lease - \$22,100/\$17,566; AV Equipment - \$25,000/\$32,937; Copier - \$6,200/\$6,075
- ⁵ Other OE - NACDD Dues - \$19,124, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services.



Texas Council for Developmental Disabilities

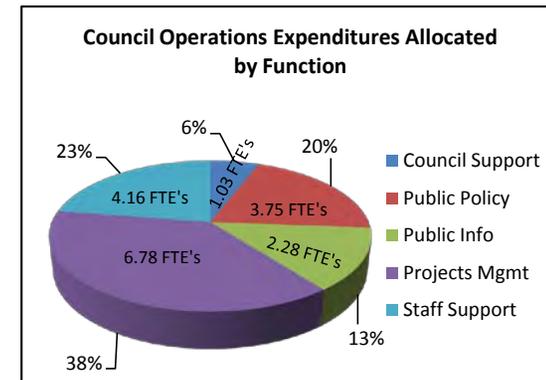
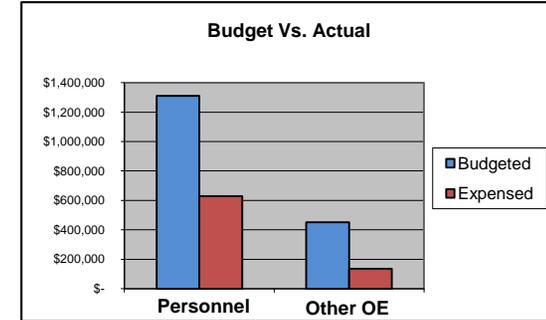
FY 11 Admin & Expense Budget

Oct. 1, 2010 thru
Apr. 4, 2011

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
Personnel (18 FTEs)				
Salaries	1,020,785	510,393	478,967	31,425
Benefits	290,028	145,014	149,687	(4,673)
Total Personnel	\$ 1,310,813	\$ 655,407	\$ 628,654	\$ 26,753
Operating				
Professional Services ¹	87,680	43,840	16,875	26,965
Travel - Council ²	59,500	29,750	11,513	18,237
Travel - Staff ³	22,000	11,000	5,223	5,777
Supplies	12,000	6,000	2,230	3,770
Utilities	41,700	20,850	18,226	2,624
Rent - Building - Space	79,546	39,773	29,191	10,582
Rent - Computers - Equip ⁴	64,220	32,110	17,320	14,790
Capital Expenditures	-	-	-	-
Other OE ⁵	85,580	42,790	34,366	8,424
Total Operating	\$ 452,226	\$ 226,113	\$ 134,944	\$ 91,169
Total Expenses	Budget	YTD Budgeted	Actual	Variance
	1,763,039	881,520	763,598	117,922
Admin Reim to TEA	50,000	50.0%	43.3%	
TOTAL	\$ 1,813,039		\$ 813,598	
Expenditures by Function				
Council Support	Public Policy	Public Info	Projects Mgmt	Staff Support
\$ 85,925	\$ 145,918	\$ 97,795	\$ 275,734	\$ 158,226

NOTES:

- ¹ Auditor - \$25,000/\$1,528; CPA Desk Reviews - \$10,000/\$0; Legal Svs - \$3,000/\$0
 Other Professional Services (Web Hosting & Surveys) - \$1,800/\$1,792; Data Center Services - \$22,380/\$9,471
 Other Professional Services (Mass DD Council, Reviewers) - \$13,000/\$4,085
² Travel - In-State Council - \$48,000 /\$9,911; Out-of-State Council - \$11,500 /\$1,602
³ Travel - In-State Staff - \$15,000 /\$3,484; Out-of-State Staff - \$7,000 /\$1739
⁴ Computer lease - \$22,800/\$7,377; AV Equipment - \$35,000/\$6,910; Copier - \$6,420/\$3,3034
⁵ Other OE - NACDD Dues - \$0, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services.



GRANTS/CONTRACTS PROJECTIONS

Grantee Name	Project Title	2008		2009		2010		2011
		Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	
Advocacy, Inc	Texas Community Integration Project (TCIP)	67,500	67,500					
Apalachicola Creek Indians	Outreach & Development1					10,000	10,000	
Baylor College of Medicine	Transition Medicine Program	100,000	100,000	100,000	100,000			
Biennial Report	Biennial Report-Printing & Production	94,567	79,486	30,581	8,750	125,000	7,800	
Brighton School, Inc.	L&A Specialized Advocacy Training 1	56,250	54,945	150,000	126,813			18,750
College Education Program Project	College Education Program Project							125,000
Community Healthcare (formerly Sabine Valley Center)	Peer to Peer Self-Advocacy Training: Self-Advocates Working All Together	82,913	82,913	31,072	23,745			
Community Healthcare (formerly Sabine Valley Center)	Self-Employment 1	69,007	65,189	111,821	106,025	175,000	23,485	125,000
Easter Seals	ASSET	28,966	28,966	125,000	80,401	20,135		
Easter Seals	TX Disability Policy Consortium			106,103	95,994			
Enabling Technologies	Enabling Technologies					200,000		
EveryChild, Inc.	Family Based Alternatives Expansion Project II	84,276	84,276					
Family to Family Network Inc	L&A Local Basic Advocacy Training 1			118,990	118,990	106,010	7,071	
Friends and Families of Asians with Special Needs	Outreach and Development3					9,866		
Goodwill Industries of Central East Texas	Youth Leadership Training 2	50,000	50,000	51,463	44,757			
Grants for Outreach & Development	Grants for Outreach & Development					82,830		
Imagine Enterprises Inc	Self-Determination	175,000	175,000	70,768	70,768			
Imagine Enterprises Inc	Youth Leadership Training 3			50,000	50,000	50,000	24,806	

Grantee Name	Project Title	2008		2009		2010		2011	
		Budget/Expenses							
Inclusive Faith Based Communities	Inclusive Faith Based Communities					50,000			
Knowbility, Inc	Field-Initated Employment 1	129,967	129,967	198,082	198,082				
Leadership and Advocacy Projects	Leadership and Advocacy Projects					240,000			
Leadership and Advocacy Training Projects	Leadership and Advocacy Training Projects					450,000		450,000	
Lower Rio Grande Valley Workforce Development Board	Field-Initated Employment 2	120,147	105,516	70,222	52,190				
Marketing Plan	Marketing Plan					100,000			
NAMI Texas	L&A Specialized Advocacy Training 2	67,550	64,162	150,000	126,423			10,838	
Outreach Consultant Activities	Outreach Consultant Activities					235,000		537,964	
Outreach Training Activities	Outreach Training Activities					15,000			
Parents Anonymous, Inc.	African American Family Support Conference					50,000	18,503	35,000	
Parents Anonymous, Inc.	Statewide Advocacy Network	175,000	175,000	100,000	71,981			25,000	
Paso del Norte Children's Development Center aka (El Paso Rehabilitation Center)	Peer to Peer Self-Advocacy Training: Training Tomorrow's Mentors Today	71,178	70,762	19,275	19,275				
PP Collaboration Activities	PP Collaboration Activities					65,000		65,000	
PP Committee-Capacity Building	PP Committee-Capacity Building-Balance					113,557		50,000	
Project DOCC, Inc.	Houston Project DOCC II	52,000	52,000	52,000	52,000				
Region 17 ESC	PBS-DI	115,000	109,058	215,000	171,154	15,000		115,000	
Region 17 ESC	PBS-HS	61,000	56,729	200,000	165,924	40,000		120,000	
Region 17 ESC	Positive Behavioral Supports Project (Lubbock)	58,995	58,995						
Region 19 ESC	Youth Leadership Training 5	50,000	47,813	81,099	71,892	0			

Grantee Name	Project Title	2008		2009		2010		2011
		Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	
Regional Network Development	Regional Network Development							
SafePlace	Meaningful Relationships					105,475		125,000
SER Jobs for Progress	L&A Local Basic Advocacy Training 2	56,249	51,185	135,349	102,396	14,651		18,751
State Plan Project Activities	State Plan Project Activities					25,000		
Statewide Leadership Advocacy Training Network	Statewide Leadership Advocacy Training Network							75,000
Strategic Communications	PPA-Strategic Communications-Website (Waiting List)							
Syracuse University	L&A Advocacy U	131,250	131,250	50,000	50,000	43,750	4,659	18,750
TACCRRRA (Texas Association for Child Care Resource and Referral Agencies)	Positive Behavioral Supports (San Antonio)	100,000	100,000					
TDHCA/TCDD Trng on Accessibility Issues	TDHCA Trng on Accessibility Issues					50,000		50,000
Texana MHMR Center	Positive Behavioral Supports Project (Rosenberg)	11,851	11,851					
Texas A&M Research Foundation	Field-Initiated Employment 3	25,000	25,000	125,000	114,426			
Texas A&M Research Foundation	Youth Leadership Training Statewide	18,746	18,746	75,000	75,000	75,000	24,646	
Texas A&M University	L&A Statewide Advanced Training			250,000	151,096	50,000		150,000
Texas Advocates	Peer to Peer Self-Advocacy Training: Led by People with Disabilities	200,000	200,000	127,877	127,877	72,072	45,998	
Texas Center for Disability Studies	CDS Video (Medicaid 101)	24,931	19,926					
Texas Center for Disability Studies	PPA-State School Capacity Building-Moving Out of Institutions Video	23,281	21,443					
Texas Center for Disability Studies	Support for Advisory Committee Member Travel	29,825	21,917	36,697	25,858	40,839	4,778	30,000

Grantee Name	Project Title	2008		2009		2010		2011
		Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	
Texas Citizen Fund	Para-Transit Transportation Activities	212,314	212,314					
Texas Department of Aging and Disability Services	Website	30,846	0					
Texas Parent to Parent	Public Policy Collaboration Activities					65,588		65,033
Texas Tech University	Teacher Preparation for Inclusive Education Project	149,971	149,953	169,452	169,452	230,456	116,942	200,000
The Arc of Greater Houston	Outreach & Development2					7,170	580	
The Arc of Greater Tarrant County	L&A Local Basic Advocacy Training 3	55,598	55,598	149,958	137,439			19,441
The Arc of San Angelo	Volunteer Advocate Pilot Program					74,922		75,000
The Arc of Texas	L&A Specialized Advocacy Training 3	56,251	52,739	75,000	69,788	75,000	53,745	18,749
The Arc of Texas	Texas Microboard Collaboration	51,112	9,462	117,650	98,901	108,000	42,432	115,000
TIRR/Independent Living Research Utilization (ILRU)	Accessible New Housing Project	278,181	278,181	45,350	45,350	20,000	752	
United Cerebral Palsy	ASSET 1	71,034	71,034					
United Cerebral Palsy	TX Disability Policy Consortium 1	111,953	53,444	31,431	31,431			
VSA Arts of Texas	Self-Employment 2	143,341	112,114	176,617	154,168			125,000

Grantee Name	Project Title	2008		2009		2010		2011	
		Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses
KEY: Budget/Expenses in Bold = Grant Closed	Sub Totals	3,491,050	3,254,434	3,596,857	3,108,346	3,210,321	386,197	2,763,276	
	Stipends	75,000	61,889	75,000	61,269	75,000	54,274	75,000	0
	Total Grants	3,566,050	3,316,323	3,671,857	3,169,615	3,285,321	440,471	2,838,276	

	2008	2009	2010	2011
Federal Allotment:	\$4,813,753	\$5,035,766	\$5,106,030	\$5,106,030
Operating Expenses:	1,497,430	1,526,278	1,803,250	1,813,039
Available for Grants:	3,241,323	3,434,488	3,227,780	3,217,991
Available for Stipends:	75,000	75,000	75,000	75,000
Total Available Funds:	3,316,323	3,509,488	3,302,780	3,292,991
Grants/Stipends Awarded/ Final Obligations:	3,316,323	3,509,488	3,199,984	2,763,276
Stipends Balance:	13,111	13,731	20,726	75,000
Grants Balance:	-13,111	-13,731	82,070	454,715
Balance/Deficit:	\$0	\$0	\$102,796	\$529,715
Est Available for Reobligation-OE	0	0	13,000	0
Projected Balance/Deficit	\$0	\$0	\$115,796	\$529,715
<p>Note: Obligations of federal funds must be completed within 24 months of beginning of fiscal year. Funds may be expended during 36 months from beginning of fiscal year. 09 balance will be obligated by Sept 10.</p>				

S T I P E N D E X P E N D I T U R E S

ORGANIZATION	MONTH OF EVENT	EXPENDED	NUMBER SERVED	PREVIOUSLY SERVED	COMMENTS/CLOSED
FYE 9-30-10					
The Arc of Texas	Oct-2009	4,344	73	0	<input checked="" type="checkbox"/>
NAMI Texas	Oct-2009	5,980	52	3	<input checked="" type="checkbox"/>
Volar Center for Independent Living	Dec-2009	5,955	83	17	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2010	2,900	17	0	<input checked="" type="checkbox"/>
ADDA-SR	Feb-2010	5,950	37	0	<input checked="" type="checkbox"/>
Texas State Independent Living Council	Mar-2010	6,000	24	9	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Mar-2010	1,200	20	3	<input checked="" type="checkbox"/>
Easter Seals	Apr-2010	5,900	21	10	<input checked="" type="checkbox"/>
Texas Parent to Parent	Jun-2010	6,000	42	4	<input checked="" type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2010	0			<input checked="" type="checkbox"/>
Autism Society of Greater Austin	Jul-2010	5,078	9	0	<input checked="" type="checkbox"/>
Texas Advocates	Aug-2010	5,963	61	26	<input checked="" type="checkbox"/>
TOTALS:		\$55,270	439	72	

FYE 9-30-11

Volar Center for Independent Living	Oct-2010	5,995	58	1	<input checked="" type="checkbox"/>
Texas Coalition of Texans with Disabilities	Oct-2010	5,386	23	8	<input checked="" type="checkbox"/>
NAMI Texas	Oct-2010	5,980	52	2	<input checked="" type="checkbox"/>
ADDA-SR	Feb-2011	6,000	27	0	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2011	3,800	8	2	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Apr-2011	1,200			<input type="checkbox"/>
Texas State Independent Living Council	Apr-2011	6,000			<input type="checkbox"/>
Texas Coalition of Texans with Disabilities	Apr-2011	3,000			<input type="checkbox"/>
Brain Injury Association of Texas	Apr-2011	4,950			<input type="checkbox"/>
Texas Parent to Parent	Jun-2011	6,000			<input type="checkbox"/>
TOTALS:		\$48,311	168	13	

NOTE: Budgeted amount used if stipend not closed.

Background:

Per the timeline for development of the TCDD FY 2012 – 2016 State Plan, the Committee of the Whole was to draft Goals and Objectives at the February meeting. After that meeting was canceled, TCDD Chair Coleman-Beattie and Committee Chairs Tisch and Vardell appointed two members from each of their committees to a workgroup to draft Goals and Objectives based on decisions made by the Council during the past year. Andy Crim, Mateo Delgado, John Morris and Lora Taylor Public agreed to participate in the workgroup. And Policy Committee Chair Tisch also participated. The workgroup’s recommended Goals and Objectives are located behind this tab.

The Committee of the Whole will discuss the workgroup’s recommended Draft Goals and Objectives and is asked to make a recommendation to the Council. The Goals and Objectives approved by the Council must be posted for public comment for at least 45 days, after which the Council will review the public input and make a final determination on the Plan during the August quarterly meeting. Staff will then submit a final Plan to the federal Administration on Developmental Disabilities (ADD) prior to August 15th, 2011, as required by the DD Act. The new State Plan becomes at the beginning of the next federal fiscal year October 1, 2011.

The Committee also offers the following comments for consideration:

- ✓ The timeline for implementation of the activities in the plan reflects what seems feasible. The timelines will be re-evaluated periodically with the intention of initiating activities as soon as possible. The Council may also wish to discuss how to prioritize activities if necessary.
- ✓ Some of these objectives will require new processes to be developed, and or further discussion to narrow scope and/or better define terms. These decisions do not need to be made prior to submission of the Plan.
- ✓ The Council may wish to consider how to more actively involve Council members who have strong interest in and/or are actively working on issues (such as education, employment, health, etc.) reflected in the plan.

If you have any questions or concerns prior to the Committee meeting, please contact staff!

<p><u>Committee of the Whole</u></p> <p><u>Agenda Item 5.</u></p>	<p><u>Expected Action:</u></p> <p>The Committee will continue to discuss and provide guidance concerning the TCDD State Plan for FY 2012-2016, and will recommend a draft State Plan to the Council for consideration.</p>
<p><u>Council</u></p> <p><u>Agenda Item 9.</u></p>	<p><u>Expected Action:</u></p> <p>The Council will consider the draft Plan recommended by the Committee of the Whole and determine appropriate action prior to approving a draft State Plan for public comments.</p>

Texas Council for Developmental Disabilities (TCDD)
Draft FY2012 – FY2016 State Plan Goals and Objectives

Goal 1: Build collaborations within at least one geographic region served by an Education Service Center (ESC)ⁱ to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by 9/30/2016.

Objective 1: Evaluate achievements of Project IDEALⁱⁱ relative to the impact the program might have on the identified indicators of educational success and determine next steps by February 28, 2014.

Activity 1: Fund, monitor, and provide technical assistance for Project IDEAL.

Activity 2: Work with grantee to create final report for Council to include analysis of relationship between achievements and identified indicators of educational success.

Activity 3: Determine next steps and consider amendments to State Plan if needed.

Objective 2: Identify two indicators of educational success and key criteria to solicit interest from organizations for partnering on activities in a region, by September 30, 2012.

Activity 1: Determine process through which indicators and criteria will be identified.

Activity 2: Identify availability/accessibility of data that will be used to measure indicators.

Activity 3: Use process to identify at least four indicators and three regions.

Activity 4: Select two to three indicators and one region and record baseline data.

Objective 3: In the selected geographic region, provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities, by 9/30/2015.

Activity 1: Develop relationships with partner organizations that can reach the identified populations, and members of the appropriate Texas Advanced Leadership and Advocacy Conference (TALAC)ⁱⁱⁱ regional leadership teams and Texas Advocacy Training Network (TATN)^{iv} region taking into account the demographics of the region and strategies suggested by the demographics.

Activity 2: Explore partnership and roles for Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act)^v Network Partners (the State P&A and the University Centers on Excellence) in establishing project.

Activity 3: Determine what type of training, information, and/or technical assistance is to be provided and develop implementation plan.

Activity 3: Implement plan.

Activity 4: As possible, provide training, information, and technical assistance to other regions.

Objective 4: Partner with other organizations to develop and evaluate a user-friendly template for a summary report of educational outcomes of students with developmental disabilities within a school district or school that may be used by organizations to provide information to parents, by 9/30/2015.

Activity 1: Work with other stakeholder organizations, including the DD Act Network Partners and TALAC regional leadership teams, to determine the scope and identify the necessary components of the summary report.

Activity 2: Monitor and participate as possible in workgroups and/or task forces to advocate for widespread adoption of a summary report model.

Activity 3: Review existing data, including data available through Lonestar Reports^{vi}.

Activity 4: Develop and pilot summary report and user instructions.

Activity 5: Evaluate and refine as necessary.

Activity 6: Determine next steps.

Goal 2: Establish at least two programs that can be sustainable without TCDD funds that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, by 9/30/2016.

Objective 1: Implement a program that provides supports and on-the-job learning opportunities to students with developmental disabilities in a post-secondary program that results in at least 80 percent of students who participate for two or more years in the program gaining jobs related to their desired careers within six months of completing their education, by 3/31/2016.

Activity 1: Continue to fund, monitor, and offer technical assistance to the selected grantee.

Activity 2: Track development and success of other programs that offer support for education for students with developmental disabilities learning in a post-secondary environment.

Activity 3: Develop comparison report for existing programs.

Objective 2: Develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members how available assistive technology can increase job performance and employment options, by 3/31/2016.

Activity 1: Collaborate with other stakeholders to develop scope of work.

Activity 2: Determine plan of action.

Activity 3: Implement plan.

Activity 3: Evaluate success of plan and determine next steps.

Objective 3: Partner with other organizations to expand and evaluate the impact of Project SEARCH^{vii} in Texas, by 9/30/2016.

Activity 1: Collaborate with other stakeholders to determine plan of action.

Activity 2: Implement plan.

Activity 3: Evaluate success of plan and determine next steps.

Objective 4: Each year, advocate for legislative and/or policy change to increase the allowed assets a person receiving SSI can obtain and to remove other policy-related barriers to full time employment.

Activity 1: Monitor and/or participate in multiagency workgroups related to policy regarding SSI and assets.

Activity 2: Partner with other organizations to explore and evaluate the impact of other asset and/or income development models and job options other than full time work, by 9/30/2015.

Activity 3: Provide recommendations related to legislative and/or policy change as appropriate.

Goal 3: Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide services to people with developmental disabilities by 9/30/2016.

Objective 1: Develop, implement, and evaluate at least two targeted educational campaigns to increase awareness of specific issues and/or to reduce stigma that may negatively impact the life of a person who has a developmental disability, by 9/30/2014. *(example: conducting a mass media or grassroots campaign to publicize reasons why van accessible parking spots should be reserved for people in vans with lifts.)*

Activity 1: Develop process by which issues will be selected.

Activity 2: Develop and maintain data to be used to identify specific goals, define target populations, develop successful strategies, and evaluate resulting outcomes.

Activity 3: Establish and maintain partnerships with organizations that are highly motivated to create change and/or are able to have a significant impact in their community.

Objective 2: Provide increased level of support to TCDD during legislative sessions as needed to implement communication activities and to provide information requested by members of the legislature and/or the media.

Objective 3: Provide information and/or technical assistance to at least four organizations that promote general community development so that they may better include, support, and address the needs of community members who have developmental disabilities.

Activity 1: Establish partnerships with organizations that are motivated to improve their ability to include, support, and address the needs of community members who have developmental disabilities.

Activity 2: Identify technical assistance needs, develop and implement technical assistance plans.

Objective 4: Work with others to provide information to at least 200 community organizations and/or businesses to better support inclusion of people with developmental disabilities more fully by 9/30/2016.

Activity 1: Collaborate with DD Act Network Partners and others to determine information products to be developed and/or updated.

Activity 2: Develop and/or update materials to be provided to community organizations and/or businesses to support inclusion of people with developmental disabilities in the community by 9/30/2013.

Activity 3: Implement dissemination plan and track demand of product(s).

Goal 4: In at least one Health and Human Service (HHS) region^{viii}, increase the percent of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by 9/30/2016.

Objective 1: Partner with disability advocacy groups, public transportation advocacy groups, and/or leadership and advocacy training programs to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning by 9/30/2015.

Activity 1: Publicize the success of past Council transportation efforts to increase interest in participation.

Activity 2: Develop and post a Request for Proposals for at least one project to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning efforts.

Activity 3: Implement, monitor, and evaluate project(s).

Objective 2: Build the capacity of at least four local organizations in that region to provide transportation training to people with developmental disabilities by 9/30/2016.

Activity 1: Explore promoting the use of widely available technology to assist people to navigate public transportation.

Activity 2: Explore the past effectiveness of grassroots efforts to develop and implement transportation training.

Activity 3: Develop and implement strategies to build the capacity of local organizations to provide transportation training.

Goal 5: Increase the capacity of community organizations at least 1 HHS region to provide community-based services that support people with developmental disabilities to improve and maintain their health, and to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/2016.

Objective 1: Determine evaluation methodology and gather baseline data.

Activity 1: Explore use of National Core Indicators^{ix}, data on the numbers of people entering State Supported Living Centers from various HHS regions and the reasons they are entering, information from Community Centers that serve individuals with Intellectual and Developmental Disabilities, and/or input from other stakeholders.

Activity 2: Identify 3 possible target HHS region(s) based on data.

Activity 3: Select HHS region(s) in which activities will be implemented.

Objective 2: Provide funding to enable at least 10 organizations working in the target region(s) to implement plans that will increase their capacity to provide healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/2016.

Activity 1: Facilitate, to the extent feasible, collaboration between previous TCDD healthcare-related grantees (Project DOCC^x grantees, PBIS^{xi} projects, Baylor College of Medicine^{xii}), other interested partners, and organizations from the selection HHS region(s) to explore strategies and to develop a cohesive plan that will maximize available resources.

Activity 2: Fund implementation of selected strategies.

Activity 3: Provide support to non-medical community leaders (such as ministers) & service providers (such as speech pathologists) to collaborate with others to support people with developmental disabilities to gain access to necessary healthcare services, behavior supports, and/or respite.

Objective 3: As funds are available, demonstrate and evaluate other strategies to support individuals with developmental disabilities to improve and/or maintain their health and well-being.

Activity 1: Demonstrate and evaluate at least one strategy to support individuals with developmental disabilities to develop and maintain meaningful relationships based on common interests.

Activity 2: Demonstrate and evaluate at least one strategy to support individuals with developmental disabilities to participate in activities to improve their health and physical fitness.

Activity 3: Support completion of the initiated Alternatives to Guardianship/Supported Decision-Making Project and evaluate the supported decision making process as it applies to health-related decisions.

Objective 4: Each year of the plan, advocate for increased funding and policy changes that will enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, and respite in the communities in which they live.

Objective 5: Beginning in FY 2013, develop opportunities to partner with people who have developmental disabilities, families, providers, medical schools, licensing and certification boards, agencies, and/or community-based organizations to provide or develop training and/or practice guidelines that include knowledge related to disability and incorporate components of successful TCDD projects.

Goal 6: Work with others to double the number of identified leadership development and advocacy training programs that can provide culturally appropriate training for people with developmental disabilities without grant funding from TCDD, by 9/30/2016.

Objective 1: *Each year of the plan, provide funding or technical assistance to establish and/or strengthen at least one program for the direct funding of a state self-advocacy organization led by individuals with developmental disabilities.*

Activity 1: At least once every 2 years, provide funding for at least one specific public policy advocacy activity implemented by individuals who have developmental disabilities and are working with a state self-advocacy organization led by individuals with developmental disabilities.

Activity 2: At least once every 2 years, offer funding to support individuals with developmental disabilities to work with a state self-advocacy organization to implement a grassroots effort to organize and/or educate members of their community.

Activity 3: Each year, evaluate the effectiveness of Council efforts to establish and strengthen state self-advocacy organization(s) and consider alternate strategies.

Objective 2: *Each year of the plan, support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders.*

Activity 1: Each year provide opportunities for groups organizing disability-related conferences to apply for stipends to support speakers, mentors, or facilitators who have developmental disabilities and who have a philosophy consistent with that of TCDD.

Activity 2: Evaluate the feasibility and possible benefits of working with groups and/or individuals who offer training to improve presentation and/or training, to adapt their training to meet the needs of individuals with developmental disabilities.

Objective 3: *Each year of the State Plan, support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.*

Activity 1: As appropriate, provide direct funding to support people with developmental disabilities to serve on cross-disability and culturally diverse boards, committees, and workgroups.

Activity 2: Develop and/or provide support for at least one cross-disability and culturally diverse leadership coalition.

Objective 4: Each year of the plan, support individuals who have developmental disabilities, their family members, and their allies to improve their skills related to self-advocacy, public advocacy, and leadership.

Activity 1: Develop at least 5 new culturally competent leadership and advocacy training programs for people who strongly identify with a specific ethnic minority culture and have a developmental disability or are have a family member who has a developmental disabilities.

Activity 2: Continue to provide funding to support and/or expand leadership development and advocacy training programs that serve diverse groups of people.

Activity 3: Continue to promote coordination between grantees and other organizations that provide leadership development and advocacy skill training so they may share information and maximize resources.

- Activity 4:** Provide opportunities for groups organizing conferences to apply for stipends to support participation by people who have developmental disabilities and their family members.
- Activity 5:** As appropriate and as deemed necessary, provide direct funding for people with DD to be on boards, committees, and workgroups.
- Activity 6:** Provide technical assistance and/or information to assist leadership and advocacy grantees to develop sustainability for leadership and advocacy training programs.
- Activity 7:** Each year of the plan, continue to provide support to maintain Advocacy U, an online clearinghouse that maintains current information about leaders and advocacy training programs.
- Activity 8:** As funding allows, support collaborative public policy activities.

Goal 7: Each year the Council and its Committees receive staff and administrative support to effectively implement the Council's mission and goals.

Objective 1: Each year of the State Plan, provide input representing the philosophies and positions of the Council on public policy issues affecting people with developmental disabilities and, when possible, offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.

Activity 1: Provide information and technical assistance to Council members to support Council decision-making processes and to assist individual members in advocacy activities.

Activity 2: Provide input on policies and legislation as requested.

Activity 3: Participate in workgroups at the state and national level.

Activity 4: Produce required reports and policy analyses.

Activity 5: Provide grantees with information technical support and information related to policy, legislation, and/or advocacy strategies.

Objective 2: Each year of the State Plan, coordinate the Council's planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas.

Activity 1: Provide information and technical assistance to Council members to facilitate planning, project development and evaluation activities.

Activity 2: Coordinate outreach activities to ensure that Council members and TCDD staff receive relevant and timely public input from diverse audiences.

Activity 3: Support the Council to develop and fund projects to explore innovative ideas and/or provide timely solutions to emerging needs, as funds allow.

Activity 4: Work with outside entities, as appropriate, to evaluate Council activities.

Activity 5: Provide information and technical assistance as appropriate to grantees and/or organizations applying for a grant from TCDD.

Activity 6: Coordinate development and submission of TCDD's 5 Year State Plan, Annual Amendments, and the Annual Program Performance Report

Objective 3: Each year of the State Plan, support the Council to effectively use grant funding to reach identified goals.

Activity 1: Provide information and technical assistance to Council members to facilitate oversight of grant projects.

Activity 2: Monitor grant projects to ensure that budgetary requirements are met and program activities are implemented as planned.

Activity 3: Provide information and technical assistance, as appropriate, to help grantees reach goals and to support use of best practices.

Activity 4: Work with other staff to develop and implement strategies to maximize the impact of grantee projects.

Objective 4: Each year of the State Plan, support and coordinate meetings of the Council and Committees and provide leadership and administrative coordination to implement Council approved activities.

Activity 1: Support the Council and Committees to conduct business.

Activity 2: Support Council members to participate in national level workgroups, conferences, and/or trainings as appropriate.

Activity 3: Provide oversight of staff activities.

Objective 5: Each year of the State Plan, implement outreach and strategic communication activities to reach specific goals.

Activity 1: Provide information and technical assistance to Council members to identify specific strategic communication goals.

Activity 2: Develop and maintain productive relationships with other representatives from other organizations to maximize the impact of outreach and strategic communication efforts.

Activity 3: Coordinate external communications related to staff, Council member, and grantee activities to implement the strategic communication plan.

Activity 4: Coordinate messaging, marketing, and branding activities as directed by the Council.

Activity 5: Evaluate the effectiveness of strategic communication activities and provide recommendations to the Council for improvement as necessary.

ⁱ For a map of ESC Regions, see <http://www.tea.state.tx.us/index.aspx?id=2147494810>

ⁱⁱ Project IDEAL is a TCDD grant project that began in June, 2007 and will end March 31, 2012. The grantee is Texas Tech University, College of Education. Project IDEAL (Informing & Designing Education for All Learners) is designed to help prepare prospective general-education teachers to work more effectively with students who have disabilities. For more information, see: <http://cms.educ.ttu.edu/research/special-projects>

ⁱⁱⁱ TALAC is a TCDD grant project that began September, 2008 and will end in August, 2013. The grantee is Texas A&M. The project provides advanced leadership and advocacy training plus broad networking opportunities through an annual, three-day conference for disability advocates in Texas. The project also provides financial support for 15 of the conference participants to attend the statewide Youth Leadership Forum training as role models to support cross-generational mentoring and to facilitate networking between experienced advocates and developing youth leaders.

^{iv} The Texas TATN is a TCDD grant project that began September, 2008 and will end in 2011. The grantee is Parents Anonymous, Inc. The project has been developing a network organizations and individuals across the state to participate in advocacy.

^v To read the DD Act, see: <http://www.acf.hhs.gov/programs/add/ddact/DDACT2.html>

^{vi} To access Lonestar Reports and see summary information about Texas' schools and school districts, see: <http://loving1.tea.state.tx.us/lonestar/Home.aspx>

^{vii} Project SEARCH is an employment-related program that has been implemented successfully in many different states and assistance with implementing Project SEARCH in Texas has been requested multiple times by individuals and organizations. To read more about Project SEARCH: <http://www.projectsearch.us/>

^{viii} To see a map of the Texas HHS regions: http://www.hhs.state.tx.us/aboutHHS/HHS_Regions.shtml

^{ix} To review the Texas' most recent data on the National Core Indicators, see the Department of Aging and Disability Services Long-Term Services and Supports Quality Review 2010 Report at: http://www.dads.state.tx.us/news_info/publications/legislative/ltssqr2010/ltssqr-2010.pdf

^x Project DOCC is a teaching and training program that involves families of children with chronic illness/disabilities as faculty to transfer the families' acquired knowledge and life experience to the pediatric resident physicians. Residents spend time with families in their homes as a teaching forum to gain first-hand experience on issues parents face in caring for a child with a disability or chronic illness, which expanded the residents' skills in family-centered care and provide insight into the value of the parent-physician partnership. TCDD provided grant funding to expand Project DOCC to multiple sites in Texas.

^{xi} TCDD funded multiple projects that successfully provided training and established teaching programs to expand the use of Positive Behavioral and Intervention Services in Texas schools, day cares, and communities.

^{xii} TCDD provided funds to expand the work of the Baylor College of Medicine Transition Clinic, which trained health care workers on how to care for people with chronic illnesses/disabilities and provided outreach to community health care providers and families of children with disabilities.

Background:

During the August 2010 meeting, the Committee of the Whole discussed the Council’s current procedures to review and make decisions about applicants to receive grant funds and procedures to approve continuation grant awards yearly. Further discussion on this item during the Council meeting was tabled due to time constraints. The Council will again plan to discuss this matter, and may choose to revise some of these procedures.

As brief background, TCDD Policies currently delegate responsibility to the Executive Committee to:

- make final decisions about applicants to receive grant funds, and
- review and approve continuation grant awards yearly.

The presentation overview provided to the Committee of the Whole in August (slides 13-22) is available online at:

http://www.txddc.state.tx.us/about_us/council/meetings/aug10mtgs/WholeAgendaAug10.pdf

<p><u>Committee of the Whole</u> <u>Agenda Item 6.</u></p>	<p><u>Expected Action:</u> The Committee of the Whole will discuss current procedures for approving new grant projects and for approving grant awards and may make recommendations to the Council to revise current procedures.</p>
<p><u>Project Development Committee</u> <u>Agenda Item 9.</u></p>	<p><u>Expected Action:</u> The Committee will discuss this item and may make recommendations to the Council to revise current procedures.</p>
<p><u>Council</u> <u>Agenda Item 10.</u></p>	<p><u>Expected Action:</u> The Council will consider recommendations from the Committee of the Whole and / or from the Project Development Committee and determine final action.</p>

Background:

Draft minutes from the November 3, 2010, Project Development Committee meeting are included for review.

**Project Development
Committee**

Agenda Item 3.

Expected Action:

The Project Development Committee will take action to approve the minutes.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
PROJECT DEVELOPMENT COMMITTEE
WEDNESDAY, NOVEMBER 3, 2010

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT

Dana Perry, Vice Chair	Andrew Crim	John Morris
Kimberly Blackmon	Kathy Griffis-Bailey, DSHS	Deneesa Rasmussen
Kristen Cox	Diana Kern	Joe Rivas

COMMITTEE MEMBERS ABSENT

Margaret Christen, TEA
Susan Vardell, Chair

GUESTS PRESENT

James Faragoza - Attendant
Gina Fuller - Attendant

STAFF PRESENT

Jeri Barnard	Cynthia Ellison	Patrice LeBlanc
Martha Cantu	Sonya Hosey	Melissa Loe
Joanna Cordry	Wendy Jones	

CALL TO ORDER

The Project Development Committee met on Wednesday, November 3, 2010, in the Bluebonnet 2 Suite at the Marriott Austin South, 4415 South IH-35, Austin, Texas 78744. Vice Chair, Dana Perry called the meeting to order at 10:56 a.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 August 5, 2010, Committee meeting.

MOTION: To approve the minutes of the August 5, 2010, Project Development Committee meeting minutes as presented.

MADE BY: Andrew Crim

SECOND: Kathy Griffis-Bailey

The motion **passed** without opposition.

4. CHAIR'S REPORT

Vice Chair Dana Perry had nothing to report.

5. **SELECTION OF NOMINATING COMMITTEE REPRESENTATIVE**

Council Policies provide for each committee to select a representative to the Council's Nominating Committee. After discussion Joe Rivas was nominated to serve as the Committee's representative on the Committee. The Nominating Committee will bring forward recommendations at the February Council meeting for the Council Vice-Chair and for the consumer member-at-large on the Executive Committee.

MOTION: For Joe Rivas to serve as the Project Development Committee representative to the Council Nominating Committee.

MADE BY: Diana Kern

SECOND: Kathy Griffis-Bailey

The motion **passed** without opposition.

6. **GRANTS AND PROJECTS REPORT**

A. **Projected Available Funds Update**

Grants Management Director, Patrice LeBlanc discussed with the Committee staff projections of funds available for additional grant projects. LeBlanc also explained to the Committee that the Administration on Developmental Disabilities no longer expects grant projects and staff activities to be organized by Areas of Emphasis in the DD Act, and suggested that several documents prepared by staff for the Committee may no longer be relevant. The Committee agreed that staff did not need to continue to update and include the "Federal Areas of Emphasis" or the "Grants by Area of Emphasis and by Regions" documents in meeting binders. However, staff would develop and bring back materials to reflect how Council activities relate to each other as needed.

B. **Staff Activities Report**

Grants Management Specialist Wendy Jones gave a brief overview to the Committee of her attendance at the National Association of Councils on Developmental Disabilities (NACDD) annual conference. She attended a session on inclusive fitness training for individuals with disabilities. From this report, staff were directed to further investigate the possibility of funding a similar project.

7. **CONSIDERATION OF FUTURE FUNDING ACTIVITIES**

A. **Leadership Development and Advocacy Skills Training Activities-Next Steps Executive Summary**

Planning Coordinator Joanna Cordry presented the Executive Summary for proposed Leadership Development and Advocacy Skills Training Activities which describes a means through which the Council could build on the current and past work of many of TCDD's successful leadership and advocacy training programs (including youth leadership training, peer-to-peer advocacy training, and/or support for the establishment of a self-sustaining network of organizations that provide leadership development and advocacy training). The Committee discussed the Executive Summary and determined to postpone the approval of the creation of a Youth Advisory Committee pending more discussion. The Committee also suggested that up to 6 new projects be funded in addition to those outlined in the Executive Summary, and that they have the same guidelines and expectations of the currently funded leadership development and advocacy training projects. This would add an additional \$75,000 per year, per project, for up to 3 years, for up to 6 projects, to the funding noted in the Executive Summary.

MOTION: To recommend Council approval of the *Leadership Training and Advocacy Development: Next Steps* Executive Summary with the exception of the proposed establishment of a Youth Leadership Advisory Council and the addition of funding for 6 new leadership development and advocacy skills training projects.

MADE BY: John Morris

SECOND: Diana Kern

The revised total funds authorized by the revised Executive Summary is up to \$765,000 for year 1 for all projects; up to \$695,000 for year 2 for all projects; and up to \$450,000 for year 3 for all projects. The motion **passed** without opposition.

B. Other Ideas

a. Alternatives to Guardianship

Cordry reviewed with the Committee that the Council approved an “Alternatives to Guardianship” Executive Summary in February 2008. The Executive Committee approved funding of a project during the Committee meeting Monday that will demonstrate how volunteers might effectively assist people with developmental disabilities to make their own decisions about their lives, and demonstrate one alternative to guardianship. The original Executive Summary also described other activities. Cordry asked if the Committee wished to take any additional action. The Committee determined that they wished to see what success the newly funded project has before proceeding further.

b. Funders Roundtable

Cordry gave a brief summary of a proposed “Funders’ Roundtable” staff activity to promote collaboration between organizations that provide funding and/or technical assistance to community organizations so they may develop their capacity to serve all members of their community, including individuals with developmental disabilities. Staff have had discussions with the Circle of 10 group as well as with the One Star Foundation and believe there is interest and that the benefits could be significant. However, because such an activity would require a significant amount of staff time, staff desired direction from the Committee before moving forward. The Committee directed staff to begin to move forward with efforts to develop the Roundtable, and determined that this activity should be added to the priority list although there is no grant funding attached at this time.

c. “Not Home” Documentary

Cordry presented a brief overview of the “Not Home” documentary being produced by an independent film maker about children living in institutions. Staff received an informal query regarding whether the Council might wish to provide funds to bring the filmmaker to Texas so that Texas might be included in the footage. Staff spoke with the Executive Director of the Georgia Council who indicated that they were contributing a small amount (under \$10,000), and informed the Committee that they could choose to do so as well. However, TCDD would most likely have no rights to the film nor have significant input into the creative process. LeBlanc reminded the Committee that approving funding for this project might be viewed as inconsistent with the Council’s practice of not accepting unsolicited proposals for funding, and that it is likely many additional unsolicited requests for funding would ensue. Communications Coordinator Melissa Loe confirmed that there are many such projects that might also wish to solicit funding from the Council. Committee

members were advised that this was an action they could choose to take, but that they had found an "Unsolicited Proposal" process difficult to manage in the past and very time consuming. The Committee determined they did not wish to pursue involvement in this documentary.

8. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed the Future Funding Activities Priority List and changed the order to place the Leadership Development and Advocacy Training Activities at priority #6, Enabling Technology project at priority #7, and the Funders' Roundtable activity at priority #8.

MOTION: To recommend Council approval of revisions to the Future Funding Activities Priority List as discussed by the Committee.

MADE BY: Andrew Crim

SECOND: John Morris

The motion **passed** without opposition.

A. College Education Grant Project

The Committee discussed the College Education project listed as #1 in the priorities list. A Request for Proposals (RFP) was posted in December 2009, but no responses were received. Feedback was solicited by staff, and potential applicants stated that they did not apply because the funding amount was insufficient given the required outcomes. The Committee wished to explore other options that might enable the Council to reach their goal, and did so at previous meetings. The Committee discussed the project, confirmed their commitment to the goal, and decided to re-post the original Request for Proposals (RFP) with no changes except an increase of the funding amount of up to \$125,000 per year for up to 4 years.

MOTION: To recommend Council approval to re-post the College Education project Request for Proposals with up to \$125,000 per year for up to 4 years.

MADE BY: John Morris

SECOND: Kathy Griffis-Bailey

The motion **passed** without opposition.

9. STATE PLAN DEVELOPMENT DISCUSSION

The Committee decided not to discuss the State Plan in the Committee meeting due to it being discussed in the Committee of the Whole meeting on Tuesday, November 2, 2010.

10. OTHER DISCUSSIONS ITEMS

The Committee discussed other possible ideas for funding, and asked staff to prepare additional information that would assist the Committee to develop further the concept of creating a "Youth Advisory Committee," to provide input to the Council and to promote activities to develop youth leadership.

ADJOURN

There being no further business, adjourned the meeting at 1:15 PM.

Roger A. Webb, Secretary to the Council

Date

Background:

The quarterly Grants and Projects Report is enclosed for review by Committee members. TCDD staff may also provide updates to the Committee of notable achievement or items of concern. Items included in this report are:

- Projected Available Funds – This chart represents funds available for additional projects by fiscal year for federal fiscal years 2008 through 2014. These totals reflect final expenditures of projects funded with FY 2008 funds, expenditures or funds awarded with FY 2009 funds, and funds awarded or anticipated awards with FY 2010 – 2014 funds, including estimated amounts for projects approved by the Council but not yet initiated. The remaining balances shown therefore reflect funds available for projects in addition to those projects currently approved by the Council. Note that funds are shown for each year alone; future years are **not cumulative** totals.
- TCDD Projects Training Schedule – This calendar of training events planned by TCDD grant projects during the next six months is included as general information for Committee and Council members.
- Grant Project Highlights – The quarterly Grant Project Highlights Report is enclosed for review by Committee members. This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. Different grantees are highlighted each quarter.

Important Terms:

Cumulative: Including amounts from previous years.

Bilingual: In two languages, usually English and Spanish.

Project Development Committee

Agenda Item 5.

Expected Action:

No action anticipated; information item only.

2008	2009	2010	2011	2012	2013	2014
\$0	\$0	\$115,796	\$529,715	\$1,119,897	\$2,476,097	\$2,834,097

NOTES:

- 1) Federal law (DD Act) allows Councils 2 years to fully obligate funds. 2009 Balance was fully obligated by the end of Sept. 2010.
- 2) Funds awarded or anticipated to be awarded for authorized projects are included in Grants and Project Expenses.
- 3) Remaining balance of funds is available for award in subsequent year.

TCDD Projects' Training Schedule

May 2011 – October 2011

May	2 – 8/31/11	Easter Seals of Central Texas – Asset Reading ETCIL 4713 Troup Hwy (Tyler) 9:00am-10:30am – Monday and Wednesday Contact Patrician Perkins or Astric Rogers at (903) 581-7542 Open to the Public Free
	2 – 8/31/11	Easter Seals of Central Texas – Asset Study of the Texas Driving Handbook ETCIL 4713 Troup Hwy (Tyler) 11:00am-12:30pm – Monday and Wednesday 11:30am-12:30pm – Tuesday and Thursday Contact Patrician Perkins or Astric Rogers at (903) 581-7542 Open to the Public Free
	3 – 8/30/11	Easter Seals of Central Texas – Asset Money Management ETCIL 4713 Troup Hwy (Tyler) 10:00am-11:30am – Tuesday and Thursday Contact Patrician Perkins or Astric Rogers at (903) 581-7542 Open to the Public Free
	3	Goodwill Youth Leadership and Advocacy Training YLT Curriculum and Group Mentoring Classes through May 26, 2011 Lufkin High School 309 South Medford (Lufkin) 8:30am-9:35am – Classes will be held on Tuesday and Thursday Contact Erica Richey Cook at (936) 632-8838 ext 225 Closed to the Public Free
	3	Region 17 ESC PBS Disproportionate Project Can You Relate? Building Meaningful Relationships with African American Students Region 17 Education Service Center 1111 West Loop 289 (Lubbock) 9:00am-4:00pm Contact Val Meixner at (806) 281-5879 Open to the Public – Registration Required Cost: \$15

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

May

- 5 – 8/25/11 Easter Seals of Central Texas – Asset**
Cooking
ETCIL
4713 Troup Hwy (Tyler)
1:00pm-1:30pm – Every other Thursday
Contact Patrician Perkins or Astric Rogers at (903) 581-7542
Open to the Public
Free
- 5 Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
The American Red Cross
3642 E. Houston St (San Antonio)
Collaborative with MELD (Mutual Enrichment through Learning and Discovery)
6:30pm–8:30pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 5 Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
265 E. Lullwood (San Antonio)
Collaborative with Reaching Families Facing Autism
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 5 Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English
Kids Club
169 South Hickory Ave. (New Braunfels)
Collaborative with Any Baby Can in Comal County
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 5 Easter Seals of Central Texas – Asset**
Employment and Beyond
Easter Seals Central Texas (Austin)
10:00am-11:00am
Contact Nicole Fisher at (512) 615-6846 or nfisher@eastersealstx.com
Open to 14-23 years of age with disabilities – Attendees must RSVP
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

May

- 6** **VSA Arts of Texas**
Art in the Park Festival
Universal Design in Learning Presentation
Morgan's Wonderland
5223 David Edwards Dr. (San Antonio)
10:00am-2:00pm
Contact April Sullivan at 1-866-489-8412 or april@vsatx.org
Designed for Special Education Teachers
Entry Fee is free for people with disabilities, \$10 for people accompanying
- 7** **VSA Arts of Texas**
Cameras Rolling! Make a Music Video
AGE Building
3710 Cedar St. Room 101 (Austin)
10:00am-2:00pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Registration Fee \$175
- 10** **Region 17 ESC PBS Disproportionate Project**
The Bully, the Bullied & the Bystander
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free
- 12** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
265 E. Lullwood (San Antonio)
Collaborative with Reaching Families Facing Autism
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 12** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
The American Red Cross
3642 E. Houston St (San Antonio)
Collaborative with MELD (Mutual Enrichment through Learning and Discovery)
6:30pm–8:30pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

May

- 12** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English
Kids Club
169 South Hickory Ave. (New Braunfels)
Collaborative with Any Baby Can in Comal County
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 14** **VSA Arts of Texas**
Cameras Rolling! Make a Music Video
AGE Building
3710 Cedar St. Room 101 (Austin)
10:00am–2:00pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Registration Fee \$175
- 19** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
265 E. Lullwood (San Antonio)
Collaborative with Reaching Families Facing Autism
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 19** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English
Kids Club
169 South Hickory Ave. (New Braunfels)
Collaborative with Any Baby Can in Comal County
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 19** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
The American Red Cross
3642 E. Houston St (San Antonio)
Collaborative with MELD (Mutual Enrichment through Learning and Discovery)
6:30pm–8:30pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

May

- 21** **VSA Arts of Texas**
Body Shift Inclusive Dance Class
Galaxy Dance Studio
1700 S. Lamar, Ste. 338 (Austin)
4:00pm-8:00pm
Contact VSA Texas at (512) 454-9912 or info@vsatx.org
Open to the Public
Sliding Scale Fee
- 21** **VSA Arts of Texas**
Lights, Camera, Action! Creating Digital Stories
AGE Building
3710 Cedar St. Room 101 (Austin)
10:00am-2:00pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Registration Fee \$175
- 26** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English/Spanish
265 E. Lullwood (San Antonio)
Collaborative with Reaching Families Facing Autism
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 26** **Brighton School, Inc.**
Parents Alliance for Learning and Support (PALS) Advocacy Training
One For Autism – English
Kids Club
169 South Hickory Ave. (New Braunfels)
Collaborative with Any Baby Can in Comal County
6:30pm–8:00pm
Contact Manny Garcia at (210) 826-4492 ext 5401
Open to Public – Participants must register
Free
- 28** **VSA Arts of Texas**
Open Mic Night
Access Gallery
3701 Guadalupe, Ste. 103 (Austin)
7:00pm-9:30pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

May

28

VSA Arts of Texas

Lights, Camera, Action! Creating Digital Stories
AGE Building
3710 Cedar St. Room 101 (Austin)
10:00am-2:00pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Registration Fee \$175

31

Region 17 ESC PBS Disproportionate Project

Just Cause Disciplinary Moments and African American Students
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free

June

Goodwill Youth Leadership and Advocacy Training

Summer Learning Ropes Camp
Time, Dates and Location TBD
Contact Erica Richey Cook at (936) 632-8838 ext 225
Closed to the Public
Free

4

VSA Arts of Texas

Lights, Camera, Action! Creating Digital Stories
AGE Building
3710 Cedar St. Room 101 (Austin)
10:00am-2:00pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Registration Fee \$175

7

VSA Arts of Texas

VSA Institute for Teachers
Location TBD (Fort Worth)
9:00am-4:00pm
Contact VSA at (512) 454-9912 or info@vsatx.org
Open to the Public
Free

8

Community Healthcare Self Employment Project

Customized Self-Employment Training and Business Development
Southwest Center
3222 W. 7th St. (Texarkana)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

June

- 9** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Southwest Center
3222 W. 7th St. (Texarkana)
9:00am-11:00am
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 9** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
2:00pm-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 10** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine (Longview)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 11** **VSA Arts of Texas**
Lights, Camera, Action! Creating Digital Stories
AGE Building
3710 Cedar St. Room 101 (Austin)
10:00am-2:00pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Registration Fee \$175
- 11** **VSA Arts of Texas**
Opening Reception for Let's Move Together – A Solo Exhibition by Denise Knebel
Access Gallery
3701 Guadalupe, Ste. 103 (Austin)
6:00pm-8:00pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free
- 13-15** **VSA Arts of Texas**
McAllen ISD Teacher Training
MISD Building (McAllen)
8:30am-3:30pm
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Closed to the Public
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

June

- 15-16 Texas Tech University, College of Education**
Annual Autism Conference
Lubbock Civic Center (Lubbock)
Contact Barbara Stephens at: (806) 281-5715 or Anna Phillips at (806) 281-5891
Registration available at: www.esc17.net
\$75 Registration Fee
Fee waived for parents of those with an ASD – Must Contact Barbara Stephens for instructions
- 20-30 VSA Arts of Texas**
New Media Arts Class
Austin Groups for the Elderly Building
3710 Cedar St., Room 101 (Austin)
10:00am-2:00pm **Monday-Thursday**
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Price TBD
- 25 VSA Arts of Texas**
Open Mic Night
Access Gallery
3701 Guadalupe, Ste. 103 (Austin)
7:00pm-9:30pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free
- 27 Region 17 ESC PBS Disproportionate Project**
PBIS Schoolwide Boot Camp
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free
- 29 Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Southwest Center
3222 W. 7th St. (Texarkana)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 30 Region 17 ESC PBS Disproportionate Project**
Behavioral Response to Intervention Tier 1 – A Whole Classroom Approach #1
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

June

30 **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Southwest Center
3222 W. 7th St. (Texarkana)
9:00am-11:00am
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

30 **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine (Longview)
2:00pm-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

July

1 **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine (Longview)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

11-21 **VSA Arts of Texas**
New Media Arts Class
Austin Groups for the Elderly Building
3710 Cedar St., Room 101 (Austin)
10:00am-2:00pm **Monday-Thursday**
Contact Lynn Johnson at (512) 454-9912 or lynn@vsatx.org
Open to Young Adults with Autism Spectrum Disorder
Price TBD

12 **Region 17 ESC PBS Disproportionate Project**
Behavioral Response to Intervention Tier 1 – A Whole Classroom Approach #2
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free

23 **VSA Arts of Texas**
Open Mic Night
Access Gallery
3701 Guadalupe, Ste. 103 (Austin)
7:00pm-9:30pm
Contact April Sullivan at (512) 323-6626 or april@vsatx.org
Open to the Public
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

July

25-29

Texas A&M University

Statewide Youth Leadership Forum
Statewide Youth Leadership Training
Saint Edwards University
3001 South Congress Ave. (Austin)
2:00pm(7/25)-12:00pm(7/29)
Contact Eric Roberts at (979)458-4168 or txylf@tamu.edu
Closed to Public – Open to YLF Invited Participants and Guests
Free to Participants

August

2

Region 17 ESC PBS Disproportionate Project

Behavioral Response to Intervention Tier 1 – A Whole Classroom Approach #1
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free

3

Community Healthcare Self Employment Project

Customized Self-Employment Training and Business Development
Percolator
1002 Texas Blvd. (Texarkana)
9:00am-3:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

4

Community Healthcare Self Employment Project

Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
2:00pm-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

5

Community Healthcare Self Employment Project

Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

8

Region 17 ESC PBS Disproportionate Project

Richard Milburn Academy PBIS Training
RMA
2333 50th (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the RMA Faculty and Staff Only
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

August

- 9** **Region 17 ESC PBS Disproportionate Project**
Richard Milburn Academy PBIS Training
Science Spectrum (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to RMA Faculty and Staff Only
Free

- 11** **Region 17 ESC PBS Disproportionate Project**
South Plains Academy PBIS Training
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to SPA Faculty and Staff Only
Free

- 15-16** **Region 17 ESC PBS Disproportionate Project**
O'Donnell Elementary Schoolwide PBIS Training
O'Donnell Elementary (O'Donnell)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to O'Donnell Faculty and Staff Only
Free

- 17** **Region 17 ESC PBS Disproportionate Project**
Teaching on the Flipside: Strategies for Alternative Settings
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free

- 30** **Region 17 ESC PBS Disproportionate Project**
Classroom Management for Substitute Teachers
Region 17 Education Service Center
1111 West Loop 289 (Lubbock)
9:00am-4:00pm
Contact Val Meixner at (806) 281-5879
Open to the Public – Registration Required
Free

September

- 5** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Southwest Center
3222 W. 7th St. (Texarkana)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

- 6** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Southwest Center
3222 W. 7th St. (Texarkana)
9:00am-11:00am
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 6** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
2:00pm-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 7** **Community Healthcare Self Employment Project**
Customized Self-Employment Training and Business Development
Community Healthcare
107 Woodbine Place (Longview)
9:00am-4:00pm
Contact Mary Evans at (903) 237-2333 or Mary.evans@communityhealthcore.com
Open to the Public
Free
- 15** **Family to Family Network**
Collaboration with Project G.R.O.W. ECI
Christ United Methodist Church (Sugarland)
History of Disability
Parent & Self Advocacy Movement; People First Language
Trainer: Laura Buckner, UT Center for Disability Studies and
Kathie Snow, Disability is Natural
Contact Family to Family Network at (713) 466-6304
Register online at beginning July 1, 2011:
<http://www.familytofamilynetwork.org/events/katy-parent-conference-a-resource-fair>
Free for Adults with Disabilities
- 16** **Family to Family Network**
Collaboration with To Be Determined
United Way of League City (Clear Lake)
History of Disability
Parent & Self Advocacy Movement; People First Language
Trainer: Laura Buckner, UT Center for Disability Studies and
Kathie Snow, Disability is Natural
Contact Family to Family Network at (713) 466-6304
Register online at beginning July 1, 2011:
<http://www.familytofamilynetwork.org/events/katy-parent-conference-a-resource-fair>
Free for Adults with Disabilities

October

20

Family to Family Network

Collaboration with Project G.R.O.W. ECI
Christ United Methodist Church (Sugarland)
Inclusion Education and Parent/Youth Panel
Trainer: Charlene Comstock-Galagan & Parent/Youth Panel
Contact Family to Family Network at (713) 466-6304
Register online at beginning July 1, 2011:
<http://www.familytofamilynetwork.org/events/katy-parent-conference-a-resource-fair>
Free for Adults with Disabilities

21

Family to Family Network

Collaboration with To Be Determined
United Way of League City (Clear Lake)
Inclusion Education and Parent/Youth Panel
Trainer: Charlene Comstock-Galagan & Parent/Youth Panel
Contact Family to Family Network at (713) 466-6304
Register online at beginning July 1, 2011:
<http://www.familytofamilynetwork.org/events/katy-parent-conference-a-resource-fair>
Free for Adults with Disabilities

If you are interested in attending any of the events listed,
please contact Cynthia Ellison at 512-437-5436.

TCDD Project Highlights MAY 2011

Texas Citizens Fund

Project Title: Paratransit Services Quality Improvement Project
Project Location: Statewide

Year: 3 of 3
TCDD Budgeted: \$150,000

RFP Intent: To develop a statewide paratransit system that provide individuals with disabilities, family members, and advocacy organizations the tools necessary to improve transit services for people with disabilities both individually and systemically.

The project ended May 31, 2010, after successfully establishing a statewide Paratransit tracking system. Project staff initially requested information on challenges encountered by people with disabilities in 25 Metropolitan Planning Organizations across the state and used that information to set up the tracking system. The tracking system addresses customer service policies and procedures, eligibility determination process, the appeals process and performance data. TCF will maintain this system.

This project was also successful in making 2 policy changes: the Disabled American Veterans Unit in Tyler agreed to serve as a transportation resource for low-income/homeless Veterans and negotiated transportation services for Weatherford ISD students with disabilities who travel for transitional education and job placement.

Sustainability: Project activities obtained funding and expanded partnerships which resulted in the following:

- 2-yr award of mobility management funds for the Tarrant Rides and Information Partnership (TRIP) project to increase access to transportation options for persons with disabilities (\$389,000);
- Go2Work-Tarrant County project to understand employment-related transportation barriers (\$132,000);
- 1-yr process to focus on employment-related issues/strategies for Denton County Works (\$100,000);
- 1-yr grant from the Federal Transit Admin to focus on the accessibility of bus stops (\$98,000); and
- 1-yr consulting services with Substance Addictions/Behavioral Disabilities division of Tarrant Co. MHMR to identify transportation resources for persons with behavioral disabilities/ substance abuse (\$25,000).

Products: Statewide paratransit tracking system

Project Delivery of Chronic Care (DOCC)

Project Title: Project DOCC
Project Location: Houston

Year: 2 of 2
TCDD Budgeted: \$52,000

RFP Intent: To expand the Project DOCC parent-driven training to pediatric residents during their month long chronic care rotation in the C.H.O.S.E.N. clinic at University of Texas Medical School – Houston for children with special health care needs (CSHCN).

The Project DOCC education program ended Sept. 30, 2010, and it included all first-year pediatric residency rotations demonstrating best practices in working with children with chronic disabilities and their families.

- The project trained 124 medical professionals and pediatric physicians-in-training and 60 new parent teachers in parent interviews, home visits and Grand Rounds panel presentations. It also improved 1 healthcare system.
- The Associate Director of Pediatric Houston Staff Education at Baylor College of Medicine created an abstract on DOCC titled "Impact of a Parent Directed Teaching Program in Family Centered Chronic Care," to be presented at the 2011 Annual Accreditation Council for Graduate Medical Education (organization that accredits all medical schools in the US) Conference in Nashville.

Sustainability: The Hamman Foundation and the Simmons Foundation awarded Project DOCC funds to continue the operating expenses for DOCC at UTMSH for the DOCC Parent Teacher Stipends, the expense for the DOCC accountant and a small amount of funding for the Project DOCC Parent Coordinator.

Products: Resource Guide

Background:

Three Executive Summaries and one report are attached for review by the Committee as requested by the Committee in November:

- Health and Fitness Promotion Project Executive Summary
- Enabling Technology: Collaborative Design for the Future Executive Summary (approved for funding by the Committee in August 2009)
- Inclusive Faith Based Communities Symposium Executive Summary (approved for funding by the Committee in November 2009; only one application was received, and it was not funded)
- Youth Leadership Report

The Committee may discuss and take action on the Executive Summaries and/or provide further direction to staff regarding other possible future activities.

Project Development Committee

Agenda Item 7.

Expected Action:

The Committee will review the Executive Summaries and Youth Leadership report and may recommend Council approval of either or both projects. The Committee will also provide guidance to staff for other projects discussed.

Council Meeting

Agenda Item 12.

Expected Action:

The Council will receive a report of the Committee’s discussions and will consider any projects recommended for approval.

Future Funding Proposal

Executive Summary

Health and Fitness Promotion Project

Background:

The mission of the Texas Council for Developmental Disabilities (TCDD) is to create change so that all people with developmental disabilities are fully included in their communities and exercise control over their own lives. TCDD's numerous grant projects have sought to remove barriers related to the education, housing, employment, transportation, healthcare, and recreation needs of people with disabilities, with all projects striving to improve quality of life for Texans with developmental disabilities.

Numerous studies point to the benefits of physical activity: improved health, preventative medicine, psychological well-being and recreation. Activity improves mood and self-esteem; combats chronic diseases such as diabetes, heart disease, high cholesterol, osteoporosis, and some types of cancer (colon, breast); helps manage weight; reduces long term health care costs; boosts energy levels; and promotes better sleep. In addition, many physical activities are fun and enjoyable in and of themselves, thus offering entertainment value in addition to numerous other benefits. Exercise gives the body strength, promotes energy, relieves stress and can help reduce fatigue.

Medical management alone has often not proven effective in meeting health and wellness needs for many individuals with developmental disabilities. People with disabilities are more likely to: have early deaths; have chronic health conditions; have preventable secondary conditions; and make more emergency room visits than persons without disabilities. More than half of adults with disabilities engage in no leisure time physical activities. A disproportionate number of people with disabilities live near, at, or below the poverty level. Therefore, memberships to fitness and health clubs and other wellness activities may be cost prohibitive. Furthermore, equipment and professional expertise are not readily accessible (Rimmer, 2009).

It may be challenging for individuals with disabilities to engage in regular exercise, but it's even more important for people with disabilities. Compared to people without disabilities, individuals with disabilities are more likely to be obese (45% of males and 56% of females with developmental disabilities are overweight, which can lead to obesity) and to engage in exercise and other healthy behaviors less frequently (Martino, 2010).

In FY2010, a TCDD Grants Specialist, Wendy Jones, attended the National Association of Councils on Developmental Disabilities (NACDD) annual conference in Orlando, Florida. The Florida Developmental Disabilities Council's FIT Club was one of many excellent program models presented at that conference. The model includes cost-effective strategies for introducing modified fitness programs and activities as well as anecdotal evidence of program impact. Ms. Jones discussed this model when offering comments about that conference to the Council during the November 2010 meeting. The Project Development Committee expressed interest in funding a project that would incorporate components from Florida's program as well as best practices from others. In particular, the Committee was interested in:

1. Demonstrating what types of activities and exercises can be introduced or modified into a fitness program for individuals with developmental disabilities. Such activities can be sports, walking groups, yoga, personal trainers, and/or other strategies.
2. Demonstrating how regular exercise could help prevent or manage chronic illness and reduce healthcare costs.
3. Demonstrating how individuals with developmental disabilities engaging in regular physical activity report enhanced self-esteem and experience higher quality of life.

State Plan Goals and Objectives:

Goal 5: People with developmental disabilities receive quality care for mental and physical health and have access to wellness support in their communities.

Objective 2: Collaborate with other organizations and agencies to provide supports to assist people with developmental disabilities and their families to improve and/or maintain their health, by September 30, 2011.

Goal 9: People with developmental disabilities will have recreational opportunities, choices, and outcomes similar to those of people who do not have developmental disabilities.

Objective 1: Collaborate with other organizations and agencies to promote community recreation programs and/or recreation opportunities that are fully inclusive, by September 30, 2011.

Expected Outcome:

1. The primary outcome is that at least three sustainable programs will be created or modified to provide individualized community health and fitness programs/opportunities for individuals with developmental disabilities. To provide information on program effectiveness, data will be collected on the project impact for at

least 30 individuals per site, however more individuals are expected to be served by each site.

2. The first year of this project is anticipated to consist of planning, outreach, and program set-up.
3. In the second year of this project, between 30-50 individuals with developmental disabilities (or their designee) will report increased satisfaction with their recreational opportunities after participating in a program with individualized supports to enable them to participate in recreational activities.
4. In the third and subsequent years of this project (up to five years), TCDD will negotiate the number of individuals with developmental disabilities (or their designee) expected to report increased satisfaction with their recreational opportunities after participating in a program with individualized supports.

Project Description:

Up to three organizations will be funded to implement activities in at least one site each. If multiple applications are determined to be fundable and are of comparable quality, preference will be given to organizations expressing the will and the ability to implement project activities in more than one site, particularly if one of the chosen sites is a rural area.

The organization funded through this grant will work with other organizations to demonstrate:

1. How to provide *individualized*, inclusive recreational programs to people with developmental disabilities to assist them to determine their goals in fitness, recreation, and overall wellness.
2. How to 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 individuals with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals.

Involvement by people with developmental disabilities in planning activities:

The organization implementing this project must assure that the development and implementation of all activities is driven by direct input from people who have disabilities, although people who do not have disabilities who have demonstrated technical expertise related to project activities may also hold leadership and staff roles. Organization(s) implementing this project are encouraged to use focus groups of people with developmental disabilities, led by people with developmental disabilities:

- to identify actual barriers to physical fitness that have been experienced by individuals with developmental disabilities that may not be widely recognized or understood; and

- to vet strategies that might be used to achieve project goals.

Focus group information should be summarized to inform the development and implementation of the project, but specific personal information or personal situations described in focus groups may only be shared as group participants allow. Focus groups may be conducted in the first year of the grant.

Cultural Competency and Diversity:

Development and implementation of project activities must demonstrate an understanding of cultural competency by the applicant/grantee organization. The applicant/grantee must include activities in the project work plan to identify specifically how ethnicity may influence the values, lifestyle, and goals of individual participants and how project activities may be adapted to successfully recruit and/or address specific needs and/or preferences of people who belong to minority ethnic groups.

Proposed Funding Amount:

Up to \$250,000 per year for up to three projects related to this Executive Summary

Proposed Duration:

Up to five years per project for all projects related to this Executive Summary.

Other Considerations: Activities conducted under this Executive Summary will be very closely monitored by TCDD staff and may be discontinued at any time if they are deemed harmful or inappropriate.

1. Toolkits, websites, curriculum, videos, or other products developed with the use of TCDD funds must be reviewed and approved in writing by TCDD staff and/or other designated individuals before being approved for public distribution.
2. Upon successful completion of the project activities and achievement of stated outcomes, the grantee may apply for funds for one additional year to promote any products, make presentations, and conduct other activities as appropriate to encourage replication of the program in other regions of the state.

Rimmer, Dr. J.H. (2009, March 31). *Developmental disability and fitness*. Retrieved from http://www.ncpad.org/disability/fact_sheet.php?sheet=117&view=all&print=yes

Martino, C.M. (2010 September). *Increasing wellness and reducing secondary health conditions for individuals with developmental disabilities*. Retrieved from <http://www.nacdd.org/documents/The%20Fit%20Club.pdf>

Future Funding Proposal

Executive Summary

Enabling Technology: Collaborative Design for the Future

Background:

Almost all Americans use technology on a daily basis to increase their physical comfort, to travel across long distances, to connect with others, to entertain themselves, to enable them to reach goals, and/or to overcome environmental barriers. Technology provides tools that can improve quality of life and productivity for everyone, including people with developmental disabilities. Some of the technological tools most frequently used by people with developmental disabilities are specialized and disability-specific – these typically fall in the category of “assistive technology.” However, many of the tools that improve the quality of life for people with developmental disabilities are generic; they are the same products widely used by consumers with diverse characteristics who don’t necessarily have disabilities. Examples of this type of technology include cell phones, subtitles for language translation, voice-recognition software; global positioning system (GPS) satellite tracking that helps people navigate city streets; talking books; computers; and the internet (including social networking technologies). Additionally, technology is being developed for specific uses not necessarily related to disability, such as robotic tools that are operated remotely; long-range monitoring and sensing equipment; and microchip-enhanced cards (or wearable items such as wristbands) that contain information, allow access to restricted areas, or serve as cashless debit cards.

Although an obvious financial benefit exists to ensuring that new technology being marketed to the general public appeals to and/or meets the needs of people with developmental disabilities, this group is not often considered a target market and is rarely taken into account during the development of these products. However, this may change as technology companies strive to stay competitive by being responsive to the changing needs and desires of baby boomers who are aging and of soldiers who have returned from Iraq with significant disabilities. Companies that develop devices for the “typical” public will be confronted with the reality that more and more “typical” people have disabilities, including individuals who acquire a disability as part of the aging process. Forward-thinking, successful technology-focused companies may realize that tweaking their existing products or building accessibility into the initial design of new products will result in a broader customer base – especially if the increased manufacturing and availability of these products results in a cost reduction for individuals.

Currently, the input of people with developmental disabilities frequently is not valued – nor even solicited - in the initial design of new technology that is intended for the general public. Instead the development of and funding for “assistive technology” typically occurs separate from the development of technology for the general public, and technology developed for the general public frequently has to be adapted after the fact for use by people with developmental disabilities. There would be tremendous benefit for the developers of new technology to consult - early in the design process - with people who have developmental

disabilities or who have family members who have developmental disabilities. A person who has lived a full life with a disability frequently has had to become very creative at finding ways to meet their needs with whatever is available to them. Many have a lot of expertise at “making things work” and know what is more or less likely to be helpful. Designers may find that collaboration with people who have developmental disabilities enables them to create technology that is more functional and appeals to a wider range of people. For example, there are agencies that support people with developmental disabilities to live semi-independently by using commonly available monitoring and communication devices to enable their clients to do more in their own homes with less intrusion by direct support staff. This same type of technology might interest parents of “latch-key kids” were they aware of its existence. Simple robots – such as those that vacuum or entertain – are now widely available, and that technology could be used to create robots that “fetch” items for people with mobility impairments. Cell phone, voice recognition, and GPS technology, if adapted to be simpler and easier to use, might enable a person who has a cognitive disability to move around their neighborhood or city more independently.

The Texas Council for Developmental Disabilities (TCDD) would like to explore how collaboration between companies that develop or produce technology and people who have developmental disabilities might enable developers to increase their creativity in designing new technology. As a part of this effort, TCDD intends to demonstrate how those devices might enable people to live more independently and to reach personal goals.

State Plan Goal and Objective:

Goal 10: People with developmental disabilities and family members will have the supports and services they need to be able to participate actively in their communities.

Objective 7: Explore and promote new technologies, multi-media tools, assistive equipment, and/or barrier removal/home modifications that may enable people with developmental disabilities to live more independently within local communities and/or to participate more fully in advocacy efforts, by September 30, 2011.

Expected Outcome(s):

TCDD will facilitate exploration and/or demonstration of the benefits of using new technology – or using “old” technology in an innovative way – to support the independence of people with developmental disabilities.

TCDD will promote collaboration between people with developmental disabilities and developers of affordable, widely available, technology.

Project Description:

This project will require a partnership between at least two entities:

1. One must have considerable experience in developing and/or providing reliable technology for individuals or companies to improve quality of life, to facilitate effective communication between individuals, or to improve business practices.
2. One must have considerable experience providing support and/or services to people with developmental disabilities and/or their families.

The partnership may involve additional organizations. People with developmental disabilities and/or their family members must be involved in the project design, implementation, and evaluation. Although one partner must be designated the lead applicant to receive grant funds and to comply with all reporting requirements and assurances, the partners should contribute equally to the creative process, making maximum use of their strengths.

The partners will work together to implement an innovative model demonstrating how technology can be used, in a cost-effective way, to enable people with developmental technologies to have increased independence in their daily lives. A model may be considered “innovative” if it is not currently in existence in Texas but has been demonstrated to be effective – and may even be widely used – in other states or countries to support people with developmental disabilities.

The project must serve at least 10 people (plus their families, if relevant) and must be committed to ensuring that participants will continue to receive the same level of service/support after TCDD funding has ended. The project may serve more than 10 people, and the additional people reached may include people without developmental disabilities if the intent is to demonstrate that the same product would have a wide range of potential users. TCDD expects that this project will show how “generic” technology might be employed to support people with developmental disabilities and also appeal to a diverse market, so that for-profit companies might aspire to produce the product on a wide-scale basis, at an affordable cost to individuals.

The partnership must ensure that an evaluation of the project is provided to TCDD upon project completion. The evaluation should include benefits and drawbacks as perceived by the individual served and by all project partners, as well as a discussion of possible implications (both positive and negative) of wide-spread implementation of the project.

Applicants will be responsible to develop and outline the type of project proposed and provide information to support the probable success of the project. Applicants are encouraged to be creative in the development of a project idea; TCDD fully intends to demonstrate a new, or relatively unknown, approach and may choose not to fund any proposal if none meet this requirement. Examples of the types of projects that would be considered appropriate to be funded under this RFP include:

1. The use of remote monitoring/sensing technology, accessible communication equipment, and professional direct care staff to support – as non-intrusively as possible - individuals with developmental disabilities living in their own homes.
2. The creative use of robots to reduce reliance on other individuals or to enable individuals with developmental disabilities to exert more control over their environment.
3. An expansion of the availability and successful use of social connectivity technology to individuals who have not had access previously (for example, individuals living in institutions) in such a way as to bring about significant and tangible changes in their daily lives.

4. The demonstration of how face recognition software and/or gaming technology may support or develop skill in recognizing and responding appropriately to social cues for people who need this type of assistance due to a disability.
5. The development of a model to promote interest in university students in engineering, computer science, or other related disciplines, by creating an annual “enabling technology” design competition.

This list is intended to serve as examples only and is non-inclusive. Applicants may choose to develop one of these ideas into a project or may submit a proposal entirely unrelated to any of these examples.

Proposed Funding Amount:

Because of the range of types of projects that might be proposed under this RFP, the Council is not committed to providing a set amount of funding for any particular project. If multiple proposals are viewed favorably, the Council may choose to fund several promising projects if they require relatively small amounts. The Council may also decide to fund one project for the full amount. However, the Council will not fund any single project, or combination of projects, for more than \$200,000 per year, total.

Proposed Duration:

TCDD funding would be offered for up to 5 years subject to annual review of project accomplishments.

Other Considerations:

Future Funding Proposal Executive Summary Inclusive Faith Communities Symposium

Background:

The Texas Council for Developmental Disabilities (TCDD) exists to create change so that all people with developmental disabilities are fully included in their communities and exercise control over their own lives. TCDD's numerous grant projects have sought to remove barriers related to the education, housing, employment, transportation, healthcare, and recreation needs of people with disabilities. These categories describe almost all of the types of needs that people living in a community experience, with one notable exception: participation in a faith community of one's choice. TCDD recognizes that a range of issues exist related to specific faith communities' ability and willingness to welcome and fully include people with developmental disabilities. These issues include attitudinal barriers, physical accessibility issues, and inadequate knowledge about supporting people with developmental disabilities. At the same time, TCDD acknowledges that many faith communities in Texas have done a great deal to advocate for and to serve the needs of Texans with developmental disabilities.

In 2008, the Council amended its State Plan to include an objective to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased. Council staff began to explore the issue by connecting with individuals and groups who expressed interest and held two meetings, one in Austin and one in Houston. In addition, Council staff attended a one day symposium held at a church in Houston, at which individuals from the surrounding area networked, exchanged information about what was working and what challenges they were having. The organizers were also able to gather enough financial support to bring a nationally recognized expert to the area to speak to them. The symposium was very well received, and many attendees expressed an interest in being able to connect with others on a statewide level.

Prior and subsequent to the symposium, staff heard from individuals in other areas of the state who were interested in having the opportunity to network/connect with others, and who were wanting both to receive training that would enable them to help their own faith communities to be more fully inclusive and to help others when possible by sharing what strategies they have found to be successful. Although some communities are working well together, almost all felt as if they needed more information related to providing behavior supports, accessing other community resources when needed, overcoming attitudinal barriers within their communities, and adapting religious education for individuals with cognitive disabilities. Additionally, a specific barrier identified was the difficulty of forming collaborative relationships between diverse groups – including community-based providers as well as people who are of different denominations and/or religions. Sponsorship of a symposium by an “outside” organization like TCDD might be able to bring together groups that might not otherwise connect.

State Plan Goal and Objective:

Goal 10: People with developmental disabilities and family members will have the supports and services they need to be able to participate actively in their communities.

Objective 11: Collaborate with leaders of faith-based organizations to compare experiences and share resources to increase the formal and informal community supports available to people with developmental disabilities in their communities, by September 30, 2011.

Expected Outcome:

At least 10 faith-based organizations from around the state will actively participate in a Symposium on Creating Inclusive Faith-Based Communities and will return to their communities with 1 year action plans designed to improve the inclusiveness of their particular faith community. Appropriate supports will be provided to assist each community participant to develop a plan specific to their needs, and follow-up support will be arranged to ensure that they are able to implement the plan.

Project Description:

Two Statewide “Creating Inclusive Faith-Based Communities” Symposiums will be held. The planning and implementation of the Symposium will be guided by a ethnically and geographically diverse Project Advisory Committee that will include representatives from multiple denominations and religions, at least two adults with developmental disabilities, at least two parents of children with developmental disabilities, and at least one faith-based initiatives liaison from a governmental or quasi-governmental agency. The topics to be included in the agenda will be developed by the Committee, but must include sessions about providing behavioral support to promote inclusion as well as identifying and addressing other barriers to inclusion. In addition, the Symposium should include specific sessions designed specifically for the leadership of faith-based communities.

Following the Symposium, communities will be provided support, technical assistance, and – if necessary - stipends to be able to implement their plans. The Symposium held in the second year should include an added component to allow participants from the first year share their progress, barriers encountered, and solutions discovered.

Proposed Funding Amount:

\$50,000 for two years.

Proposed Duration:

TCDD funding would be offered for two years.

Other Considerations:

A commonly accepted means of reaching ethnic minority communities is through faith-based communities. In fact, the group with whom TCDD staff met in Austin was almost exclusively African American. Staff expect that a Symposium focused on Faith-Based Communities would be an effective means of increasing the diversity of the communities participating in TCDD activities.

Youth Leadership Programs: History and Possible Next Steps

Four (4) grants, funded for five (5) years, for youth leadership programming are nearing the end of their funding period. None of these are completely sustainable past the funding period. The following document outlines the ending date for each program, their current level of sustainability, and partnerships and efforts toward sustainability. Additionally, information is provided about participant activities associated with the programs and potential next steps that the Council can take to continue to promote youth leadership, including the creation of a Youth Leadership Council. Potential components of a Youth Leadership Council are outlined on page three (3). See the last page for aspects of successful youth programs as reported by National Collaborative on Workforce and Disability.

Table 1. Grantee Sustainability Efforts

Program	End Date (5-yr grants)	Currently Sustainable	Partners / Efforts toward Sustainability
Imagine Enterprises (West Texas)	5/31/2011	No	<ul style="list-style-type: none"> • Texas Workforce Commission (TWC) – existing non-financial partnership • Not Without Us Independent Living Centers – forming partnership <ul style="list-style-type: none"> - Imagine would like to partner with above agencies on a new grant.
Education Service Center-Region 19 (El Paso)	6/30/2011	No	<ul style="list-style-type: none"> • Department of Assistive and Rehabilitative Services (DARS) Division of Blind Services (DBS) – sponsors client participation • Volar Independent Living Center – board voted in 2008 to house the YLF but experienced revenue loss, still active partner • The Education Service Center – Region 19 • Twelve local school districts and four charter schools • The University of Texas at El Paso • El Paso Community College • El Paso Rehabilitation Center • The El Paso Community Foundation
Goodwill Industries of Central East Texas	7/1/2011	Somewhat	<ul style="list-style-type: none"> • AmeriCorps & OneStar Foundation - volunteers • Lufkin ISD – referral & transportation • Goodwill - funding through store revenues <p>Existing Grants:</p> <ul style="list-style-type: none"> • Junior League • Brookshire Brothers Corporation • Henderson Foundation • PineyWoods Foundation* • Kurth Foundation* - Several are likely to continue funding
Texas A&M - Statewide	8/31/2011	No	<ul style="list-style-type: none"> • DARS – provides 25% of current funding, secured through 9/1/2012

*To support the Adaptive Technology and Learning Center which the students use for career related learning

Participant Activities

All programs reported continued participant involvement in leadership and advocacy activities after completion of the program(s). The actual level of involvement is difficult to assess due to limited long-term follow-ups.

All programs cited a variety of participant activities, including but not limited to:

- led self-advocacy groups at schools
- worked with local transition fair
- led own ARD process
- attended Mayor's Committee on Disability Services
- led school campaign to remove "R word" from legal documents
- spoke to press on importance of voting
- helped disadvantaged youth through a Christmas toy drive
- petitioned the local school to include a ramp on both sides of graduation stage
- acquired leadership position at the state and national level National Federation of the Blind
- produced a film for school teaching about legislative advocacy
- advocated for disability accommodations at local university
- gave school presentation about being a self-advocate
- became president of an existing school club or founded another
- began working with state reps to help pass a bill requiring Visual Impairment instructors to obtain more training and a bill to remove the "R word" from legal documentation
- created video about the R word's hurtful connotation and removing it from legal documents
- organized disability issue awareness fun run and raise funds for disability advocacy organization

Note: The TX YLF coordinator (Tx A&M project) will begin creating an instrument to formally collect quantitative data regarding the longitudinal benefits of TX YLF. The instrument will be designed to determine if and how the adult outcomes of formal TX YLF participants differ from their peers who have not participated in the program. Tentatively, the outcomes to be investigated will include recreational activities, employment, community living conditions, education achievements, and advocacy activities. The instrument is expected to begin going through validity testing following the 2011 summer TX YLF event, and the results from the finalized formal assessment are expected by August 2012.

Potential Next Steps to Continue to Promote Youth Leadership:

- Fund additional research on the effectiveness of YLF.
- Continue funding similar programs but require additional pre & post testing of participants and follow-up measures to better assess the effects.
- Wait to fund any further youth leadership programs until outcomes of A&M study are released.
- Create Youth Leadership Council that would:
 - Promote and allow for continued involvement in advocacy and leadership with peers, since it is easier to stay involved with an organized structure than acting individually.
 - Provide practical development experience for involvement in formal committees, etc. in the future.
 - Increase motivation for youth to participate actively by allowing them to focus on areas of interests and have hands-on involvement in structure and functioning of the program.

Possible Components of a Youth Leadership Council

- Options for Infrastructure:
 - Multiple regional councils, with opportunities for communication between regional councils and/or statewide meetings.
 - One State council with members from various regions, considering travel costs and difficulty of collaboration over distance, especially for minors.
- Options for Membership:
 - Pull from the pool of individuals who have already completed training or attended a forum/camp.
 - Recruit new participants & providing training.
 - Both recruit from the pool of trained individuals and solicit new participants who would be trained. Experienced members could be in charge of training new ones.
- Options for Governance and Interaction
 - Develop a free-standing Council with leadership separate from TCDD.
 - Leadership through TCDD (Staff or Council member as chair).
 - Establish subcommittees by interest area.
 - Let members determine subcommittees OR limit to goal areas of TCDD 5-year plan.
 - Subcommittees can lead project(s) in their communities, inform TCDD of issues, advocate w/ legislators (any or all of the above).
 - Promote increased information sharing/communication through mailing lists with opportunities/ideas for involvement, website, Facebook, etc).

Table 2. Organizational & Program Components of Effective Youth Programs

Organizational Level		
Components of Youth Development Programs	Additional Components of Youth Leadership Programs	Additional Components for Disability Focus
<ul style="list-style-type: none"> • Clear mission and goals • Staff are trained, professional, supportive, committed, and youth-friendly • Safe and structured environment 	<ul style="list-style-type: none"> • Youth involvement at all levels including administration and the Board of Directors 	<ul style="list-style-type: none"> • Physically and programmatically accessible • Staff are aware, willing, prepared, and supported to make accommodations
<ul style="list-style-type: none"> • Connections to community and other youth-serving organizations 		<ul style="list-style-type: none"> • Knowledge of resources (national and community-specific) for youth with disabilities • Partnerships and collaboration with other agencies serving or assisting youth with disabilities
Programmatic Level		
Components of Youth Development Programs	Additional Components of Youth Leadership Programs	Additional Components for Disability Focus
<ul style="list-style-type: none"> • Focus on each young person’s individual needs, assets, and interests 		
<ul style="list-style-type: none"> • Hands-on experiential and varied activities • Youth involvement in developing and implementing activities 	<ul style="list-style-type: none"> • Hands-on involvement at all programmatic levels such as planning, budgeting, implementing, and evaluating programs 	
<ul style="list-style-type: none"> • Opportunities for success • Opportunities to try new roles • Youth leadership 	<ul style="list-style-type: none"> • Multiple opportunities to develop and practice leadership skills • Varied, progressive leadership roles for youth: small group, large group, event, program 	
<ul style="list-style-type: none"> • Mentoring/role models 		<ul style="list-style-type: none"> • Ensure peer and adult role models and mentors include people with disabilities
<ul style="list-style-type: none"> • Personal responsibility 		<ul style="list-style-type: none"> • Self-advocacy skills building • Independent living information and assessment (career, employment, training, education, transportation, recreation, community resources, life skills, financial, benefits planning)
<ul style="list-style-type: none"> • Family involvement and support 		
<ul style="list-style-type: none"> • Opportunities for youth to develop self-awareness, identity, and values 	<ul style="list-style-type: none"> • Education on community & program values and history 	<ul style="list-style-type: none"> • Disability history, law, culture, policies, and practices

Source: National Collaborative on Workforce and Disability

Background:

This chart includes all projects that have previously been approved by the Council but have not yet been initiated. The Project Development Committee reviews the Priority List each quarter, adds in new projects recommended for approval by the Council, and may revise the priority order as the Committee determines is appropriate.

**Project Development
Committee****Agenda Item 8.****Expected Action:**

The Committee will consider the priority order of any new projects considered and may recommend revisions to the Future Funding Activities Priority List.

Council Meeting**Agenda Item 13.****Expected Action:**

The Council will receive a report on the Committee's recommendation and determine if action is needed.

TCDD Future Funding Activities Priority List

As of
April 14, 2011

#	Organization/Activity	Possible Projects	Funding "up to"	Council approved	Expected RFP post	Expected start	Expected end
1.	COLLEGE EDUCATION: (employment-related)	1	\$125,000/yr	11/01/10	5/15/11	12/01/11	11/30/14
2.	PUBLIC POLICY COLLABORATION: Tx Parent to Parent- advocate/legislator collaborations	1	OPEN \$ (\$65,588)	05/07/10	07/02/10	02/01/11	1/31/16
3.	OUTREACH CONSULTANT – ON GOING (inclusive Faith Based Symposium (Re-post TBD))	1	\$500,000	05/14/04	on-going	on-going	09/31/11
		1	\$50,000/yr	11/13/09	07/23/10	no award	----
	GRANTS (minority communities collaborations)	10	\$10,000/yr ea	05/14/04	07/02/10	12/31/10	1 yr max
	(1) Apalachicola Creek Indians – info & referral	1	(\$10,000)	11/01/10	"	1/1/11	"
	(2) Friends/Families of Asians with Sp Needs- awareness	1	(\$9,866)	"	"	2/1/11	"
	(3) Parents as Partners in Sp Ed/Spanish – advocacy	1	(\$7,170)	"	"	1/1/11	"
	(4) Light and Salt Association – info, resources & skills	1	(\$10,000)		"	6/1/11	"
	(5) Pathways Educational Resources – support group	1	(\$9,970)		"	"	"
	(6) Barbara Jordan Endeavors Corporation – training	1	(\$9,990)		"	"	"
(7) MetroHaven of Love, Inc. - support	1	(\$10,000)		"	"	"	
(8) S. E. M. Health and Wellness, Inc. - training	1	(\$10,000)		"	"	"	
4.	MEANINGFUL RELATIONSHIPS Safeplace- support long-lasting relationships	1	\$125,000/yr (\$105,475)	2/12/10	07/23/10	04/01/11	03/31/14
5.	GUARDIANSHIP ALTERNATIVES: Arc of San Angelo– volunteer supported decision making	1	\$75,000/yr (\$74,922)	11/13/09	07/23/10	04/01/11	03/31/14
6.	LEADERSHIP & ADVOCACY NEXT STEPS: Basic/local Leadership & Advocacy ext	6	\$40yr1:\$20yr2 ea	11/3/10	TBD	06/01/11	05/31/13
	Statewide Leadership Advocacy Training Network ext	1	\$75yr1:\$50yr2	"	"	TBD	TBD
	New Leadership and Advocacy via RFP	6	\$75,000/yr ea	"	"	"	"
	Regional Network Development new/ext*	3	\$25,000/yr ea	"	TBD*	06/01/12	05/31/13
7.	ENABLING TECHNOLOGY:(tech supporting independence)	1	\$200,000/yr	08/07/09	06/01/11	12/01/11	11/30/16
8.	FUNDERS ROUNDTABLE: (TCDD staff participation)	1	No Funding	11/03/10	N/A	01/01/11	TBD

LEGEND: Open RFP or proposal received are currently under review.

Proposals have been approved, awarded or are in the process of beginning since last Council meeting.

note: /yr = available each year of project; (\$) = amount approved 1st year; * = limited to statewide network members.

Background:

Draft minutes from the August 5, 2010 & November 3, 2010, Public Policy Committee meeting are included for review.

Public Policy Committee

Agenda Item 3.

Expected Action:

The Public Policy Committee will take action to approve the minutes.

**PUBLIC POLICY COMMITTEE MEETING
DRAFT MINUTES
August 5, 2010**

Thursday, August 5, 2010

COMMITTEE MEMBERS PRESENT

Rick Tisch, Chair	Lynn Blackmore, DARS	Clare Seagraves, HHSC
Marcia Dwyer, Vice-Chair	Mateo Delgado	Amy Sharp, TX A&M
Hunter Adkins	Sandy Graham, CDS - UT	Lora Taylor
Patty Anderson, AI	Jeff Kaufmann, DADS	
Kristine Bissmeyer	Cindy Johnston	

COUNCIL MEMBER PRESENT

Brenda Coleman-Beattie, Council Chair

STAFF MEMBERS PRESENT

Belinda Carlton	Angela Lello	Lucy Walker
Cassie Laws-Fischer	Melissa Rosser	Roger Webb

GUESTS:

Olivia Donelson	Ileene Robinson
Sally Feutz	Nona Rogers
Beverly Haywood	Charleen Searight
Rachel McClure, Texas Association of Centers for Independent Living	Katherine Yoder, Governor's Office of Budget, Planning, and Policy
Beth Mitchell, Advocacy, Inc.	Les Young
Sandra Reeves	

CALL TO ORDER

The Public Policy Committee convened on Thursday, August 5, 2010, in the Big Bend Room of the Hyatt Regency Austin, 208 Barton Springs Road; Austin, TX 78704. Committee Chair Rick Tisch called those present to order at 2:01 PM.

1. INTRODUCTION

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

The Committee received public comments from eight individuals:

- Charleen Searight has a daughter at the Austin State Supported Living Center. She opposed the proposal to support a moratorium on admissions to State Supported Living Centers (SSLCs), where residents are watched and kept safe.
- Nona Rogers, who has a brother in a SSLC who is aging, stated her opposition to a moratorium on admissions to SSLCs. She commented that SSLCs provide an option for individuals who may not be ready to live in the community and encouraged the committee to preserve that choice for families.
- Ileene Robinson stated that individuals with developmental disabilities who live in the community do not always receive monthly breast cancer screenings, whereas individuals who live in the SSLCs have the opportunity for monthly breast exams. She recommended that the Council to work with Susan B. Komen or other organizations to detect breast cancer for individuals with disabilities.
- Rachel McClure, Texas Association of Centers for Independent Living, invited Council members and staff to attend the Invest in Community rally and press conference on September 1, 2010, at the Texas Capitol. The events will support direct services and

personal care attendants as well as expanding home and community programs by stopping cuts to health and human services programs.

- Olivia Donelson, whose son is a former resident at Travis State School and now lives at Austin SSLC. She is happy with the care he has received at both facilities and supports choice for individuals with disabilities and is opposed to implementing a moratorium on new admissions at SSLCs.
- Beverly Haywood has a sibling living at Austin SSLC who is now 78 and has lived there since he was a young man. She believes this is the best place for her sibling. She believes that everyone should have the same choice that her family had and is grateful to the State of Texas for supporting these centers.
- Sandra Reeves has a son at a SSLC and spoke in opposition to the proposed moratorium on SSLC admissions. She disagrees with the proposal that the state should strive to achieve the national average for enrollment in state supported institutions because Texas is much larger than the average state. She also expressed concern that a change in SSLC admission policy would make it difficult for family members to visit their loved ones.
- Chair Tisch distributed written comments from Marjorie Heaton who wrote in opposition to a moratorium on admissions to SSLCs.

The Chair offered Committee members an opportunity to address public comments. Lora Taylor expressed her support for Ms. Robinson's suggestion that the council look into helping ensure that individuals with disabilities receive proper health screenings.

3. APPROVAL OF MINUTES

Tisch asked for corrections or additions to the minutes of the May meeting.

MOTION: To approve the May 6, 2010, Committee meeting minutes as presented.

MADE BY: Lora Taylor

SECOND: Kristine Bissmeyer

The motion **passed** with abstentions from Marcia Dwyer.

4. 2010 BIENNIAL DISABILITY REPORT UPDATE

The Committee received an update from Public Policy Director Angela Lello regarding the preparation of the 2010 Biennial Disability Report. TCDD entered into a Memorandum of Understanding (MOU) with the Department of Aging and Disability Services (DADS) to use contact information of people who are on the interest lists for Home and Community-Based Services (HCS) and Community Living Assistance and Support Services (CLASS) waiver programs. TCDD contracted with the University of Texas survey department who refined a survey instrument developed by staff and converted it into a SCANTRON form. The results of the survey will be presented to the Committee in November. Staff may draft additional recommendations for the Biennial Disability Report based on survey results. The Council will make final decisions about recommendations at the November meeting.

5. REVISIONS TO TCDD POSITION STATEMENTS

The Committee discussed TCDD's Position Statements on Access to Healthcare and Community Living. The Committee recommended Council approval of revisions to both Position Statements.

MOTION: To recommend Council approval of the **Access to Healthcare** Position Statement with the revisions as presented.

MADE BY: Lora Taylor

SECOND: Mateo Delgado

The motion **passed** without opposition.

MOTION: To recommend Council approval of the **Community Living** Position Statement as with the revisions as presented, removing the word “parental” from the third paragraph.

MADE BY: Amy Sharp

SECOND: Patty Anderson

The motion **passed** with Lora Taylor opposed and abstentions by Lynn Blackmore, Jeff Kaufmann and Clare Seagraves

6. PUBLIC POLICY ITEMS

A. **82nd Legislative Session**

The Committee received an update on the 82nd Legislative Session from Public Policy Director Angela Lello. Lello asked Committee members to specify the issues they would like to advocate on themselves during the 82nd Legislative Session. Committee Chair Tisch informed members that they would be called upon to provide legislative testimony, meet with legislators, and write newspaper editorials with staff support.

B. **Moratorium on Admissions to State Supported Living Centers**

The Committee received a briefing from Beth Mitchell, Advocacy, Inc. (AI), regarding AI’s recommendation for a moratorium on admissions to State Supported Living Centers (SSLCs). Mitchell outlined the events leading to the U.S. Department of Justice’s civil rights investigation of all Texas SSLCs and highlighted concerns brought forth in the Monitoring Reports issued by the monitoring teams assessing each SSLC. Committee members discussed the issues identified in the reports and the ramifications of a state-imposed moratorium on admissions to SSLCs. Jeff Kaufmann (DADS) indicated that many of those now being admitted to SSLCs have complex medical and/or behavior needs, and the majority of recent admissions are a forensics population. Lora Taylor indicated that she has talked with some of the parents who support SSLCs and has visited Richmond State Supported Living Center. Taylor spoke in opposition to the moratorium. Most Committee members agreed it important to hold admissions of additional individuals until the state can assure the individuals are not at significant risk of harm or abuse. Council Chair Coleman-Beattie asked Committee members if they would like to talk with DADS Commissioner Traylor before making a decision. Committee members felt sufficient information was available to make an informed decision, and noted that the item was on the posted agenda. Members also felt it important to clarify that the state should provide other appropriate alternatives for individuals who might otherwise seek SSLC admission, including the HCS waiver program diversion slots funded by the 81st Legislature.

MOTION: To recommend that the Council support and join with Advocacy, Inc., and other disability organizations in a call for a moratorium on admissions to the State Supported Living Centers.

MADE BY: Kristine Bissmeyer

SECOND: Mateo Delgado

The motion **passed** with abstentions by Lynn Blackmore, Clare Seagraves, Jeff Kaufmann, Mateo Delgado, Lora Taylor and Amy Sharp.

C. Public Policy Priorities

The Committee discussed TCDD 2011-2012 Public Policy Priorities and provided staff guidance about specific areas of concern for the 2011 legislative session. Committee members discussed special education diplomas, special education training for teachers, and Early Childhood Intervention in addition to concerns on possible cuts in services as a result of the anticipated revenue issues. The Committee also discussed the effect of implementing a more narrow issue focus in the State Plan on the Council's public policy advocacy activities.

D. Texas Revenue Coalition

Public Policy Specialist Belinda Carlton reviewed with the Committee information about the Texas Revenue Coalition to explore the Committee's position on revenue matters. Committee members expressed an interest in learning more about the coalition and other coalitions that may be formed to specifically address state budget issues.

E. Federal Issues

Carlton provided an overview to the Committee of the implementation of the recently passed federal healthcare reform measure. Committee members discussed issues related to the Medicaid program, including timely provider reimbursement rates and the general impact of Medicaid expansion on the state's fiscal outlook and ability to serve individuals with developmental disabilities. The Committee also received an update on other federal policy issues from public policy staff.

7. PUBLIC POLICY REPORT

Committee Chair Tisch reviewed the Public Policy Report with the Committee and discussed recent public input provided by Public Policy Staff.

8. PUBLIC INFORMATION REPORT

Committee Chair Tisch reviewed the Public Information Report with the Committee and discussed requests for specific materials from TCDD and other outreach activities.

9. ADJOURN

There being no further business, Tisch adjourned the meeting at 4:54 PM.

Roger A. Webb
Secretary to the Council

Date

**PUBLIC POLICY COMMITTEE MEETING
DRAFT MINUTES
NOVEMBER 3, 2010**

COMMITTEE MEMBERS PRESENT

Rick Tisch, Chair	Mary Faithfull, AI	Jeff Kaufmann, DADS
Mateo Delgado	Leti Guevara, DARS	
Hunter Adkins	Cindy Johnston	

COUNCIL MEMBER PRESENT

Brenda Coleman-Beattie, Council Chair

COMMITTEE MEMBERS ABSENT

Marcia Dwyer, Vice-Chair	Kristine Bissmeyer	Penny Seay
Michael Benz	Frank Genco	Lora Taylor

STAFF MEMBERS PRESENT

Belinda Carlton	Melissa Rosser	Roger Webb
Angela Lello	Lucy Walker	

GUESTS:

Chris Adams, DADS

CALL TO ORDER

The Public Policy Committee convened on Wednesday, November 3, 2010, in the Pecan Room of the Marriott Austin South, 4414 South IH-35; Austin, TX 78745. Committee Chair Rick Tisch called those present to order at 10:30 AM.

1. INTRODUCTION

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. APPROVAL OF MINUTES

Tisch tabled the minutes from the August Public Policy Committee meeting. Staff were asked to expand the discussion concerning the proposed moratorium on admissions to state supported living centers.

4. SELECTION OF NOMINATING COMMITTEE REPRESENTATIVE

MOTION: To recommend Mateo Delgado as Public Policy Committee's nominee for the Nominating Committee Representative.

MADE BY: Rick Tisch

SECOND: Cindy Johnston

The motion **passed** with an abstention by Mateo Delgado.

5. 2010 BIENNIAL DISABILITY REPORT UPDATE

The Committee received a briefing from Public Policy Director Angela Lello on the survey completed for the 2010 Biennial Disability Report. TCDD entered into a Memorandum of Understanding with the Department of Aging and Disability Services (DADS) that provided contact information for individuals on the interest list for the Home and Community Based Services (HCS) and the Community Living Assistance and Support Services (CLASS) waiver programs. The survey results showed that the top three services people on the interest list need are respite, specialized therapies, and behavioral support services. Ten percent of survey respondents do not know which list they are on which indicates a lack of information. If the council is interested in more information about individuals on the HCS and CLASS Interest Lists, it would be necessary to conduct more in-depth research through focus groups and a more scientifically rigorous survey. Doing so would be at the direction of the Council and would require a significant financial investment.

6. UPDATE ON STATE SUPPORTED LIVING CENTER MONITORING ACTIVITIES

Chris Adams, Assistant Commissioner for State Supported Living Centers (SSLCs), Department of Aging and Disability Services (DADS), was invited to give an overview of DADS efforts to comply with the U.S. Department of Justice (DOJ) Settlement Agreement (SA). Adams emphasized that as the agency has entered into discussions on the SA, it is expected to be an iterative, slow, and deliberate process of coming into compliance. The DOJ and DADS established an approach of reaching compliance with the SA whereby they agreed on particular outcomes that must be achieved consistently at each SSLC location.

Adams indicated that compliance with the SA requires several elements. The facility must have a clearly stated policy and established protocol to achieve a desired outcome or set of outcomes. There must be clearly articulated instructions to SSLC staff that are responsible for carrying out policy in a consistent manner. And the facility must establish an objective mechanism to fulfill the requirements of the SA and making system change. Adams was thanked for his remarks and invited to visit with the committee further in the future.

7. GOAL AREAS FOR TCDD FY 2012-2016 STATE PLAN

Tisch invited members to discuss the goal areas for the TCDD FY 2011-2016 State Plan that were established in the Committee of the Whole Meeting on November 2, 2010. The Committee determined that the FY 2011-2016 State Plan goal areas encompass TCDD's Public Policy Priorities and that the goals relating to public policy issues will involve and be addressed by the Public Policy Committee.

Public Policy Committee Chair Rick Tisch departed the meeting at 11:07 AM. Mateo Delgado assumed the role as Chair for the remainder of the meeting.

8. TCDD PUBLIC POLICY PRIORITIES

Director Lello reviewed the proposed TCDD 2011 Public Policy Priorities and the framework that Public Policy staff utilize when determining staff activities. Lello asked whether members had any suggested revisions to the Public Policy Priorities, and none were proposed.

MOTION: To recommend Council adoption of the TCDD 2011 Public Policy Priorities.

MADE BY: Brenda Coleman Beattie

SECOND: Hunter Adkins

The motion **passed** without opposition.

8. PUBLIC POLICY ITEMS

A. Update on the 82nd Texas Legislative Session

The Committee discussed the outcome of the November 2, 2010, general election and the implications on TCDD public policy activities. Public Policy staff will work to make connections with new legislators. Member Hunter Adkins expressed an interest in meeting with her elected representatives. The Committee received an update from Lello on congressional activities.

B. Update on State Budget Issues

Public Policy Director Lello and Executive Director Roger Webb discussed the estimated budget shortfalls for the 2011-2012 biennium and highlights of the Legislative Appropriations Requests (LARs) submitted by the Department of Aging and Disability Services; the Department of Family and Protective Services; and the Department of State Health Services. Lello indicated that staff will monitor legislation pertaining to public school finance to determine how proposed changes to funding formulas affect special education services. Chair Delgado asked staff to keep Council members apprised of budget cuts that affect individuals with developmental disabilities via email.

8. PUBLIC INFORMATION REPORT

Lello reported to the committee that the Public Information staff has been working on a plan to increase connections and awareness as directed by the Council. The TCDD annual report is expected to be ready by the end of the year. It will be posted to the TCDD website and sent to Council Members.

9. PUBLIC POLICY REPORT

Director Lello reported to the committee that Public Policy staff testified and submitted comments to committees over the last quarter, with specific testimony available in the Council Member binder. The Committee discussed Council member Kris Bissmeyer's testimony before the Senate Finance Committee and future opportunities to testify at legislative hearings.

10. OTHER DISCUSSION ITEMS

Public Information Specialist Lucy Walker informed the committee about a publication produced by The Arc of Texas as part of a TCDD grant. The publications include a basic and advanced advocacy manual in English and in Spanish. The English version of the manual is available on the TCDD website, and the Spanish language version will be available soon.

9. ADJOURN

There being no further business, Delgado adjourned the meeting at 1:32 PM.

Roger A. Webb
Secretary to the Council

Date

Background:

A. State Policy Issues

The 82nd Texas Legislative Session convened Tuesday, January 11, 2011, and will adjourn after 140 days on May 30, 2011. TCDD Public Policy Director Angela Lello will provide an overview to the Committee of the Whole of key dates for this legislative session, current issues, and key committees, and will provide information about how Council members may be involved. The Public Policy Committee will also discuss the Committee’s role during the Session and may provide guidance to staff concerning emerging policy issues.

B. Update on State Supported Living Center Monitoring Activities

The Committee will receive an update on recent Department of Justice monitoring team reports of State Supported Living Centers. Staff will also discuss with the Committee recent advocacy efforts and discussions in response to those reports. Materials are enclosed related to this item.

C. Update on Federal Policy Issues

TCDD Public Policy staff will provide an overview of the status and implementation of various federal legislative initiatives that impact people with developmental disabilities. Additional information is provided in meeting materials.

<p><u>Public Policy Committee</u></p> <p><u>Agenda Item 5.</u></p>	<p><u>Expected Action:</u></p> <p>The Committee will receive updates on these items and may make recommendations for consideration by the Council.</p>
<p><u>Council</u></p> <p><u>Agenda Item 16. A.</u></p>	<p><u>Expected Action:</u></p> <p>No action anticipated. Information item only.</p>

TCDD Priority Bills

Education

Bill	Author	Caption	Bill Summary
HB 357/ SB 35	Rodriguez/ Zaffirini	Relating to transition and employment services for public school students enrolled in special education programs.	Requires schools to designate a school transition and employment coordinator. The bill also specifies that transition services should begin for students at age 14 and requires the Texas Education Agency (TEA) to develop a transition and employment manual for students enrolled in special education and their parents.
HB 1340	Walle	Relating to the use of positive behavioral interventions and supports in public schools.	This bill would establish a State Plan for Positive Behavioral Intervention & Supports, with a leadership team for implementing its recommendations.
HB 596	Shapiro	Relating to transition planning for a public school student receiving special education services.	Provides that student transition planning should begin when a student reaches the age of 14 and should include social and recreational goals.

Education – Discipline

Bill	Author	Caption	Bill Summary
HB 195	Walle	Relating to disciplinary action taken against public school students on the basis of serious and persistent misbehavior.	Specifies the behavior that students must engage in to be expelled from a disciplinary alternative education program (DAEP).
HB 622/ SB 718	Hochberg/ Van de Putte	Relating to disciplinary action taken against certain public school students on the basis of serious and persistent misbehavior.	Defines the behaviors that constitute serious behavior that could result in a student being expelled from a DAEP.
HB 711	Walle	Relating to a study and report by the Texas Education Agency regarding certain public school disciplinary placements.	Directs the Texas Education Agency (TEA) to conduct a study on the academic achievement of students who are removed from class or school to a disciplinary placement.

Long-term Services and Supports

Bill	Author	Caption	Bill Summary
HB 1481/ SB 26	Truitt/ Zaffirini	Relating to the use of person first respectful language in reference to individuals with disabilities.	The bill would initiate the process of eliminating the R-word from state statutes.
HB 2270	Castro	Relating to health benefit plan coverage for early childhood intervention services.	Expands the definition of rehabilitative and habilitative therapies and prohibits a health benefit plan from refusing to cover those services.
HB 2407	Darby	Relating to the designation of the San Angelo State Supported Living Center as a forensic state supported living center.	Would designate San Angela State Supported Living Center as a forensic center for the care of high-risk alleged offender residents.
SB 222	Nelson	Relating to access to certain long-term care services and supports under the medical assistance program.	Directs DADS to increase utilization reviews of Medicaid waiver services and institute other cost-containment initiatives.
SB 415	Zaffirini	Relating to individuals with intellectual disabilities committed to state supported living centers.	Limits the length of court commitment to a SSLC to 12 months unless extended by a court.
SB 614/ HB 2536	Rodriguez Schwertner	Relating to the creation of the State Supported Living Center Realignment Commission and the residential placement of individuals with intellectual and developmental disabilities.	Would establish the State Supported Living Center Realignment Commission to evaluate and make recommendations regarding closure and consolidation of state supported living centers.
SB 775	Zaffirini	Relating to establishing a participant-directed Medicaid waiver pilot program.	Would create a Participant-directed Medicaid Waiver Pilot Program in at least one rural and one urban area for a period of at least four years to allow participants in Medicaid waiver programs to have greater choice, direction, and control of the benefits they receive.
SB 23/ HB 1645	Nelson	Relating to efficiencies and cost-savings in the health and human services and other related regulatory agencies, including the state medical assistance and child health plan programs.	Would direct DADS and HHSC to implement changes to certain programs, including long term services and supports, in order to achieve the necessary cost-containment needed to operate programs with the funding appropriated in HB 1.

Children and Families

Bill	Author	Caption	Bill Summary
HB 420	Alonzo	Relating to a subsidy under an adoption assistance agreement for certain adoptive parents of children in foster care.	This bill would require DFPS to subsidize the adoption of children in foster care by a parent whose family income is less than 300% of the federal poverty level, if the agency determines that the child would otherwise have remained in foster care until age 18 without a subsidy.
HB 712	Walle	Relating to employee caseload and call processing standards for the provision of child and adult protective services.	Would ensure that the average caseload for investigations, family-based safety services (FBSS) and Adult Protective Services (APS) do not exceed certain levels and limits the hold time for the statewide intake hotline.
HB 1709	Dukes	Relating to the creation of the individual development account program to provide savings incentives and opportunities for certain foster children to pursue home ownership, postsecondary education, and business development.	Establishes an individual development account program to help certain foster children save money that can be used towards the purchase of a home, the cost of postsecondary education, and/or other assets.
SB 218	Nelson	Relating to procedures in certain suits affecting the parent-child relationship and the operation of the child protective services and foster care systems.	Foster care redesign bill for DFPS. Would keep kids in their home communities by using payments based on performance targets instead of a child’s level of care. Directs DFPS to contract with providers who can individualize continuums of care, limits children being placed outside of the home under a case closure agreement, and authorizes DFPS to conduct criminal background checks on supervised independent living providers who provide case management to children staying in foster care after age 18.
SB 221	Nelson	Relating to the Department of Family and Protective Services, including protective services and investigations of alleged abuse, neglect, or exploitation for certain adults who are elderly or disabled; providing a criminal penalty.	Strengthens the authority of Adult Protective Services and clarifies the definition of “exploitation” to include attempted exploitation and using a client’s personal information for personal or monetary gain.
SB 260	West	Relating to minimum training standards for employees of certain child-care facilities.	Increases training requirements for employees of licensed child care centers in order to improve the quality of care provided in licensed child care facilities.

Children and Families (continued)			
Bill	Author	Caption	Bill Summary
SB 681	West	Relating to the establishment of a task force to study the assessments of children in the child welfare system.	Creates a task force to study the assessments of children in the child welfare system. There currently are a number of assessment tools that can be used to perform an assessment, but there is no standard making it difficult for DFPS to appropriately serve children with disabilities in the foster care system.

Employment			
Bill	Author	Caption	Bill Summary
HB 2171	Torres	Relating to a franchise tax credit for the employment of persons with a disability or veterans of the United States armed forces.	Would provide a franchise tax credit for businesses that employ people with disabilities or veterans.
HB 3629	Shelton	Relating to abolishing the Department of Assistive and Rehabilitative Services and transferring its powers and duties to the Department of Aging and Disability Services and the Department of State Health Services.	Would abolish DARS and transfer the vocational rehabilitation, independent living, and blind services programs to DADS. The ECI program would be transferred to DSHS.

Transportation			
Bill	Author	Caption	Bill Summary
HB 1105	Harper-Brown	Relating to the adoption and implementation of a policy by the Texas Transportation Commission providing for	Would require TxDOT to build “complete streets” to provide for the needs of various road users, including people with mobility impairments.
HB 2064	Allen	Relating to a study by the Texas Department of Transportation on public transportation services for people with disabilities.	Requires TxDOT to study public transportation services for people with disabilities. TxDOT would identify and evaluate the efficiencies/ inefficiencies of the different public transportation services in the state designed for people with disabilities and recommend strategies for reducing inefficiencies.

Transportation (continued)

Bill	Author	Caption	Bill Summary
HB 2561	Allen	Relating to the eligibility of visitors to use certain public transportation services for people with disabilities.	Would allow individuals who reside outside of a transportation provider’s service area to be able to use the provider’s services while visiting within the service area.

Mental Health

Bill	Author	Caption	Bill Summary
HB 39/ SB 118	Menendez/ Uresti	Relating to a court's authority to order a proposed patient to receive extended outpatient mental health services	Changes from 60 consecutive to 60 total inpatient days for court to order extended outpatient treatment.
SB 1857/ HB 3611	Zaffirini / Truitt	Relating to the administration of medications for persons with intellectual and developmental disabilities	Delegation by nurses to unlicensed persons of as needed administration of medicine with rules and training.

Healthcare

Bill	Author	Caption	Bill Summary
SB 441/ HB 3557	Lucio/ Lucio III	Relating to coverage for autism spectrum disorder under certain health benefit plans.	Provide autism coverage up to 18 years of age under group health insurance plans.
HB 1321	Allen	Relating to coverage for certain children diagnosed with autism spectrum disorder	Provide autism coverage up to 18 years of age under group health insurance plans.
HB 1744	Allen	Relating to health benefit plan coverage for certain children diagnosed with autism spectrum disorder	Provides Autism coverage services agreed upon by doctor and family, including positive behavior interventions and supports.
SB 169	Lucio III	Relating to coverage for autism spectrum disorder under certain health benefit plans offered to state employees	Includes Autism coverage in basic coverage of state employee health insurance
SB 293/ HB 70/ HB 842	Nelson/ Martinez, A., Davis, J.	Relating to telemedicine medical services, telehealth services, and home telemonitoring services provided to certain Medicaid recipients	Will help critical shortages of physicians, psychiatrists and lessen costs of healthcare through video consulting, diagnostics and remote monitoring of health care.

Healthcare (continued)			
Bill	Author	Caption	Bill Summary
SB 574/ HB 1192	Van de Putte/ Castro	Relating to the requirement and study of insurance coverage for serious emotional disturbance (SED) of a child.	Would require group health insurance options to cover SED in children and state study of use of coverage and fiscal impact.
SB 47	Zaffirini	Relating to the pro re nata administration of psychoactive medications in certain residential health care facilities	Will eliminate standing orders to give psychotropic medications via injection which have led to abuse.

Housing

Bill	Author	Caption	Bill Summary
HB 309	Menendez	Relating to the establishment of the supportive living facility pilot program	Would allow development of assisted living facilities with tax credit funds with tax credits currently reserved for affordable, integrated housing
SB 649/ HB 1818	Hinojosa/ Harper-Brown	Relating to the continuation and functions of the Texas State Affordable Housing Corporation; providing penalties	Sunset bill continues TSAHC until 2023.
SB 655/ HB 2608	Hinojosa/ Harper-Brown	Relating to the continuation and functions of the Texas Department of Housing and Community Affairs	Sunset bill continues TDHCA until 2023.
SB 1838/ HB 3720	Van de Putte/ Turner	Relating to the transfer of housing funds from the Texas Department of Housing and Community Affairs to the Texas Veterans Commission	Would take from Housing Trust Fund and Amy Young Architectural Barrier Program and move to Veterans Commission.

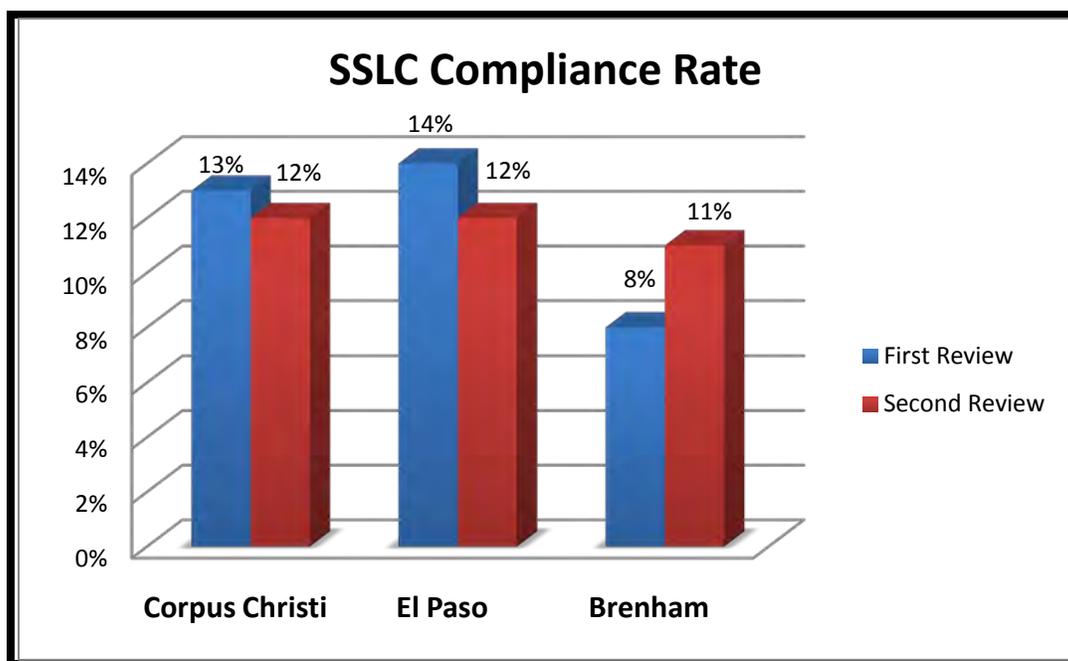
Access

Bill	Author	Caption	Bill Summary
HB 2658	Lavender	Relating to architectural barriers standards	Would repeal the Texas Architectural Barriers Act

State Supported Living Center Compliance Reports, Round Two

In June 2009, the State of Texas/DADS and the U.S. Department of Justice (DOJ) entered into a Settlement Agreement (SA) that covers the 12 State Supported Living Centers (SSLC) and the ICF/MR component of Rio Grande State Center. As determined by the Settlement Agreement, three monitors and their teams are responsible for monitoring the facilities' compliance with the SA and related Health Care Guidelines. The monitoring teams examine activities in 20 different aspects of care provided to residents in each facility to determine the status of each facility's compliance with provisions of the U.S. DOJ Settlement Agreement. Within each section, there are a varying number of more specific provisions. Each provision is rated as substantial compliance or noncompliance with the terms of the Settlement Agreement. There are also provisions that are not rated if the monitoring team had insufficient information to rate a provision.

Baseline reviews of the facilities were conducted in January through May 2010. The first round of compliance reviews were completed from July 2010 to January 2011 to report on each facility's compliance with the SA. The second compliance reviews of each facility began in February 2011. As of mid-April, reports have been issued from reviews of three SSLCs: Corpus Christi, El Paso, and Brenham. The text below discusses some of the observations made by the monitoring teams on each SSLC's compliance with the SA.



This chart compares the proportion of compliance with the SA by each SSLC in the first compliance review with the second review based on the number of provisions that were rated as substantially compliant.

Corpus Christi State Supported Living Center (CCSSLC)

CCSSLC was compliant in 19 of 162 provisions rated by the monitoring team, which comprises 12 percent compliance with the DOJ Settlement Agreement. Although the monitoring team observed a lot of activity in managing how restraints were used, there was still concern that not enough was being

done to prevent the need for using restraints. CCSLSC made progress in establishing policies for reporting abuse, neglect, and incidents, and 13 of 22 areas were found to be in substantial compliance. The monitoring team observed improvements in skill acquisition programs and improved individual engagement, with engagement increasing from 64 percent during the last visit to 76 percent in the current visit. However, the monitoring team did have a number of concerns with CCSLSC's skill acquisition programs and stated concerns about the comprehensive vocational assessment. Staff was in the initial stages of implementing a new Community Living discharge plan to provide more direction than the previous plan, which did not identify all of the obstacles to movement or all of the essential supports needed to transition to the community.

El Paso State Supported Living Center (EPSSLC)

EPSSLC was compliant in 19 of 164 provisions assessed by the monitoring team, which comprises 12 percent compliance with the DOJ Settlement Agreement. Although restraint use in the first quarter of fiscal year 2011 decreased by 10% when compared to the previous quarter, this was a 203% increase when compared to the same quarter of the previous year. From 6/1/10 to 11/31/10, DFPS confirmed 22 cases of abuse, neglect, or exploitation. There was a total of 349 injuries reported for the first quarter of FY11, a decrease of 26% from the previous quarter. The issues and problems in the identification and management of risk that were presented in the first compliance report were still occurring at EPSSLC, but changes were about to be made with the development of new policies. The monitoring team noted a number of improvements in medical care, including better documentation, the development of clinical guidelines, and a reduction in the number of individuals receiving pretreatment sedation at the facility. Many individuals who needed communication supports and services did not receive them. Assessments of individual communication skills were not accurate, and the assessments were not thorough in many cases. There was improvement in individual engagement and training to help individuals with skill acquisition, although no items in this provision were found to be in substantial compliance. The number of individuals placed in the community was low, with only one placement occurring since the previous onsite review. The monitoring team recommended that EPSSLC more thoroughly track the obstacles to referral to determine why the referral rates were so low.

Brenham State Supported Living Center (BSSLC)

BSSLC was compliant in 11 percent of the provisions that were assessed by the monitoring team or in 18 of the 160 of provisions that were assessed. The monitoring team observed a significant decline in the use of restraint in the first six months of 2011, compared with the same period of time in 2010. Staff at BSSLC was unclear about the proper policy for reporting abuse and neglect to the Department of Family and Protective Services. The monitoring team observed variability across disciplines regarding completion of clinical assessments in a timely manner, and behavioral and health status changes did not necessarily trigger assessments and evaluations. The monitoring team is confident that a new assessment tool for determining risk will be more effective in accurately reflecting risk levels. In the area of psychiatric care and services, a number of individuals receiving psychiatric services did not have evaluations in effect. Moreover, medical records did not always substantiate the rationale for the use of psychotropic medications. There was a continued lack of skill assessment while awaiting completion of the ongoing review of assessment strategies by DADS. No individuals were employed in Supported Employment or Competitive Employment Jobs, and training on community skills lacked the formalized components necessary for learning to occur.

Compliance Reports for the facilities are posted online at <http://www.dads.state.tx.us/monitors/reports/>. The Settlement Agreement can be viewed at <http://www.dads.state.tx.us/homepage/FinalSettlementAgreement.pdf>.

Background:

TCDD received three Unsolicited Ideas during the last two quarters. These have been reviewed by the Sub-Committee according to the Council’s current process for considering Unsolicited Ideas. The subcommittee recommends the Project Development Committee review the idea submitted by the Texas Early Childhood Education Coalition and decide if any additional actions or activities are appropriate. The Sub-Committee does not recommend further consideration of the other two ideas.

In addition, the Sub-Committee felt that the Public Policy Committee may have interest in discussing the idea received from the Texas Early Childhood Education Coalition. That idea and the Sub-Committee’s summary are located behind this tab. Either Committee may choose to provide additional direction to staff regarding possible activities related to this Idea.

Project Development Committee

Agenda Item 7. E.

Expected Action:

The Committee will review recommendations from the workgroup concerning three ideas received this quarter and determine appropriation actions.

Public Policy Committee

Agenda Item 6.

Expected Action:

The Public Policy Committee will review the idea submitted from the Texas Early Childhood Education Coalition and determine appropriation action.

Council

Agenda Item 12. E.

Expected Action:

The Council will receive reports of discussions of both Committees concerning these unsolicited ideas.

Texas Council for Developmental Disabilities Unsolicited Ideas

1. Individual or Organization Submitting Idea: Al Skeltons Bonzai Attitude Ramp Foundation	
Contact Person: Bill Jones, Founder and Director	Submittal Date: 01/21/2011
Mailing Address: 6246-B Highway 290-E Giddings, TX 78942	Phone Number: 979-542-0811
E-mail Address: bjones@asbarf.com Website: www.asbarf.com	

2. Background & Statement of Need: What is the problem or issue?

I am a quadriplegic. I speak from experience. A problem that affects the ability of those who are developmentally disabled *to be independent, productive and valued members of their communities* comes down to a simple but critical need: a ramp. Due to cost and convenience limitations, many homes and offices install ramps with inferior materials and workmanship and little, if any, customization to ensure the user has optimum accessibility or worse, don't install a ramp at all.

3. Description of Idea: What would solve this problem or address this issue?

Since 1992 Al Skeltons Bonzai Attitude Ramp Foundation has solved this problem by installing high quality, customized, ADA compliant steel ramps in homes, public buildings, and businesses in Lee and surrounding counties free of charge up to a value of \$5,000. Every ramp installed is still in use. Expanding this service with support from the TCDD could play a vital role in meeting your goals for the developmentally disabled such as: *Improve access to services and help them find, obtain, and maintain desirable employment; get to their desired destinations when needed using supports in their natural environments, have recreational opportunities, choices, and outcomes similar to those of people who do not have developmental disabilities; and have the supports and services they need to be able to participate actively in their communities.*

4. Demographics: What group or groups of people would this help?

The developmentally disabled who cannot fully participate in their communities due to difficulty with access to and from their homes in underserved areas of Travis, Hays, Lee, Williamson, Burnett, Caldwell, Fayette, Blanco, and contiguous counties.

5. Possible Partners: What kinds of organizations or people could help to solve this problem?

I have been blessed throughout my 19-year history with partners such as licensed contractors, material suppliers, inspectors, and donors who, in exchange for publicity as simple as signage at recipients' homes and businesses, have contributed expertise, time, and materials to support the developmentally disabled. I will build on this success for in-kind services as well as collaborate with agencies that serve the target population in new counties.

Texas Council for Developmental Disabilities Unsolicited Ideas
Sub-Committee Review

To be completed by the TCDD Sub-Committee with Staff Support

Type of Project: *Demonstration, technical assistance, training, capacity building, or other type of activity.*

Other: installing free wheelchair ramps in individual homes, public buildings, and businesses.

**Is this an activity that is allowed under the DD Act, TCDD Policies, and Federal and State laws, and is it consistent with TCDD's Mission Statement?
(IF NO, note the reason below, but **THE IDEA SHOULD NOT BE CONSIDERED FURTHER.**)**

No, this is not consistent with TCDD's Mission Statement, which alludes to "creating change," which has been understood thus far as "creating *systems* change." This is primarily a direct service activity and a request for funding for the organization's primary activity.

Is idea appropriate for TCDD to consider for a future activity given TCDD's goals and priorities? (Consider things such as: Does the idea promote inclusion? Is the idea innovative? Is it likely to positively impact a group of individuals who are considered unserved or underserved? Is it likely to substantially impact a large group of people? Are there significant Public Policy implications? Would it build beneficial partnerships? Are there other characteristics of the idea to make it worth Committee discussion?)

Is idea a good fit with existing State Plan Goals? If "YES," which Goal and Objective? If 'NO,' does the sub-committee recommend an amendment to State Plan? (Aug 15 only!)

Sub-Committee Recommendations:

No review by Committee recommended.

UNSOLICITED IDEAS

To Be Completed By Submitting Person or Organization

1. Individual or Organization Submitting Idea: Texas Early Childhood Education Coalition (TECEC)	
Contact Person: Kara Johnson	Submittal Date: 12/21/10
Mailing Address: 316 W. 12 th #105, Austin, TX 78701	Phone Number: 512.476.7939
E-mail Address: kjohnson@tecec.org	

****By submitting this idea to TCDD, the organization and/or individual understands that other organizations may use this idea, with or without giving credit to the submitter.****

Ideas must not exceed one page, and the font must not be smaller than 12 pt.

2. Background & Statement of Need: What is the problem or issue?

Texas has the fastest growing birth to five child population in the country. As a result, Texas legislators are struggling at how to best meet the needs of this growing population, including children with developmental delays or disabilities. When parents have children under that age of five with a developmental disability, they can rarely find child care or an early learning program that has the staffing and/or expertise to care for these children. As a result, parents are either forced to place these children in low-quality and unsafe situations or stay at home with their children if this is a financial option.

3. Description of Idea: What would solve this problem or address this issue?

TECEC recommends convening a statewide taskforce to develop public policy recommendations on how to improve the access and quality of early childhood education programs (child care, Head Start, and public school pre-k) for children ages birth to five with developmental disabilities. These recommendations would be included in Edition III of The Texas Plan, TECEC's 10-year public policy agenda that was collaboratively developed with the James A. Baker III Institute for Public Policy at Rice University. Since the launch of The Texas Plan in 2004, dozens of policies have passed and \$125 million has been infused into the early education systems in Texas.

4. Demographics: What group or groups of people would this help?

All children in Texas ages birth to five with a developmental disability in either child care, Head Start, or a public school pre-k setting.

5. Possible Partners: What kinds of organizations or people could help to solve this problem?

Potential partners include: Texas Council for Developmental Disabilities, the Children's Learning Institute (CLI), the State Advisory Council on Early Childhood Education and Care, the Texas Association for the Education of Young Children, the Texas Licensed Child Care Association, the Arc of Texas, and other key disability and early education groups at the local and state levels.

UNSOLICITED IDEA: Sub-Committee Review

To be completed by the TCDD Sub-Committee with Staff Support

Type of Project: *Demonstration, technical assistance, training, capacity building, or other type of activity.*

Other: Interagency collaboration and coordination

**Is this an activity that is allowed under the DD Act, TCDD Policies, and Federal and State laws, and is it consistent with TCDD's Mission Statement?
(IF NO, note the reason below, but THE IDEA SHOULD NOT BE CONSIDERED FURTHER.)**

Yes, allowed; and it is consistent with TCDD's Mission Statement.

Is idea appropriate for TCDD to consider for a future activity given TCDD's goals and priorities? (Consider things such as: Does the idea promote inclusion? Is the idea innovative? Is it likely to positively impact a group of individuals who are considered unserved or underserved? Is it likely to substantially impact a large group of people? Are there significant Public Policy implications? Would it build beneficial partnerships? Are there other characteristics of the idea to make it worth Committee discussion?)

If implemented, this idea might result in an impact on a large group of people, might promote inclusion, and might build beneficial partnerships. It does address TCDD's current Public Policy Priorities related to education.

Is idea a good fit with existing State Plan Goals? If "YES," which Goal and Objective? If 'NO,' does the sub-committee recommend an amendment to State Plan? (Aug 15 only!)

This is a good fit with an objective in TCDD's FY2006-2011 State Plan ("Explore issues related to childcare and after-school activities... and determine possible strategies through which to address these issues." It may fit with the priorities selected for the 2012-2016 State Plan, depending on the exact nature of the education-related goal(s) selected.

Sub-Committee Recommendations:

The Sub-Committee recommends that the Project Development Committee discuss the idea further and consider possible activities to accomplish this.

In addition, Sub-Committee members recommend that the Public Policy Committee also discuss this idea from a policy perspective and take action as appropriate.

UNSOLICITED IDEAS

To Be Completed By Submitting Person or Organization

1. Individual or Organization Submitting Idea: Claire Theriot Mes tepey	
Contact Person: Bobby J. Mes tepey	Submittal Date: 4-01-11
Mailing Address: 1227 Mountain Lake Dr. Missouri City, Texas 77459	Phone Number: 832-451-8356
E-mail Address: clairetheriotm@comcast.net	

****By submitting this idea to TCDD, the organization and/or individual understands that other organizations may use this idea, with or without giving credit to the submitter.****

Ideas must not exceed one page, and the font must not be smaller than 12 pt.

2. Background & Statement of Need: What is the problem or issue?

Bullying is on the rise and I believe that kids with disabilities are at higher risks.

3. Description of Idea: What would solve this problem or address this issue?

I've created a program for kids to better understand different disabilities. Here is our outline for schools.

Intro Bobby introduces Claire

Facts slides about Claire will include:

- Claire share cool facts about herself
- I work on computers
- I ride a trike
- I love going camping and fishing.
- I have a ten year old son.

Facts slides about Cerebral Palsy & folks using walking aids

- Wheelchair Offer help but wait for some like doing everything by themselves.
- If a person doesn't want help, leave them alone. But be proud you offered
- Offer to push they chair.
- Try not to crowd them. we all need our personal space.
- Offer to open doors
- Offer to reach things on higher shelves
- If you new classmate has a disability
- Let them finish what they are saying.
- Don't rush them.
- Ask to repeat if necessary.
- Don't pretend to understand.
- Suggest they write it.
- Suggest going to as quieter place to talk.
- Don't laugh at how they sound.

- * Suggested activities: Have the children hop on one leg
- * Suggested activities: Have the children put a swimming flipper on one foot and race
- * Suggested activities: Have the children open a candy with their one weaker hand

Facts slides: Blindness

Identify yourself when entering a room
 Offer the person who is blind your arm, let them teach you.
 Offer to describe walking paths,
 Move things out of common walkways so they cannot trip
 Never pet a seeing eyed dog without permission.
 Never touch a person's cane,
 Offer to read menu, signs, and chalkboard

- * Suggested activities: Have the children try to pin the tail on the donkey
- * Suggested activities: Have the children try to read tiny writing on the board
- * Suggested activities: Have the children Turn of the light and try to write their names

Fact slides: Deafness

Many people who are deaf use ASL, American Sign Language
 Many people who are deaf read lips
 Tap shoulder to get their attention
 Speak Clearly and in a normal tone, Do not shout.
 If the person reads lips,
 Try to converse in good light with nothing in your mouth that would distract

- * Suggested activities: Have the children talk to each other by moving lips but no sound
- * Suggested activities: Have the children try to hear a soft spoken short story
- * Suggested activities: Have the children play the pass along secret game

And because I have a speech impairment, the kids will be forced to listen closely.

4. Demographics: What group or groups of people would this help?

This program can help students to better understand other kids with disabilities. Hopefully this will teach that everyone, disabled or not, deserves to be treated with respect, compassion, and understanding.

While teaching this unique class my blurred speech accompanied with slides makes my message crystal clear. In the seminar my intelligence will educate kids about different types of disabilities. My passion will motivate the kids to learn how to better interact with people with disabilities. And if all else fails my wicked humor will keep them awake.

5. Possible Partners: What kinds of organizations or people could help to solve this problem?

Schools, teachers, parents, and principals.

UNSOLICITED IDEA: Sub-Committee Review

To be completed by the TCDD Sub-Committee with Staff Support

Type of Project: *Demonstration, technical assistance, training, capacity building, or other type of activity.*

Direct service

**Is this an activity that is allowed under the DD Act, TCDD Policies, and Federal and State laws, and is it consistent with TCDD's Mission Statement?
(IF NO, note the reason below, but **THE IDEA SHOULD NOT BE CONSIDERED FURTHER.**)**

Yes, the activities described allowed if done as part of a demonstration or capacity building project, and it would be consistent with TCDD's Mission Statement.

Is idea appropriate for TCDD to consider for a future activity given TCDD's goals and priorities? (Consider things such as: Does the idea promote inclusion? Is the idea innovative? Is it likely to positively impact a group of individuals who are considered unserved or underserved? Is it likely to substantially impact a large group of people? Are there significant Public Policy implications? Would it build beneficial partnerships? Are there other characteristics of the idea to make it worth Committee discussion?)

Implementation of the idea might promote inclusion. The size and characteristics of the group(s) to be impacted would depend upon the implementation plan.

Is idea a good fit with existing State Plan Goals? If "YES," which Goal and Objective? If 'NO,' does the sub-committee recommend an amendment to State Plan? (Aug 15 only!)

It is not a good fit for the current state plan, and an amendment cannot be made this year as it is the final year of the plan.

An educational campaign related to bullying might possibly be considered as a option under a proposed objective in the next state plan. However, there are many anti-bullying programs in existence.

Sub-committee Recommendations:

1. This is a focus of the legislative session in education this session, and a state agency might be required to address bullying.
2. There are many anti-bullying curricula available, and this idea is not novel.

The sub-committee does not recommend this idea be considered by the Project Development Committee.

Background:

Staff have compiled a report of recent staff public information activities for the committee’s review.

Public Policy Committee

Agenda Item 7.

Expected Action:

The Committee will receive an update regarding recent public information activities and provide guidance as appropriate. No action is anticipated.

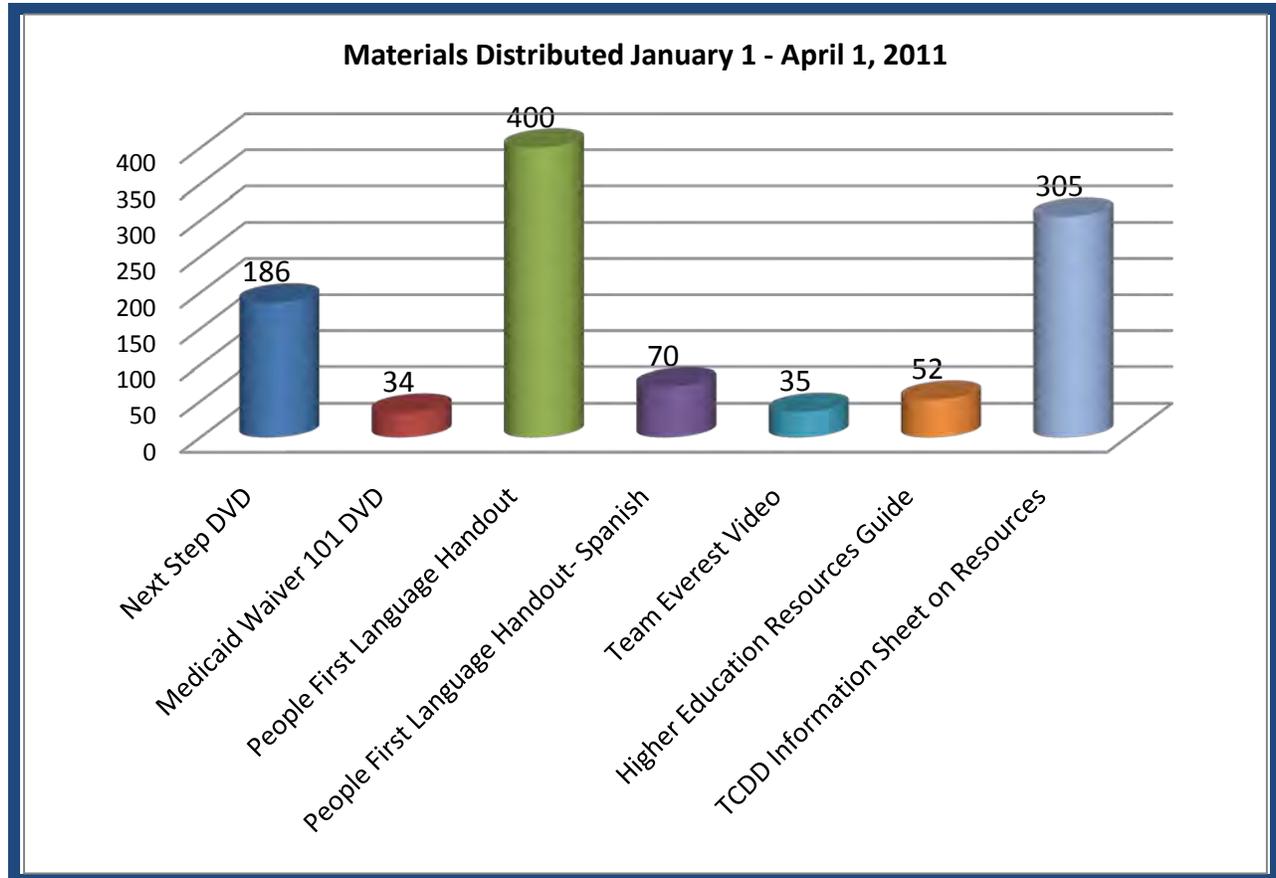
Council

Agenda Item 16. B.

Expected Action:

The Council will receive an update from the Committee on public information activities. No action is anticipated.

Materials Distributed and Information Update



Social Media Update

TCDD uses its Facebook Fan page and Twitter account on a daily basis to share and learn about pertinent news stories, resources, or policy information. The social media activity helps make connections with individuals, organizations, members of the media, politicians and others who are involved with or impact the disability community. Social media enhances TCDD's communication and is a great tool for sharing information as well as receiving it.

TCDD Social Media Statistics

Twitter

<http://twitter.com/txcdd>

- 141 tweets
- 470 followers; following 409

Facebook

www.facebook.com/txcdd

- 514 fans
- 149 posts

Note: Data from January 1, 2011 until April 1, 2011

TCDD Email Update

TCDD's email software allows staff to track the number of recipients who open or forward an email announcement; the number of recipients who access the information contained in the email (i.e. hyperlinks and downloads); and whether the recipients are from state agencies, council members, grantees, etc.

Materials Distributed and Information Update

- As of April 2011, there are 1,226 recipients signed up to receive TCDD emails.
- As of April 2011, there are 730 electronic FYI recipients; the remaining subscribers opt to receive specific information, such as TCDD News and Events. In addition, 47 individuals request the quarterly printed FYI newsletter.

Outreach Update

- TCDD received requests to use information from the People First Language Handout for the following purposes: Dr. Jerry Bakken, Chair of the Department of Special Education at the University of Illinois for a book he is authoring on inclusion; the NWW Committee for Community Living in Newton, Massachusetts, for the organization's website; and the Workplace Inclusion & Sustainable Employment project at the University of North Texas to create posters on campus.
- TCDD has been issuing news releases on new grant projects and coordinated with Senator Kirk Watson (Austin) to issue a news release on the new Public Policy Collaboration/Statewide Advocacy grant project on March 16, 2011. News releases were also sent on three new Minority Outreach grant projects, including one for which Senator Bob Duncan (Lubbock) contributed a quote. News releases on two more grant projects: Meaningful Relationships and Guardianship Alternatives are also forthcoming.
- Melissa Rosser responded to 48 requests for Information and Referral (I&R) in January through March 2011. Lucy Walker responded to 39 requests for I&R for the same period. Other staff also handled I&R calls.
- On Monday, February 7, and Tuesday, February 8, Melissa Loe and Melissa Rosser represented TCDD at the Texas Transition Conference, hosted by the Center on Disability and Development at Texas A&M University. Conference attendees included school district and agency employees involved in transition planning. TCDD distributed resources on transition planning and higher education and spoke with approximately 200 attendees.
- On Sunday, February 27, and Monday, February 28, Melissa Rosser and Melissa Loe represented TCDD at the Texas Advanced Leadership & Advocacy Conference hosted by the Center on Disability and Development at Texas A&M University and funded through a TCDD grant. TCDD distributed resources and connected with approximately 100 conference attendees from across the state. Roger Webb provided a welcome to participants from the Council.
- TCDD's State Plan workgroup has been meeting via teleconference to develop suggested FY2011–FY2016 State Plan Goals and Objectives. Joanna Cordry has also been gathering additional public input from individuals and groups in other areas of the state to provide the Council with the information needed to develop the strategies to implement these goals. She held a focus group with self-advocates in Fort Worth; met with members of the IDD Needs Council of Tarrant County; attended the MHMRA of Harris County Picnic in the Park (an IDD Awareness Fair); and developed, distributed, and posted two surveys online.

In February 2010, the Council directed staff to begin developing a Strategic Communications Plan that would a) create connections and b) increase awareness. TCDD's efforts in this area have been thoughtful and purposeful. The following information outlines and evaluates those efforts, and includes suggested areas of consideration for strengthening current initiatives and launching new endeavors.

Current activities, as well as any new initiatives, will support the goals and objectives as outlined in the draft FY 2012-2016 State Plan. As a result of these planning efforts, goals and objectives related to strategic communications are included for Council consideration in the draft State Plan. Specifically, draft Objective 5 under Goal 7 (administrative support) addresses the implementation of outreach and strategic communication activities to reach specific goals.

Strategic Communications Outline

- ✓ Phase 1: Ongoing efforts
- ✓ Phase 2: Data Collection and Evaluation of Efforts
- ✓ Phase 3: Strengthen Current Efforts

NOW: Phase 4: Identify & Launch New Initiatives

- Phase 5: Ongoing Evaluation of Efforts

Data collection and evaluation is for the time period of January 2010 through March 2011. This document includes highlights of that data. TCDD's website vendor did not have data available for the time period of January 2010 – mid-October 2010.

E-mail Announcements

E-mail announcements are used to share specific information with subscribers regarding legislative issues, public hearings and opportunities for input, TCDD-related announcements and other messages as deemed appropriate by staff.

- 99 emails sent
- Average number of recipients: 716
- Average number of emails opened: 172 (19%)

The data shows that:

- Subscriber growth is stagnant
- TCDD tends to send several emails to the same subscribers in bursts (sometimes 3x/day)
- TCDD does not utilize all of the subscriber categories

Methods to strengthen e-mail announcement outcomes:

- Grow subscriber list by prioritizing e-mail capture at grantee, other events
- Redefine subscriber categories to better target messages to more appropriate audiences
- Refine internal guidelines for e-mail content and review process
- Consider weekly or biweekly announcements to bundle information and help prevent overwhelming subscribers

TCDD website

Data for TCDD website visits is available from October 20, 2010, through March 25, 2011. TCDD IP addresses were blocked when mining this data, so these statistics do not include internal staff visits to the site. It does, however, include Council member visits to the site.

The data shows that:

- There have been 37,299 website visits (average 7,460/month). 31,361 were absolute unique visitors.
 - 73% of visitors are referred by search engines (Google, Yahoo!, etc)
 - 14% of visitors come by other referring sources (ie, emails, other circulating information and links, other websites such as texas.gov and facebook.com)
 - 13% is direct traffic (ie, bookmarked pages)
- Visitors spend an average of 1.5 minutes on the website, and view an average of 1.95 pages/visit.
- A spike in visitors occurred in January, coinciding with the legislative session.
- The top five visited pages are:
 - Texas Legislature (http://www.txddc.state.tx.us/public_policy/txlegis.asp)
 - 14,228 visits (19.59% page views)
 - Home page (<http://www.txddc.state.tx.us/>)
 - 5,592 visits (7.7% page views)
 - People First (<http://www.txddc.state.tx.us/resources/publications/pfanguage.asp>)
 - 5,000 visits (6.88% page views)
 - College Resources (<http://www.txddc.state.tx.us/resources/publications/college.asp>)
 - 2,266 visits (3.12% page views)
 - 82nd Legislative Session (http://www.txddc.state.tx.us/public_policy/82ndsession.asp)
 - 1,938 visits (2.67% page views)

Methods to strengthen website:

- Audit website for possible redesign and content value
- Engage with professional website designer, writer to begin redesign and redevelopment
- Update homepage regularly (at least weekly), including a live feed of social media posts
- Research and pursue as applicable, other features/plug-ins to enhance value (RSS feed, social bookmarks, etc)

FYI Newsletter

The newsletter is TCDD's means of communicating information that falls into these major categories: Texas Update & Opportunities for Input; Federal Update; Council News; and Resources. *(This data relates to the e-mail announcement; there are separate website traffic statistics that are specific to the newsletter)*

- Average number of e-subscribers: 822
- Average number of emails opened: 222 (26%)
- Average number of links clicked within email: 51 (6%)

The data shows that:

- Subscriber growth is stagnant
- The Events List is the most clicked on link (avg. 18/issue), followed by the Texas Update (avg. 11/issue) and Internet Resources (8/issue).
- The least-clicked sections of the newsletter are the Federal Update, Council News and Resources (all avg. 5/issue).

Methods to strengthen newsletter:

- Determine target audience (individuals, organizations, etc)
- Create editorial calendar (deadlines, featured topics, etc)
- Refine content
- Format content for primarily web publication

Facebook

TCDD uses Facebook to share and gather information, and to connect with organizations, media outlets, politicians and other individuals.

- The number of Fans grows steadily each month
- TCDD posts approximately 35 times/month
- Each post is viewed an average of 332 times

The data shows that:

- 74% of TCDD's Fans are female
- 85% of TCDD's Fans are between the ages of 25 and 54
- The fastest-growing segment on Facebook is 55-65 year-old females

Methods to strengthen Facebook presence:

- Personalize posts/be conversational (best practices)
- Implement internal guidelines for what content is posted, shared
- Research value of using specific features: Photos, Videos, Events, other applications
- Determine value (if any), purpose of multiple TCDD-related accounts (ie, agency, Council member and staff accounts) and create training, other guidelines if necessary
- Explore ways to methodically grow our fans

Twitter

TCDD uses Twitter to share and gather information, and to connect with organizations, media outlets, politicians and other individuals.

- The number of followers grows steadily each month
- The number TCDD follows grows steadily each month
- There is not a formal tracking mechanism to determine the reach of posted information

Methods to strengthen Twitter presence:

- Personalize posts/be conversational (best practices)
- Implement guidelines for what content is posted, retweeted
- Determine value (if any), purpose of multiple TCDD-related accounts (ie, agency, Council member and staff accounts) and create training, other guidelines if necessary

Stakeholder Groups/List Serves

TCDD is connected to a variety of disability-related groups via list serves (Yahoo! groups, e-mail lists and other electronic means outside of Twitter and Facebook). We use the lists to gather and share information, and regularly post messages for distribution.

- TCDD participates in 45 different e-groups
- TCDD messages are regularly forwarded and reposted by others
- TCDD gathers information for reposting and distribution

Methods to strengthen participation with list serves:

- Consider activity, reach of each group to determine value
- Do a benefit analysis of participation

Materials

TCDD has an inventory of TCDD and grantee products that are available to requestors at no charge. We have a listing/order form on the TCDD website; there is no proactive marketing of materials, with the exception of TCDD staff members distributing information at events (conferences, fairs, etc).

The data shows that:

- The People First (English) handout is the most distributed handout (1,247 in 15 months)
- The Next Step DVD is the second-most distributed item (1,114 in 15 months)
- The Council brochure, People First (Spanish) and Medicaid Waiver 101 DVD are distributed in bursts. Other materials are not widely distributed
- Current materials are not focused; the information is not strategic
- Grantee materials are not consistently received in a reproducible format and when they are received they are not used by TCDD or requested by external audiences

These numbers do not reflect when materials are downloaded for printing and/or viewing for free on the TCDD website.

Methods to strengthen materials:

- Create direct marketing plan for current materials and information sources (define target audience, create awareness of existing materials)
 - 211
 - TAMU's Wiki
 - Advocacy "U"
 - Resource Guide
 - TCDD Internet Resources Web page
 - TCDD's internal one-pager for phone calls/I&R (modify for Web)
 - Expand Q&A on TCDD website
 - FYI and/or E-mail announcements regarding resources
- Require future grantees to ensure TCDD receives copies, final versions sufficient for marketing in large quantities and reproducing
- Reconsider design and delivery of required materials (Biennial Report, Annual Report) to reach a broader audience, serve additional purposes / or scale back to redirect staff resources
- Strategically design flyers, brochures and other templates to be easily updated and used for other purposes (ie, exhibitor fairs, NACDD requests, etc)
- Strengthen partnerships with grantees, request assistance in distributing information
- Create TCDD brochure/info kit (adaptable for different audiences)
 - Legislative offices
 - Media
 - Other events/organizations/meetings
- Create items that may be printed in-house (for ease of modifying/updating)
- Include Spanish translation with each material (two-sided if possible)
- Create guidelines for determining TCDD representation at fairs, conferences, etc as an exhibitor
- Attend forums, fairs, conferences to network/connect
 - Picnic in the Park (Houston), Founder's Forum (Winnsboro)
 - Round Rock ISD/Region 13 Resource Fair

Summary

TCDD performs numerous public information activities that need to be strategic and focused. Limited staff resources require reconsideration of current efforts, innovative use of technology and emerging social media tools, partnerships and information sharing with other organizations, carefully defined target audiences and messages, and strategic initiatives that support the State Plan.

Implementation of internal guidelines, templates, best practices and purposeful activities will support TCDD in its mission and goals.

Background:

Title IV, Chapter 531, Section 531.0235 of the Texas Government Code requires TCDD, jointly with the Office of Prevention, to prepare a biennial report on the state of services to persons with disabilities in this state. This report is due to the commissioner of health and human services, governor, lieutenant governor, and speaker of the House of Representatives no later than December 1st of even-numbered years, prior to the beginning of each regular session of the Texas Legislature. Six reports have been submitted to date. In addition to including recommendations to address the specific issues around health and human services delineated in the Government Code, TCDD has tailored each report to focus on an area that significantly impacts persons with disabilities. Key focus areas of previous Biennial Reports were:

- ✓ Overview of Current Services, Supports, and Needs (2000)
- ✓ Special Focus on Personal Assistance Services (2002)
- ✓ Special Focus on Housing (2004)
- ✓ Employment (2006)
- ✓ The state’s allocation of Resources to Provide Long-Term Services and Supports (2008)
- ✓ Representative Profiles of the Needs and Situations of People who are Waiting for Services in Texas (2010)

The Council has also approved funding for specific activities related to development of the Biennial Reports. These have included data collection activities (e.g. direct mail surveys), special focus research (e.g. HSRI *Closing the Gaps* report), and providing assistance for a Legislative Policy Symposium. Related background information is provided in the meeting materials.

Public Policy Committee

Expected Action:

Agenda Item 8.

The Public Policy Committee will consider the focus of the 2012 Biennial Report and related activities and may provide input and guidance to staff.

Council

Expected Action:

Agenda Item 16. D.

The Council will receive an update on Public Policy Committee discussion.

BIENNIAL DISABILITY REPORTS

GOVERNMENT CODE

Title IV, Chapter 531, Section 531.0235

Sec. 531.0235. BIENNIAL DISABILITY REPORTS. (a) The commissioner shall direct and require the Texas Planning Council for Developmental Disabilities and the Office for the Prevention of Developmental Disabilities to prepare a joint biennial report on the state of services to persons with disabilities in this state. The Texas Planning Council for Developmental Disabilities will serve as the lead agency in convening working meetings, coordinating and completing the report. Not later than December 1 of each even-numbered year, the agencies shall submit the report to the commissioner, governor, lieutenant governor, and speaker of the house of representatives.

(b) The report will include recommendations addressing the following:

- (1) fiscal and program barriers to consumer friendly services;
- (2) progress toward a service delivery system individualized to each consumer based on functional needs;
- (3) progress on the development of local cross-disability access structures;
- (4) projections of future long-term care service needs and availability; and
- (5) consumer satisfaction, consumer preferences and desired outcomes.

(c) The commission, Texas Department of Human Services, and other health and human services agencies shall cooperate with the agencies required to prepare the report under Subsection (a).

Background:

Minutes of the November 3, 2010, Council meeting and November 2, 2010, Committee of the Whole meeting are attached for review.

Council Meeting

Agenda Item 3. A.

Expected Action:

The Council will review, revise as appropriate, and approve the minutes.

**COUNCIL MEETING
DRAFT MINUTES
NOVEMBER 3, 2010**

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair	Mateo Delgado	Jeff Kaufmann, DADS
Hunter Adkins	Mary Faithfull, AI	Diana Kern
Kimberly Blackmon	Kathy Griffis-Bailey, DSHS	John Morris
Andy Crim	Leti Guevara, DARS	Dana Perry
	Cindy Johnston	Deneesa Rasmussen

COUNCIL MEMBERS ABSENT

Kristine Bissmeyer	Marcia Dwyer	Amy Sharp, A&M CDD
Margaret Christen, TEA	Frank Genco, HHSC	Lora Taylor
Kristen Cox	Joe Rivas	Rick Tisch
Mary Durham	Penny Seay, UT CDS	Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Cynthia Ellison	Melissa Loe
Jeri Barnard	Sonya Hosey	Melissa Rosser
Martha Cantu	Wendy Jones	Koren Vogel
Joanna Cordry	Patrice LeBlanc	Lucy Walker
	Angela Lello	

GUESTS PRESENT

Carol Axt	Gina Fuller	Robert Fine, A-V Technician
-----------	-------------	-----------------------------

CALL TO ORDER

The Texas Council for Developmental Disabilities met on Wednesday, November 3, 2010 in the Salon C&D room of the Marriott Austin South, 4414 South IH 35, Austin, TX 78744. Council Chair Brenda Coleman-Beattie called the meeting to order at 3:00 PM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were presented.

3. CONSENT ITEMS

Chair Coleman-Beattie reviewed the excused absences for this meeting which include Mike Benz (Tx A&M CDD), Penny Seay (CDS at UT Austin), Lora Taylor, Mary Durham, Susan Vardell, Margaret Christen, Marcia Dwyer, Frank Genco, Kristen Cox, Rick Tisch, and Kris Bissmeyer. She asked for a motion to approve minutes of the August 2010 Council and Committee of the Whole meetings as well as the excused absences for this Council meeting.

MOTION: To approve the minutes of the August 5, 2010, Committee of the Whole and the August 6, 2010 Council Meeting and the excused absences as noted.

MADE BY: Kathy Griffis-Bailey

SECOND: John Morris

The motion **passed** unanimously.

4. CHAIR'S REPORT

Coleman-Beattie asked Joanna Cordry to read comments from Council member Joe Rivas about his trip to the NACDD conference. Mr. Rivas was especially impressed with a session on a Massachusetts DDC advocacy training project for post-high school students.

5. SELECTION OF NOMINATING COMMITTEE MEMBERS

Project Development Committee Vice-Chair Dana Perry reported that Joe Rivas was selected as the Committee's representative on the Nominating Committee. Acting Public Policy Committee Chair Mateo Delgado reported that he was selected as the Public Policy Committee's representative. Coleman-Beattie called for nominations from the Council for the third member. Ms. Perry was nominated by John Morris. No other members were nominated.

MOTION: To approve Joe Rivas, Mateo Delgado and Dana Perry as members of the Council's Nominating Committee.

MADE BY: John Morris

SECOND: Cindy Johnston

The motion **passed** unanimously.

7. AUDIT COMMITTEE REPORTS

After consultation with members of the Audit Committee, Coleman-Beattie announced that review and discussion of the TCDD Internal Audit Reports for 2010, Internal Audit Charter and TCDD Internal Audit Plan for 2011 will be deferred until the February 2011 meeting. Those items were reviewed and approved by the Committee on behalf of the Council at an October Committee meeting. Deferring review by the Council until the February meeting will allow a more thorough discussion with more Council members in attendance.

8. RECOMMENDATIONS FOR TCDD INTERNAL AUDITING SERVICES

Audit Committee member Andy Crim reviewed the process for selecting a contractor for internal auditing services. Crim indicated that eight proposals were received and the top four rated proposers were invited to provide oral presentations to the review panel. The current contractor, Rupert and Associates, received the highest score on both the written and oral presentations. The Audit Committee recommends awarding the contract for TCDD internal auditing services to Rupert and Associates for one year, renewable for up to three years.

MOTION: To award the contract for TCDD internal auditing services to Rupert and Associates for one year, renewable for up to three years.

MADE BY: Andy Crim for the Audit Committee (motions from committees do not need a second)

The motion **passed** unanimously.

Crim reported that the Audit Committee further discussed term limitations for internal auditing contract services to avoid conflict of interest situations. The Committee recommends establishing in Council Policies that ten consecutive years should be the maximum length of time to contract with a specific contractor.

MOTION: To limit internal auditing contract services to not more than ten consecutive years.

MADE BY: Andy Crim for the Audit Committee

The motion **passed** unanimously.

9. REVISIONS TO STIPENDS GRANTS RFP

Discussion and action on revisions to the stipends grants requests for proposals was deferred to the February Council meeting.

10. GOAL AREAS FOR TCDD FY 2012-2016 STATE PLAN

Coleman-Beattie reviewed actions taken by the Committee of the Whole to approve seven focus areas for the 2012-2016 State Plan. Members agreed that no further action was required.

11. CONSIDERATION OF FUTURE FUNDING PROJECTS

Committee Vice-Chair Perry reported on Project Development Committee discussions, indicating that the Committee recommends Council approval of the Executive Summary for Next Steps for Leadership and Advocacy Training projects as presented with the exception of removing the proposed youth leadership advisory committee component at this time pending further discussion by the Committee. The Committee also recommends approving funding for up to six additional local Leadership and Advocacy Training projects as solicited in 2007 (RFP #2007:1 & 2) with each project eligible for up to \$75,000 per year for up to three years.

MOTION: To approve the Executive Summary for Next Steps for Leadership and Advocacy Training projects, not including the youth leadership advisory component, and adding authorization for up to six local Leadership and Advocacy Training projects for up to three years at up to \$75,000 per year.

MADE BY: Dana Perry for the Project Development Committee

The motion **passed** unanimously.

The Committee also discussed the recent posting of the RFP for a Higher Education project. That RFP did not receive any responses. The Committee recommends reposting the RFP with a higher funding amount authorized. Council member John Morris explained that there was substantial interest in the project but potential applicants felt \$75,000 per year was not sufficient.

MOTION: To repost the Higher Education RFP for up to \$125,000 per year for up to four years.

MADE BY: Dana Perry for the Project Development Committee

The motion **passed** unanimously.

12. FUTURE FUNDING PROJECT PRIORITIES

Morris discussed the Future Funding Project Priorities list and indicated that the Committee recommends moving the Leadership and Advocacy Activities project to priority #6, Enabling Technology to priority #7, and adding as priority #8 a "Funders Roundtable" activity which has no funding currently attached except for staff time and effort.

MOTION: To approve revisions to Future Funding Project Priorities list as presented.

MADE BY: John Morris for the Project Development Committee.

The motion **passed** unanimously.

13. TCDD 2010 BIENNIAL REPORT RECOMMENDATIONS

Coleman-Beattie commented on action during the Committee of the Whole to approve the 20 recommendations to be included in the 2010 Biennial Disability Report. Members agreed that no further action was required on that item.

14. TCDD PUBLIC POLICY PRIORITIES

Acting Public Policy Committee Chair Mateo Delgado presented the Public Policy Priorities as recommended by the Committee (Attached.) Delgado noted that these priorities are in alignment with the FY 2012-2016 State Plan focus areas as previously approved.

MOTION: To approve the TCDD Public Policy Priorities as presented.

MADE BY: Mateo Delgado for the Public Policy Committee

The motion **passed** unanimously.

15. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb and Council Member Mary Faithfull (Advocacy, Inc.) discussed the forum planned by the Administration on Developmental Disabilities (ADD) for November 15, 2010. ADD plans for about 35-40 individuals to provide public input and hopes to have balanced input from people with varying perspectives on services needed for people with disabilities.

Public Information Specialist Lucy Walker provided comments about her experience at the NACDD Fall Conference. Walker enjoyed a session on a transition project that used multi-media applications to illustrate the consumer's needs. Grants Management Specialist Wendy Jones spoke on her attendance at the conference and provided input on a session focused on projects for health and fitness for people with disabilities.

16. EXECUTIVE COMMITTEE REPORT

Coleman-Beattie reported that the Executive Committee approved more than 220 individuals as possible reviewers of grant proposals over the next two years. Staff form independent review panels from this pool of reviewers based on the expertise needed for different RFPs. Coleman-Beattie also referred members to handout materials highlighting proposals approved for funding in response to recent RFPs:

- Texas Parent to Parent for the first year of a five year Public Policy Collaboration project;
- Safeplace for the first year of the Meaningful Relationships three year project;
- The Arc of San Angelo for the first year of the three year Volunteer Supported Decision-making Advocates project; and
- Apalachiola Creek Indians, Friends and Families of Asians with Special Needs, and Parents as Partners in Special Education (with support from Arc of Greater Houston) were each approved for one year Outreach and Development Projects.

Operations Director Martha Cantu provided a brief update on the TCDD Quarterly Financial Reports noting the Committee had no concerns on expenditures or the budget. Cantu noted that the report currently incorrectly reflects funds available for grant funds as expended funds. However, funds available for grants each year are awarded over a two year period and expended over a three year period. Staff will revise report format to better reflect these funds as available for grant activities. Webb described federal guidelines that allow reporting of funds supporting staff or council member activities to implement state plan activities, thereby reducing match funds needed overall. Cantu also noted that TCDD is assuming funding at levels to

FY 2010 at this point until Congress finalizes appropriations for fiscal 2011. Adjustments will be made when final information is available.

17. AUDIT COMMITTEE REPORT

Acting Chair Crim reviewed recent discussions of the Audit Committee including review of the TCDD FY 2010 Audit Reports and FY 2011 Audit Plan. The Committee also reviewed enhanced staff grant monitoring measures and procedures for staff to approve no-cost extensions of projects.

18. PUBLIC POLICY COMMITTEE REPORT

Acting Chair Delgado reported on Public Policy Committee activities including updates on public policy and information staff activities. Delgado noted that staff are gearing up for the legislative session and members who are interested in participating in advocacy activities are encouraged to contact staff. Delgado also commented on discussions of the Committee with DADS Assistant Commissioner Adams regarding state supported living centers and felt this was a healthy discussion.

19. PROJECT DEVELOPMENT COMMITTEE REPORT

Vice-Chair Perry indicated that key items discussed by the Project Development Committee had been reviewed.

20. ANNOUNCEMENTS AND UPDATES

Chair Coleman-Beattie reminded members to provide updates regarding possible conflict of interest information to staff. Coleman-Beattie also reminded members of dates for upcoming Council and Committee meetings as follows:

- February 9-11, 2011
- May 4-6, 2011 (tentative)
- August 3-5, 2011 (tentative)
- November 2-4, 2011 (tentative)

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 3:58 PM

Roger A. Webb
Secretary to the Council

Date

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
NOVEMBER 2-3, 2010**

Tuesday, November 2, 2010

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair	Mary Durham Mary Faithfull, AI	Diana Kern John Morris
Hunter Adkins	Kathy Griffis-Bailey, DSHS	Dana Perry
Kimberly Blackmon	Leti Guevara – DARS	Deneesa Rassmussen
Andy Crim	Cindy Johnston	Joe Rivas
Mateo Delgado	Jeff Kaufmann, DADS	Rick Tisch

COUNCIL MEMBERS ABSENT

Kris Bissmeyer	Marcia Dwyer	Amy Sharp, A&M CDD
Margaret Christen, TEA	Frank Genco, HHSC	Lora Taylor
Kristen Cox	Penny Seay, UT CDS	Susan Vardell

STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director	Cynthia Ellison	Melissa Loe
Jeri Barnard	Wendy Jones	Melissa Rosser
Martha Cantu	Sonya Hosey	Koren Vogel
Belinda Carlton	Cassie Laws-Fisher	Lucy Walker
Joanna Cordry	Patrice LeBlanc	
	Angela Lello	

GUESTS PRESENT

Amanda Dunnivant, attendant	James Faragoza, attendant Robert Fine, A-V Tech	Gina Fuller, attendant Graham Mullholland
--------------------------------	--	--

CALL TO ORDER:

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Tuesday, November 2, 2010, in the Salon C&D Room of the Marriot Austin South, 4414 South IH-35 Austin, TX 78744. Council Chair Brenda Coleman-Beattie called the meeting to order at 10:02 AM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. ROUTE TO SUCCESS

Graham Mulholland, Executive Director of the Pennsylvania DD Council, provided a presentation on the Pennsylvania Council's process for developing the 5-year state plan. The *Route to Success* model uses five overlapping concepts to promote systems change: improve knowledge base; select clear social strategies; create stakeholder will; support policy entrepreneurs; and use unexpected events. The first concept of improving the knowledge base identifies the problem and conducts research into trends, current best practices and potential solutions. The second concept of selecting social strategies establishes goals and methods for achieving those goals. The third concept of creating stakeholder will identifies interest, potential collaborators, sense of urgency, etc. The fourth concept describes the process of finding leadership who can create policy change that is the key to sustainability. The fifth concept is about Councils being prepared to seize unexpected opportunities and/or to address

unpredictable negative events that may occur. Mulholland recommends applying each of these concepts to each identified issue area and provided examples of how his council has used this process. He also recommended analyzing past work to look at what has worked and what hasn't and provided questions to consider about new ideas. Mulholland and Planning Coordinator Joanna Cordry discussed how this model may apply to the issue areas designated by the Council. Council members expressed appreciation for the model's systemic approach of identifying "next steps" needed to achieve desired outcomes, and indicated that they would like to explore use of the model after state plan goals are identified. Members also indicated an interest in adapting "generic" services and activities in most communities so that people with developmental disabilities can be more fully included.

3. GOAL AREAS FOR TCDD FY 2012-2016 STATE PLAN

Cordry guided the discussion on possible areas of focus for the TCDD 2012-2016 State Plan. She presented 12 issue areas that the Council has focused on through grant projects and public policy activities. Council members then discussed areas of personal interest and consideration and broke into small groups for further discussion and ranking by priority. Seven issue areas were listed as top priority by the small groups. The issue areas include:

- Employment, Income and Assets
- Education
- Building Community Capacity
- Leadership Development
- Transportation
- Developing Community Supports that might help decrease non-desired SSLC admissions
- Health and Healthcare

Staff members were asked to research successes and barriers to success for previous TCDD efforts in these areas and present that information at the next Council meeting. Council members will continue to develop goals, objectives and activities for these issue areas prior to the submission of the next five-year state plan in August 2011.

MOTION: To approve the seven listed issue areas for the FY 2012 – 2016 TCDD State Plan.

MADE BY: Rick Tisch

SECOND: Mate Delgado

The motion **passed** with opposition by John Morris, Deneesa Rasmussen and Brenda Coleman-Beattie.

RECESS

Chair Coleman-Beattie recessed the meeting at 4:09 PM for continuation Thursday morning.

Wednesday, November 3, 2010

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair	Andy Crim	Diana Kern
Hunter Adkins	Mateo Delgado	John Morris
Kris Bissmeyer	Mary Faithfull, AI	Dana Perry
Kimberly Blackmon	Kathy Griffis-Bailey, DSHS	Deneesa Rassmussen
Kristen Cox	Cindy Johnston	Joe Rivas
	Jeff Kaufmann, DADS	Rick Tisch

COUNCIL MEMBERS ABSENT

Margaret Christen, TEA	Frank Genco, HHSC	Amy Sharp, A&M CDD
Mary Durham	Representative, DARS	Lora Taylor
Marcia Dwyer	Penny Seay, UT CDS	Susan Vardell

STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director	Joanna Cordry	Angela Lello
Jeri Barnard	Cynthia Ellison	Melissa Loe
Martha Cantu	Wendy Jones	Melissa Rosser
Belinda Carlton	Sonya Hosey	Koren Vogel
	Patrice LeBlanc	Lucy Walker

GUESTS PRESENT

Amanda Dunnivant, attendant	James Faragoza, attendant	Gina Fuller, attendant
	Robert Fine, A-V Tech	Susan Murphree

RECONVENE:

The Committee of the Whole of the Texas Council for Developmental Disabilities reconvened on Thursday, November 3, 2010, in the Salon C&D Room of the Marriot Austin South, 4414 South IH-35 . Austin, TX 78744. Council Chair Brenda Coleman-Beattie called the meeting to order at 8:35 AM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. CHAIR'S REMARKS

Coleman-Beattie provided brief comments on the following:

- Excused absences for these meetings.
- Several Council members recently toured Austin State Supported Living Center (SSLC).
- Expected remarks by Chris Adams, DADS Assistant Commissioner for SSLCs.
- Coleman-Beattie recently authorized an increase for the extension grant award to Texas A&M Research Foundation by \$1100, however, that the increase and extension of the project were declined due to the project manager's resignation.
- The updated Memorandum of Understanding between TCDD and Texas Education Agency has been signed.
- Council Member Kris Bissmeyer recently provided testimony to the Senate Finance Committee on Medicaid Waiver Services on behalf of the Council.
- Coleman-Beattie expects to be absent from part of the February 2011 Council and Committee meetings due to conflicts with the Central Texas African American Family Support Conference.

- Council member Marcia Dwyer has asked to be removed from the Audit Committee which creates a vacancy; volunteers were requested to contact Coleman-Beattie or TCDD staff.
- Members to the Nominating Committee will be selected during these meetings.
- Executive Director Webb recognized Grants Management Director Patrice LeBlanc and Planning Coordinator Joanna Cordry for ten years of service to TCDD. Coleman-Beattie added her appreciation and gratitude for their efforts on behalf of the Council.
- Council member Joe Rivas noted that the recent documentary video about his life by students from the University of North Texas is available for viewing on YouTube and is also linked from his Facebook page.
- Webb provided information regarding fact sheets that are available for Council members on the Council's budget and allowable activities as well as the recent Council action to support Advocacy, Inc. on a call for a moratorium on new admissions to state supported living centers. TCDD has received inquiries on both topics during the last quarter.
- Council member Kristen Cox provided comments about her tours of State Supported Living Centers.
- Webb noted that TCDD will have a student intern from the University of Texas School of Social Work who will begin work in January. Laura Poskochil will work with planning and public policy activities.
- Former Council Chair Linda Parrish received a National Meritorious Service award for more than 30 years of service to people with disabilities from the Association on University Centers on Disabilities.
- In response to an inquiry from a Council member on DD funds awarded to projects based out of state, Webb queried other DD Councils and found that other councils also award funds to out-of-state organizations when viewed as the best vendor. TCDD has awarded 3-5% of its funds to out-of-state entities each of the past three years.

3. PUBLIC COMMENTS

No public comments were offered.

4. REVIEW OF KEY AGENDA ITEMS

Public Policy Committee Chair Rick Tisch and Project Development Committee Vice-Chair Dana Perry reviewed key topics of discussion for their committees.

5. PRESENTATIONS

Grants Management Specialist Sonya Hosey introduced Susan Murphree, Advocacy, Inc. who provided an overview of the Texas Community Integration Project. TCDD provided funds for this project from 2000 to 2009 with up to \$270,000 per year to assist individuals with disabilities to transition from institutions into community settings and to provide technical support and training to build informal and formal community supports. Murphree discussed the training provided to individuals with disabilities and their families, care providers, case workers and members of the community. The project assisted on average 100 persons per year to transition from nursing facilities, intermediate-care facilities and state supported living centers to community settings.

At the invitation of Council Chair Brenda Coleman-Beattie, DADS Associate Commissioner of State Supported Living Centers Chris Adams spoke to members about the department's response to the Department of Justice investigation and findings reflected in monitoring reports of the state supported living centers. Adams noted that reports of follow-up visits and compliance reviews are posted on the DADS website. DADS is working with the independent monitors to implement lasting improvements but that it is a long-term effort.

6. 2010 BIENNIAL REPORT RECOMMENDATIONS

Public Policy Director Lello facilitated a discussion on proposed recommendations for the FY 2010 Biennial Disability Report. Lello also provided a draft outline of the report to members. The report will be delivered to the Governor, Lt. Governor, and Speaker of the House by December 1, 2010, as required by law. Chair Coleman-Beattie asked that members receive a copy of the final document for review and any further comments prior to submission. Ms. Lello indicated that Council members would receive a copy via e-mail just around the Thanksgiving holiday, and that there most likely would be a quick turn-around response time. Many of the report recommendations continue the theme of the Council's 2008 report since many issues have not changed significantly. Council members asked to focus the primary recommendation on the goal of rebalancing the funding of system services in favor of community services and increased funding for those services. However, there was recognition of the State's current and anticipated fiscal challenges. When additional funding is available, the Council supports rebalancing the allocation of resources to community-based services as a priority. Members provided input on the draft recommendations and asked that wording be revised in various instances to reflect the current environment. Staff agreed to provide a draft copy of the report to members for final comments prior to submission.

MOTION: To approve the recommendations of the 2010 Biennial Disability Report.

MADE BY: Kristen Cox

SECOND: Hunter Adkins

The motion **passed** unanimously. (Attached as approved.)

ADJOURN

Chair Coleman-Beattie adjourned the Committee of the Whole at 10:39 AM.

Roger A. Webb, Secretary to the Council

Date

Proposed TCDD 2011 Public Policy Priorities

Draft

Appropriations - *Maintain publicly-funded services and supports for people with disabilities and ensure that critical services and supports for Children and Families, Education, Employment, Housing, Long Term Care, Mental Health, and Transportation are not reduced or limited in order to balance the state's budget.*

The state of Texas faces a budget shortfall that is estimated to be as high as \$18 billion for the upcoming 2012-2013 biennium. Due to the budgetary outlook, the state could reduce existing services or programs to balance budgets, look for alternative ways of providing services in order to reduce spending, or consider additional sources of revenue. The Legislature is encouraged to exercise considerable caution when exploring alternative ways of providing services recognizing that some options may also have serious negative consequences to those most needing assistance.

Children and Families - *Increase the availability of family and community supports that assist children with developmental disabilities to live and remain in their home communities.*

The absence of community resources results in children being placed outside their home and community, separation from family, lack of educational continuity and a fractured social support system. Many children are placed in facilities such as residential treatment centers, foster care settings, nursing facilities, hospitals, juvenile detention, state supported living centers, HCS homes and state hospitals due to the lack of resources in their home communities. All children belong in families that provide love, caring, nurturing, bonding and a sense of belonging and permanence that best enables them to grow, develop and thrive.

Education - *Protect the right of students with disabilities to appropriate, inclusive, publicly-funded education that 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.*

Students with disabilities require individualized supports tailored to meet their needs in order to be educated along side their peers without disabilities. An appropriate public school education for students with disabilities should include the necessary array and intensity of services for children with all levels of need, beginning in early education programs and should lead to employment, enrollment in postsecondary education, or both within one year of leaving high school. Education supports for students with disabilities must also address the behavioral health needs of students in order to prevent inappropriate disciplinary referrals in lieu of proper behavior management.

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.*

People with disabilities want the same opportunities to have meaningful jobs and careers as do all other working age individuals. In June 2010, 21.7% of working age people with disabilities were in the labor force compared to 70.5% of working age people with no disability. Employment services and preparation for work needs to begin in public education. A sound foundation from school will help students transition to post secondary education and a career path after graduation.

Working for independence, productivity and community inclusion.

6201 East Oltorf, Suite 600 • Austin, TX 78741 • 512-437-5432 • 1-800-262-0334 • fax 512-437-5434

www.txddc.state.tx.us

Adopted by the Texas Council for Developmental Disabilities, November 2010

Housing - *Expand dedicated funds for housing assistance for people with disabilities and increase the availability of affordable, accessible housing.*

A shortage of affordable housing is one of the most significant obstacles facing people with disabilities. The primary barrier to acquiring safe and adequate housing is income - people with disabilities have lower incomes on average compared with the general population. Housing that is defined as “affordable” in state policy is not priced at a level that people living on Supplemental Security Income (SSI) can afford. Texans with developmental disabilities also face barriers to housing because of a lack of physical accessibility, lack of public transportation options and inability to access supportive services that are often critical to living independently in the community.

Long Term Services and Supports - *Improve the system of long-term services and supports to ensure the availability of quality community-based services and supports for individuals with developmental disabilities and emphasize providing services in integrated, community settings thereby reducing reliance on institutional services.*

People with disabilities continue to wait years for the community-based long term services and supports they need. Services for both adults and children are not adequate to meet the growing demand. Simultaneously, programs struggle to provide quality services to individuals with complex medical and behavioral health needs. As a result, people with disabilities are forced to either forego care or receive it in a more restrictive, institutional setting. The state has struggled to expand community based services while continuing to fund costly institutional services and their needed improvements.

Mental Health - *Expand community-based behavioral, mental health and substance abuse services and supports for children and adults that are recovery-oriented and consumer-based and link mental and physical health needs.*

Access to care is one of the most critical issues affecting the public mental health system in Texas. Due to the system’s lack of capacity, individuals with mental illnesses cannot easily access needed mental health services in a timely manner. Some Texans with severe and persistent mental illnesses who experience a mental health crisis cannot or will not engage in ongoing care. These individuals cycle through crisis services, hospitals, jails, and prisons and may never get linked into clinics or other outpatient treatment. A severe shortage of specialists creates a significant barrier to accessing mental health care. Children with disabilities or behavioral challenges need positive behavior supports to be successful at school and in the community. Some children need professional mental health care, but in Texas, less than 1 in 5 Texas children with a serious behavioral problem that puts them at risk of removal from their home or school receives the treatment they need.

Transportation - *Expand and ensure full accessibility of public transportation in suburban, urban, rural and unincorporated areas to connect the places people live with the places they work, shop, socialize, worship, attend school, and have access to health care.*

Without access to transportation, people with disabilities are isolated from gainful employment, schools, doctors, shopping, friends and community. Texas transportation systems need to be accessible in all areas of the state, particularly in rural parts of Texas. As economic pressures build and federal funding remains static, communities have not been able to expand or develop the transportation services to adequately meet the needs of individuals with disabilities. State funding for transportation services (bus systems, paratransit services, commuter rail services, etc.) is a critical element needed to support the growth of transportation systems throughout the state. Where transportation services do exist, they often struggle to be responsive to consumer needs.

Every person in America has the right to live in their own home, work at a regular job, seek an education and interact socially. This includes the 437,885 people with developmental disabilities in the state of Texas.

2010 BIENNIAL DISABILITY REPORT RECOMMENDATIONS

Background

In 2008, the Texas Council for Developmental Disabilities contracted with Human Services Research Institute (HSRI) to conduct a *Gaps Analysis* of the Texas service system for people with developmental disabilities. This research provided the foundation for recommendations made by TCDD in its 2008 Biennial Disability Report (available online at: http://www.txddc.state.tx.us/resources/publications/biennial_report/biennialindex.asp). This external analysis evaluated Texas' performance with three performance benchmarks and found that:

- People with developmental disabilities in Texas do not have access to services with reasonable promptness;
- Many people with developmental disabilities do not receive services within the least restrictive setting appropriate to their needs; and
- The state's service system for people with developmental disabilities is not operated in a manner that promotes efficiency and economy.

In 2008, TCDD concluded that the Legislature had four policy options to consider in response to this policy dilemma:

1. Do nothing and keep the current investment patterns and service array in place, which will continue the inefficient use of resources, the community service system will not easily meet local service needs and the interest lists for waiver services will continue to grow.
2. Increase funding significantly, but maintain the current system of organizing and delivering services. This approach may help marginally, but would perpetuate present inefficiencies, even if most of the new money were to be directed at community systems. Additionally, fewer people will be served than might otherwise be served in a more efficient system.
3. Keep funding relatively level, but de-emphasize the use of Intermediate Care Facility (ICF/MR) services in favor of Home and Community-Based Services (HCBS). Under this approach, there may be a marginal impact on unmet service demand, but the state may achieve greater cost efficiencies.
4. Increase funding significantly and de-emphasize the use of ICF/MR services in favor of HCBS. This is the most forward-looking option that would provide a pathway toward increased efficiency while providing needed funds to strengthen the community system and address unmet service demand.

The 81st Texas Legislature increased funding for community services, but maintained the current system of delivering services. As a result, the gaps in the Texas service system that were previously identified in 2008 still remain. It is important to note that the 81st Legislature did, however, make significant improvements to the developmental disabilities services system in Texas and the proposed 2010 Biennial Report Recommendations take that into account.

DRAFT RECOMMENDATIONS

Strengthening Existing Community Services

1. Enroll an average of 4,604 additional individuals each year in HCBS waivers for individuals with ID/DD, increasing the 2006 capacity of 13,999 to approximately 64,085 individuals by 2018 in order to meet the service demand in our state.
2. Provide sufficient funds to ensure that the Community Safety Net of community support services has the capacity to meet the needs of all individuals with intellectual and development disabilities (ID/DD) in the community. Including:
 - a. Build capacity and fund the community mental health and substance abuse supports network to deter unnecessary placements in hospitals, criminal justice systems, and nursing facilities.
 - b. Build capacity and fund the community infrastructure to support individuals with significant behavioral and/or medical needs in order to reduce reliance on institutional settings for specialized services and support.
3. Ensure that individuals are able to receive adequate amounts of needed services, based on their functional needs.
 - a. Amend the eligibility requirements and service array of Medicaid waiver programs to serve individuals who have cognitive/emotional-behavioral/psychosocial disabilities with or without accompanying physical disabilities.
 - b. Update the assessment of needs by replacing the Inventory for Client and Agency Planning (ICAP) tool with more current protocols such as the Supports Intensity Scale (SIS).
4. Expand home-based services as the primary tool for addressing service demand, including expanding the Texas Home Living (TxHmL) HCBS “supports” waiver to include a broader array of services and a more robust level of services.
5. Expand efforts to provide community respite alternatives.
6. Make necessary program changes to allow participants increased control over their individual service budget. Expand options for Self-Directed Services (CDS, SRO) in Medicaid and non-Medicaid programs (including waivers) that provide long-term services and supports including fee-for-service and managed care programs (STAR+Plus). Extend self-directed options to additional services beyond personal assistant services and respite services.
7. Develop specialized services and supports to allow individuals with developmental disabilities to age in place following the loss of a family caregiver.
8. Address insufficiencies in provider reimbursements that impact the availability and quality of community support services. Specifically:
 - a. Increase rates and expand rate enhancements for community service providers to ensure that providers can recruit, train, and retain quality direct care staff and compete with other employers in the workplace.
 - b. Create a hierarchical structure of reimbursement rates that recognizes case mix, complexity of care, family supports, and individual needs.
 - c. Adjust reimbursement mechanisms to provide incentives for providers to expand community supports and to implement innovative approaches in service delivery to improve quality and cost effectiveness.
 - d. Use existing cost data as a basis for increases in payment rates for community agencies to catch up with underlying changes in the cost of doing business in Texas.
 - e. Implement low-cost or no-cost workplace improvements to increase retention of direct care workers.
 - f. Initiate a comprehensive study of community wages and benefits in 2011 and target for completion during 2012.
9. Explore quality-improvement strategies such as using self-advocates to provide peer support to consumers to increase safety, prevent abuse and neglect, and improve awareness of community living options.

10. Expand services and community living options for youth with disabilities transitioning from education settings to post-education activities.

Serving People in the Most Integrated Setting

11. Reduce the number of people served at state supported living centers. During the 2010-2018 period, the SSLC population should be reduced to not more than 1,465 individuals for Texas to simply meet the projected nationwide averages.
12. Cease admissions of children to state supported living centers. Continue and expand efforts to accommodate all children under the age of 22 who are in state supported living centers and seek community placement utilizing mechanisms such as in-home support services for children living at home with families and “Money Follows the Person” to provide opportunities for children to leave institutional settings in favor of HCBS alternatives.
13. Further develop the “Money Follows the Person” initiatives to accommodate a stronger transition of people living in ICFs/MR who prefer to receive services in the most integrated setting.
14. Modify the Community Living Options Information Process (CLOIP) to ensure that residents of state supported living centers who express interest in community living arrangements receive appropriate education about, and are able to access community options. Specifically:
 - a. Improve the required documentation of mandated discussions with residents regarding their options for community supports and services, and include documentation concerning supports and services needed to successfully transition to a community setting, efforts to secure those services, and documentation of the reasons for not providing community living arrangements when requested.
 - b. Revise procedures to require local Mental Retardation Authorities to provide choice options to residents in community ICFs/MR and fully reimburse local authority costs to for those activities.
 - c. Expand “transition assistance services” for participants in all HCBS waivers, including the HCS waiver program.
15. Expand and promote opportunities for ICFs/MR providers to transition to supporting individuals in the most integrated setting.

Projection of Future Long Term Care Needs

16. Build expertise among service providers to assist individuals with developmental disabilities who are aging and their family caregivers in actively planning for their future long-term care needs.
17. Direct HHSC and its Departments (DADS, DARS, DFPS, DSHS) to develop the infrastructure to collect and share common information about individuals receiving services across access and intake systems at the state and local level.
18. Periodically review and use data on the types of services selected by individuals with disabilities when they are offered Medicaid waiver supports to more efficiently fund future long-term supports based on consumer needs.

10-Year Plan for Rebalancing the Long-Term Services and Supports System

19. Develop and implement a comprehensive plan Continue and formalize the redesign of LTSS for people with ID/DD with executive and legislative branch sponsorship to reduce the institutional bias in long-term services and support systems by 2018 and redirect funds to community services infrastructure.
20. Pursue redesign through a collaborative process that engages people with intellectual and developmental disabilities and other appropriate stakeholders as primary constituents of the system.

Election of Vice-Chair and Consumer Member-at-Large to Executive Committee

Tab 21

Background:

During the November 1010 Council meeting, Joe Rivas, Mateo Delgado and Dana Perry were selected as the Nominating Committee to bring forward recommendations for the position of Council Vice-Chair and the position of Consumer Member-at-Large to the Executive Committee. The Nominating Committee selected Joe Rivas as Committee Chair.

Information was provided to all Council members concerning qualifications and members eligible for each position following the November meeting so that individuals could be recommended for consideration. The Nominating will report its recommendation for each position to the Council. Recommendations may also be offered from the floor. A document that outlines the Nominating Committee Procedures and election process is included.

Council Meeting

Agenda Item 6.

Expected Action:

The Council will elect a Council Vice-Chair and Consumer Delegate-at-Large to the Executive Committee.

TCDD - Nominating Committee Information

Background:

Council Policies provide for the Council Nominating Committee to present a recommendation for the office of Council Vice-Chair, and a recommendation to the full Council for a primary consumer delegate-at-large to the Executive Committee at the winter Council meeting. The Nominating Committee was established during November quarterly meetings and includes Mateo Delgado (Public Policy Committee Representative), Joe Rivas (Project Development Committee Representative) and Dana Perry (selected by the Council). Members of the Nominating Committee selected Joe to serve as Chair of the Committee.

During the past quarter, the Nominating Committee has considered recommendations for both of these positions and will bring forward nominations during the February Council meeting. Nominations from the floor may also be accepted. Nominating Committee Procedures are enclosed.

VICE CHAIR - The Council Vice-Chair is responsible to perform the duties of the Vice-Chair when the Chair is unable to serve, chairs the Council’s Audit Committee, and performs other duties as may be requested by the Chair. TCDD Policies provide that an agency representative to the Council is **not** eligible to serve as Council Vice-Chair (i.e. those from the following agencies: DADS, DARS, DSHS, HHSC, TEA, Advocacy, Inc., the Center for Disability Studies, and the Center for Disability and Development). TCDD policies also stipulate that Council members may serve no more than two consecutive, one-year terms as Vice-Chair. Mary Durham is serving in her second term as Council Vice-Chair position so is not eligible to serve a second term. Kris Bissmeyer, John Morris and Rick Tisch have each served two full one-year terms as Council Vice-Chair, but since TCDD Policies provide only that a member may not serve more than two consecutive one-year terms, they are eligible to be nominated again. Members of the Nominating Committee are not eligible to be nominated. The chart below lists Council members who are eligible to be nominated for the office of Council Vice-Chair.

Council Member Term Expires From

Hunter Adkins	2015	Lakeway (Austin)
Kris Bissmeyer	2011	San Antonio
Kimberly Blackmon	2015	Ft. Worth
Kristen Cox	2015	El Paso
Andrew Crim	2013	Ft. Worth
Marcia Dwyer	2011	Plano
Cindy Johnston	2013	Dallas
Diana Kern	2015	Cedar Creek
John Morris	2013	Leander
Deneesa Rasmussen	2015	Arlington
Rick Tisch	2015	Spring
Lora Taylor	2013	Houston
Susan Vardell	2013	Sherman

CONSUMER DELEGATE-AT-LARGE: Council Policies provide for a position as primary consumer delegate-at-large as a member of the Executive Committee. Policies do not limit the number of terms a member may serve as the consumer delegate-at-large on the Executive Committee. Cindy Johnston is currently serving in her third term as the primary consumer delegate-at-large on the Executive Committee, and is eligible to be nominated for another term. Diana Kern, Joe Rivas, and John Morris have each previously served one or more terms as the Consumer Member-At-Large.

Consumer Council members who are eligible to be nominated for the consumer delegate-at-large to the Executive Committee are:

Council Member	Term Expires	From
Hunter Adkins	2015	Lakeway (Austin)
Kimberly Blackmon	2015	Ft. Worth
Cindy Johnston	2013	Dallas
Diana Kern	2015	Cedar Creek
John Morris	2013	Leander

COUNCIL PROCEDURE #7: NOMINATING COMMITTEE ELECTION PROCEDURES

- Council Member Input.** The Nominating Committee shall solicit input from Council members prior to determining nominations for Council Vice-Chair and for Consumer Member-at-Large to the Executive Committee.
- Meetings.** Meetings of the Nominating Committee shall be restricted to members of the Committee only.
- Members Not Eligible.** Nominating Committee members are not eligible for nomination for Vice-Chair or Consumer Member-at-Large.
- Nominations from the Floor.** Nominations by Council members from the floor will follow presentation of each nomination by the Nominating Committee. Nominations from the floor do not require a second.
- Ballot.** If more than one individual is nominated for a position, the election shall be by secret ballot. The Nominating Committee Chair shall count the ballots and announce the outcome.
- Vacancy.** A vacancy in the office of either position may be filled by a majority vote of the members present at any scheduled meeting of the full Council. Nominations shall be made by the Chair of the Nominating Committee, with additional nominations accepted from the floor. Individuals elected in this manner shall serve until regular elections at the next winter Council meeting.

Background:

The TCDD Internal Audit Charter is included for annual review. TCDD Policies task the Audit Committee to review the charter annually, and to recommend revisions to the Council as appropriate. The Audit Committee has reviewed the charter at its meeting October 18th. No revisions are recommended by the Council's internal auditor or staff.

This item was deferred during the November Council meeting due to time constraints.

Council Meeting

Agenda Item 7.

Expected Action:

The Council will review, revise as appropriate, and approve the Internal Audit Charter for FY 2011.



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT CHARTER

Fiscal Year 2011

Prepared by:
Rupert & Associates, P.C.
Certified Public Accountants

INTERNAL AUDIT CHARTER
Texas Council for Developmental Disabilities

The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.¹

The internal audit charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The internal audit charter establishes the internal audit activity's position within the organization; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

DEFINITION OF INTERNAL AUDITING

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

CHIEF AUDIT EXECUTIVE

The Texas Council for Developmental Disabilities contracts for internal audit services to meet the requirements of the Texas Internal Audit Act. The Texas Internal Audit Act §2102.006 requires that the internal auditor be either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). The Institute of Internal Auditor's Professional Standards recommends that the Chief Audit Executive possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Audit Professional (CGAP) or Certified Information Systems Auditor (CISA). In keeping with these guidelines, TCDD's contracted internal auditor serves as the agency's Chief Audit Executive.

OBJECTIVES AND SCOPE OF WORK

Assurance Objectives

The objectives of assurance services are to provide formal, independent assurance to management and the Audit Committee that the organization's assets are safeguarded, that operating efficiency is enhanced, and that compliance is maintained with prescribed laws, and management and Board policies. The assurance services objectives also include independent assessment of the organization's risk awareness and management, reliability and integrity of the organization's data, and achievement of the organization's goals and objectives.

¹ Institute of Internal Auditors Practice Advisory 1000-1: Internal Audit Charter (1/1/09)

Consulting Objectives

The objectives of consulting services are to provide management with assessments and advice for improving processes that will advance the goals and objectives of the organization. No assurance is provided. The objectives of consulting services are to provide formal assessments and advice on the front-end of projects so that risks may be managed and internal controls may be designed at the beginning of a project. Typically, the objectives and the scope of the projects are agreed to by management.

Scope

The scope of work of the internal auditing activity is to determine whether the organization's framework of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Risk and control information is effectively communicated throughout the organization.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are monitored and achieved in line with the organization's mission.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.
- Internal controls are in place and are functioning effectively to accomplish business objectives.
- Information technology controls including systems security controls are in place and are functioning effectively.
- Specific operations, processes and programs are reviewed at the request of management or the Audit Committee.

During the performance of audit work, recommendations for improvement in risk management, control, and governance processes may be identified. This information will be communicated to the appropriate level of management and the Audit Committee.

AUTHORITY

The chief audit executive, or contract internal auditor, and staff of the internal auditing activity are authorized to:

- Have unrestricted access to all agency divisions, departments, personnel, activities, confidential and non-confidential data and records, information systems, physical property, and contractors relevant to the performance of engagements, subject to applicable state and federal laws.
- Have access to contractor records and files in line with contract terms and specifically the 'right to audit' section.
- Have full and free access to the chair of the Audit Committee, Audit Committee members, and the executive director.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish assurance and consulting objectives.
- Obtain the necessary assistance of agency personnel in units of the organization where audits are performed, as well as other specialized services from within or outside the organization.
- Obtain timely reports from management on actions proposed and taken pertaining to audit recommendations.

The chief audit executive and staff of the internal auditing activity are not authorized to:

- Perform any operational duties for the organization, its sub-grantees or contractors. Compliance duties are not considered operational duties.
- Initiate or approve accounting transactions external to the internal auditing activity.
- Direct the activities of any organization employee external to the internal auditing activity, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

INDEPENDENCE AND OBJECTIVITY

To provide for the independence of the internal audit activity, the internal auditor reports functionally to the Audit Committee and administratively to the executive director or his designee in a manner outlined in the section on Accountability.

RESPONSIBILITIES AND ACCOUNTABILILTY

Responsibilities

The chief audit executive and staff of the internal auditing activity have responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, considering any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval as well as provide periodic updates.
- Implement the approved audit plan including appropriate plan amendments and special tasks or projects requested by management and the Audit Committee.
- Assess the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Evaluate and assess significant new or changing functions, services, processes, operations, and internal controls concurrent with their development, implementation, and/or expansion.
- Issue periodic reports to the audit committee and management summarizing results of audit activities, including monitoring the implementation of previous audit recommendations.
- Keep management and the Audit Committee informed of emerging trends and successful practices in risk management, control, and governance.
- Assist in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of the system of internal controls.
- Report immediately any known incident of significant fraud to executive management, the Audit Committee, the Board, and the State Auditor's Office.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit Committee of the results.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- Maintain an effective quality assurance program to include training, internal reviews, and external reviews.
- Prepare an annual report and submit the report before November 1st of each year to the Governor's Office, the Legislative Budget Board, the Sunset Advisory Commission, the State Auditor's Office, the agency's governing board, and the agency's administrator. The form and content of the report will be determined by the State Auditor.

INTERNAL AUDIT CHARTER
Texas Council for Developmental Disabilities

Accountability

The chief audit executive, in the discharge of his/her duties, shall be accountable to the Audit Committee and the executive director to:

- Provide an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth in the current year's annual audit plan.
- Report significant issues related to the processes for controlling the activities of TCDD, its sub-grantees and contractors, including potential improvement to those processes, and provide information concerning such issues through resolution.
- Periodically provide information on the status and results of the annual audit plan and the sufficiency of internal audit resources.
- Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

STANDARDS OF AUDIT PRACTICE

The internal auditing activity will comply with the following standards:

- *Texas Government Code*, Chapter 2102 (Texas Internal Auditing Act)
- *International Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors, Inc.
- *Government Auditing Standards* of the United States Government Accountability Office.

SIGNATURE SECTION

The Internal Audit Charter for FY-2011 was adopted by the Texas Council for Developmental Disabilities on this date.

Jaye Stepp, Chief Audit Executive

Dated _____

Roger Webb, Executive Director

Mary Durham, Audit Committee Chair

Brenda Coleman-Beattie, Council Chair

Background:

The Audit Committee has reviewed the enclosed documents at the Committee meeting October 18th and approved submission on behalf of the Council to the State Auditor’s Office, Governor’s Office of Budget, Planning and Policy, Legislative Budget Board and Sunset Advisory Commission. These reports are required to be submitted by November 1st of each year. TCDD Policies allow the Audit Committee to approve submittal on behalf of the Council subject to review by the Council. Should the Council choose to make revisions; a revised report can be submitted.

The reports include:

- TCDD FY 2010 Annual Internal Audit Report
- TCDD Internal Audit Report #2010-1: TAC 202
- TCDD Internal Audit Plan for FY 2011

This item was deferred during the November Council meeting due to time constraints.

Council Meeting

Agenda Item 8.

Expected Action:

The Council will review, revise as appropriate, and approve the TCDD Audit Reports.



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ANNUAL INTERNAL AUDIT REPORT

Fiscal Year 2010

Presented to
TCDD Audit Committee
October 18, 2010

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010

Table of Contents

I.	Internal Audit Plan for Fiscal Year 2010.....	1
II.	External Quality Assurance Review	1
III.	List of Audits Completed.....	2
IV.	List of Consulting Engagements and Non-Audit Services Completed.....	3
V.	Organizational Chart.....	4
VI.	Report on Other Internal Audit Activities	5
VII.	Internal Audit Plan for Fiscal Year 2011	5
VIII.	External Audit Services	6
IX.	Reporting Suspected Fraud and Abuse	6
	Report Distribution Page.....	7

Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010

I. Internal Audit Plan for Fiscal Year 2010

The internal audit plan for TCDD for fiscal year 2010 was based on risks identified in the FY10 risk assessment update. The plan identified the following objectives as the main areas of focus for internal audit.

1. Information Technology: An assessment of compliance with TAC 202, Information Security Standards, which will also comply with the requirement for a periodic audit of TCDD's major systems and controls, including safeguarding of assets and data. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
2. Follow up on prior year audit recommendations.

II. External Quality Assurance Review (QAR)

An external quality assurance review was performed in April of 2009 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period July 2007 through June 2009. The contracted internal audit function at TCDD was found to fully comply with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102). Opportunities for improvement recommended by the reviewer include:

1. Consider updating the Audit Committee Charter
2. Plan future audit projects to include evaluation of organizational governance

Recommendations from the QAR have been implemented. The Audit Committee Charter was reviewed and updated in October of 2009 and will be reviewed annually and updated as needed. Future audit projects will include elements of organizational governance within other audit programs as appropriate.

III. List of Audits Completed

The table on the following page provides a list of audits completed during fiscal year 2010 with high-level objectives, summarized key audit observations and recommendations, including impact and implementation status of each.

Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010

III. List of Audits Completed Showing High-Level Objectives, Observations / Findings, Recommendations, and Status

Report #	Rpt Date	High-Level Audit Objective(s)	Rec #	Observations/Findings and Recommen	Current Status	Fiscal Impact / Other Impact
2010-01	8/6/2010	Information Security Standards (TAC 202)				
	Objective A	Determine what the roles and responsibilities of TCDD and TEA are related to TAC 202 compliance requirements.	2010-1	Develop a written Business Recovery Plan for TCDD that will interface with TEA efforts for systems and business recovery in the event of an incident.	In Process: TCDD has adopted Operating Procedure 01-11 Business Continuity Planning that establishes procedures for TCDD business continuity planning in order to ensure the quick and effective recovery of mission-essential business functions in the event of a disaster or major business interruption that impairs the operations of the TCDD. In addition, TCDD IT functions are included in the TEA Business Continuity Plan version 1.0 dated January 2010. TCDD will review this matter further with TEA to determine if additional information is needed by TEA to restore TCDD IT functions should that be necessary. TCDD has recently developed and adopted an Emergency Backup Succession Plan to address organizational stability and leadership continuity of the Executive Director and key management staff.	Compliance with TAC 202 information security standards for state agencies.
	Objective B	Determine if TCDD has adequate procedures in place to ensure that they meet their responsibilities as described in TEA's information security procedures.	2010-2	Agency policy calls for employees to sign an acknowledgement of appropriate usage policy at the time of hire. In addition to this initial acknowledgement, TCDD should encourage a reiteration of the risks of inappropriate technology usage.	Implemented: TEA currently offers security classes through their Office of Organizational Effectiveness. These classes are open to TCDD staff. TCDD staff receive emails regarding security class curriculum and schedules. TCDD staff is encouraged to sign up for these classes to raise security awareness and reinforce security usage. Appropriate use of technology is discussed periodically during TCDD staff meetings.	Raise awareness of information security risks among staff.
	Objective C	Determine if TEA provides appropriate monitoring and oversight of TCDD information security control processes to meet the IT security standards.	2010-3	TCDD should work with the TEA ISO to identify the level of security support to be provided by TEA and the activities for which TCDD is responsible. The interagency MOU should be revisited to clearly define the responsibilities for these procedures, including IT security oversight	Implemented: TCDD believes the responsibilities of TEA and of TCDD related to IT services and security are clear and appropriate within the current MOU. The MOU defines the Information technology support provided for TCDD by TEA, including support through the Department of Information Resources and the state Data Center Service.	Operational efficiencies and compliance with state requirements.

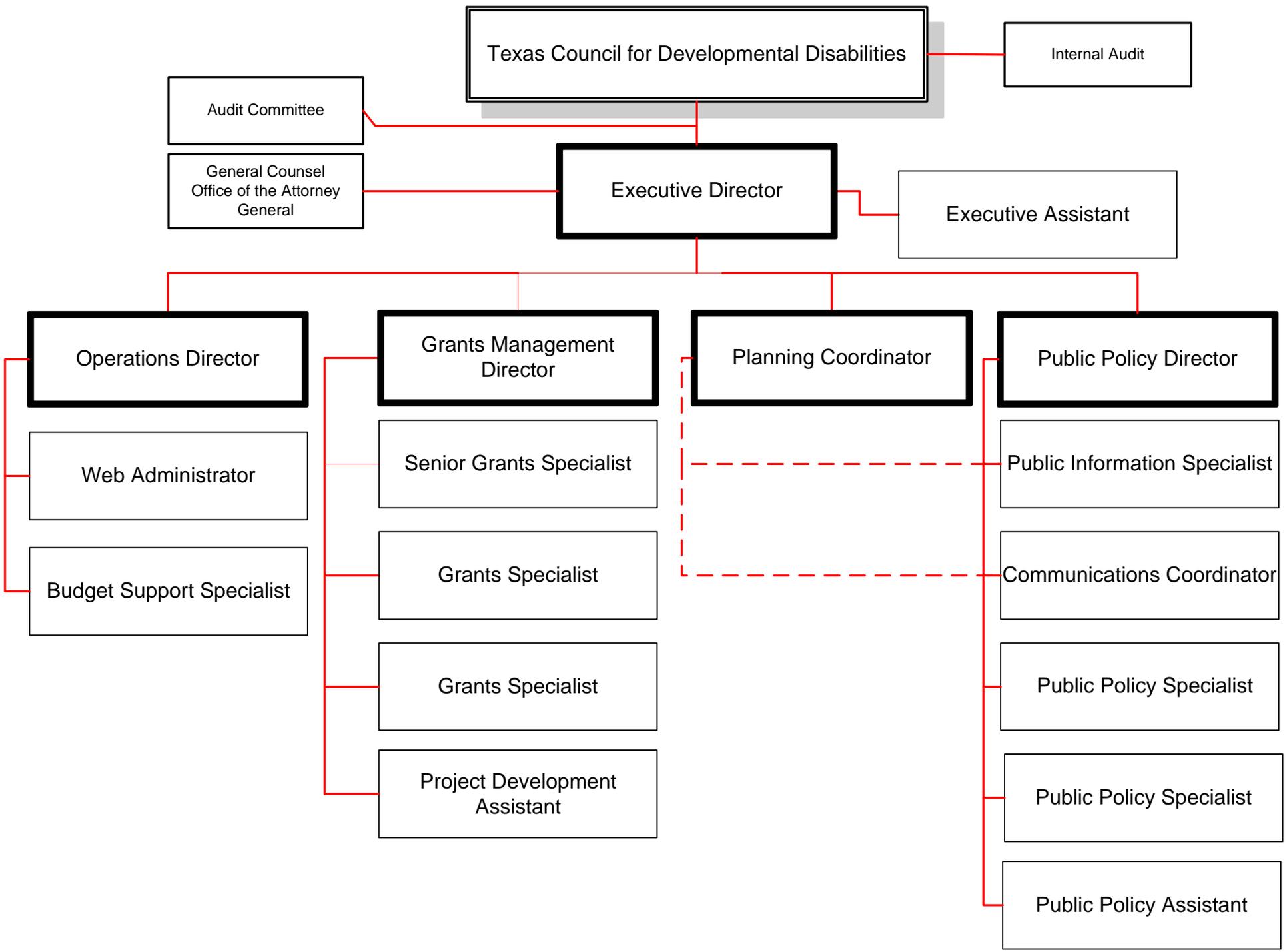
Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010

IV. List of Consulting Engagements and Non-audit Services Completed Showing High-Level Objectives, Observations/Results, Recommendations, and Status

There were no consulting engagements or non-audit services performed in FY10.

V. Organizational Chart

A current organizational chart is provided on the following page.



**Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010**

VI. Report on Other Internal Audit Activities

Activity	Impact
Annual Risk Assessment Update	Facilitated management in the review and update of their risk assessment, including fraud risk factors, and mitigating strategies.
Internal Audit Quality Assurance and Improvement Program (QAIP)	Professional standards checklists, working paper reviews and quality self-assessments are performed on all audits.
External Quality Assurance Reviews (QAR)	External Quality Assurance Reviews are performed on the internal audit function at TCDD in accordance with the Texas Internal Auditing Act.
State Agency Internal Audit Forum (SAIAF)	Participated in SAIAF to stay abreast of changes in standards and/or legislation that may impact internal audit's role in state agencies.
The Institute of Internal Auditors International Conference	Attend various internal audit training events, including the international conference in 2010, to stay abreast of changes in the professional standards.

VII. Internal Audit Plan for Fiscal Year 2011

Based on the updated risk assessment, the proposed internal audit focus for FY-2011 is:

3. Grantee Monitoring: Review and evaluate current grantee monitoring procedures and controls. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
4. Follow up on prior year audit recommendations.

Alternative audit areas are proposed in the event that circumstances prevent the implementation of the planned audit, or if additional resources are available for more audit work. An alternative audit areas proposed is IT security over social media sites.

Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010

VIII. External Audit Services

External audit services procured in fiscal year 2010 consisted of the internal audit function and independent CPA services for performing desk reviews on grantee audit reports.

IX. Reporting Suspected Fraud and Abuse

Actions taken to implement the requirements of Article IX, Section 17.05, and Article XII, Section 5(c), the General Appropriations Act (81st Legislature) and Texas Government Code, Section 321.022) include the placement of a link on the TCDD website to connect users directly to the State Auditor's Office website page for reporting suspected fraud, waste, or abuse.

TCDD Policies also provide guidance for anyone wanting to report suspected fraud or abuse. Grantees are provided guidance on reporting fraud in the TCDD Grants Manual.

**Texas Council for Developmental Disabilities (TCDD)
ANNUAL INTERNAL AUDIT REPORT – FY-2010**

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee

Mary Durham, Chair
John Morris, Vice-Chair
Andrew Crim, Member
Marcia Dwyer, Member
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director
Patrice LeBlanc, Grants Management Director

Oversight Agencies

Michael Sparks
Governor's Office of Budget, Planning, and Policy
internalaudits@governor.state.tx.us

Ed Osner
Legislative Budget Board
Ed.Osner@lbb.state.tx.us

Internal Audit Coordinator
State Auditor's Office
iacoordinator@sao.state.tx.us

Ken Levine
Sunset Advisory Commission
sunset@sunset.state.tx.us



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT REPORT #2010-1

Information Security Standards – TAC 202

Presented to
TCDD Audit Committee
October 18, 2010

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

Table of Contents

Internal Auditor’s Report..... 1

Executive Summary 2

Audit Results and Recommendations 3

 Internal Audit Objectives -

 Compliance 5

 Procedures..... 6

 Oversight & Monitoring 7

 Audit Recommendations..... 8

Follow Up on Prior Audit Recommendations10

Report Distribution Page..... 11

Acronyms and Abbreviations

- BCP Business Continuity Plan
- BCPG Business Continuity Planning Guidelines (DIR publication)
- BIA Business Impact Analysis
- CPA Comptroller of Public Accounts, Texas
- DIR Department of Information Resources, Texas
- DRP Disaster Recovery Plan
- DSA Designated State Agency
- IIA Institute of Internal Auditors, International
- ISAS Integrated Statewide Administrative System
- ISO Information Security Officer
- ITS Information Technology Security
- OP Operating Procedure
- SAO State Auditor’s Office, Texas
- TAC Texas Administrative Code
- TCDD Texas Council for Developmental Disabilities
- TEA Texas Education Agency
- TGC Texas Government Code



Internal Audit Report

August 6, 2010

Audit Committee and Board Members
The Texas Council for Developmental Disabilities

The following report provides the results and recommendations noted during the internal audit procedures conducted in fiscal year 2010. Included in this report are the purpose, scope, results, and recommendations of the audit, as well as management's responses to those recommendations.

The internal audit was conducted in accordance with the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of Internal Auditing*, the Government Accountability Office's (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act. We believe that our work fully supports our conclusions.

This report is distributed to and intended for the use of the Texas Council for Developmental Disabilities management and Governing Board, and the oversight agencies as identified in the Texas Internal Audit Act.

Rupert & Associates, P.C.

Certified Public Accountants
Austin, Texas

Executive Summary

Audit Purpose

The Texas Council for Developmental Disabilities' (TCDD) annual internal audit plan is risk-based, with specific audit areas and objectives determined after an annual risk assessment update is conducted by management and the internal auditor. The Internal Audit plan developed for TCDD for fiscal year 2010 consisted of the following objectives:

1. Information Technology: Assess TCDD's compliance with Title 1, Part 10, Chapter 20, Texas Administrative Code (TAC 202), Information Security Standards. This audit will also satisfy the requirement for a periodic audit of TCDD's major systems and controls, including safeguarding of assets and data. Additional audit activity may include to consult, advise, and monitor the development and refinement of the grantee reporting database, as needed.
2. Follow up on prior audit recommendations.

Key Observations

1. The Texas Education Agency (TEA), as the designated state agency for TCDD, is responsible for overall compliance with TAC 202. TEA has not had a TAC 202 audit specifically, but they have had multiple other audits that included various information security objectives. These previous audits have not identified any significant problems with TEA's information technology (IT) security. TEA provided written operating procedures that address DIR's requirements for IT security policies. These policies include specific steps that are the responsibility of TEA divisions.
2. TCDD has policies and procedures in place to ensure that they comply with TEA's operating procedures as they relate to information security. Some of the procedures were revised during the audit to adhere to agency division responsibilities according to TEA procedures.
3. TEA's oversight activities over TCDD's information security standards should be clarified. TCDD should coordinate with TEA to identify responsibilities of TEA and of TCDD to ensure that TCDD has adequate processes for the protection of their independent assets and activities.
4. All prior audit recommendations have been addressed by TCDD.

Significant Recommendations

- | | |
|--------|---|
| 2010-1 | Develop a Business Recovery Plan tailored to TCDD |
| 2010-2 | Promote internet security training among TCDD staff |
| 2010-3 | Work with TEA to ensure oversight of TCDD's IT security processes |

Audit Results and Recommendations

BACKGROUND & PURPOSE

Texas Administrative Code Chapter 202 (TAC 202), Subchapter B, defines information security standards for state agencies. The Code covers things such as security standards policies, management and staff responsibilities, managing security risks, business continuity planning, user security practices, and more.

The Memorandum of Understanding between TEA and TCDD calls for TEA to provide information technology support services that “includes desktop and laptop computers, printers, networking, server and infrastructure. E-mail accounts, network connection (including LAN equipment and data circuits), and related hardware and software. TEA support shall be provided in a manner that assures separate identity for TCDD computer functions including website (www.txdcc.state.tx.us) and email (e.g. Roger.Webb@tcdd.state.tx.us).”

TCDD relies on their designated state agency, TEA, to provide guidance and consultation necessary to comply with state requirements include TAC 202. TCDD in turn is responsible to coordinate with TEA as requested to ensure successful compliance with the Code. The purpose of this audit was to identify compliance requirements and determine where responsibilities fall between TCDD and TEA in order to evaluate if processes in place at TCDD are sufficient to ensure that responsibilities for security standards are met.

“Business continuity planning provides a quick and smooth restoration of operations after a disruptive event. Business continuity planning is a major component of risk management. Business continuity planning includes business impact analysis, business continuity plan (BCP) development, testing, awareness, training, and maintenance.

Traditionally, disaster recovery planning has focused on computer systems. Because mission-critical functions inevitably depend on technology and telecommunications networks, rapid recovery of these is of little value without also recovering business unit operations. Mainframe and minicomputer systems usually have reliable recovery plans.

Today, however, many critical applications have migrated to distributed, decentralized environments with less rigid controls. Recovering functional processes includes more than just information systems—consideration needs to be given to such items as 800 and long distance service, locations for employees to work, the salvage of building contents, and so forth.

As with an insurance policy, it is hoped that a business continuity plan is never needed for a real disaster. Keep in mind that a BCP not maintained can be worse than no plan at all. An agency’s ability to recover mission-critical processes, resume operations, and eventually return to a normal business environment can be considered a major asset. Thorough planning can reduce liability, disruption to normal operations, decision making during a disaster, and financial loss. And equally important to state government, it can provide continued goodwill and service to the state’s citizens.”¹

¹ Department of Information Resources – Business Continuity Planning Guide

CRITERIA

TAC 202 – Information Security Standards
DIR’s Business Continuity Planning Guide and Business Impact Analysis
TEA Operating Procedure 09-01 Business Continuity Planning
TEA Operating Procedures 10-01 through 10-13 (various IT Security OPs)
TCDD Operating Procedure 01-11 Business Continuity Plan
TCDD Operating Procedure 01-15 Adopt Various TEA OPs
Memorandum of Understanding - TCDD and TEA

SCOPE, METHODOLOGY, & OBJECTIVES

The scope of the audit included an evaluation of the information security processes to ensure safeguarding of assets and information in compliance with TAC 202 at TCDD and their designated state agency, TEA. The scope was limited to considering processes in place during fiscal year 2010.

The audit methodology included interviews, questionnaires, and discussions with various personnel at TEA and TCDD. Background information was obtained from review of the TAC 202 and the Department of Information Resources website. This information provided the basis for compliance criteria. Information was obtained from TEA through questionnaires and communications with the Information Security Officer, the ITS Planning and Special Projects Manager, the Director of Agency Infrastructure, and the Director of Internal Audit.

TEA Operating Procedures (OP) that relate to information security and TAC 202 were reviewed and responsibilities specific to TCDD were identified for testing compliance. TCDD’s operating procedures as they relate to information security were also reviewed and the Operations Director provided responses to questionnaires and audit inquiries.

The general audit objective was to assess information security controls and procedures in place to determine:

- A. What are the roles and responsibilities of TCDD and TEA as it relates to TAC 202 compliance?
- B. Does TCDD have adequate procedures in place to ensure that they meet their responsibilities as defined by TEA’s information security procedures?
- C. Does TEA provide adequate monitoring and oversight of TCDD information security control processes to meet the IT security standards?

AUDIT RESULTS BY OBJECTIVE

Audit Objective A: What are the roles and responsibilities of TCDD and TEA as it relates to TAC 202 compliance?

Results and Conclusions:

TAC 202 Subchapter B is the State of Texas' Security Standards Policy that applies to all state agencies.

TEA as the designated state agency (DSA) for TCDD is responsible for agency-level compliance with TAC 202. TEA has written procedures and other guidance to ensure TAC 202 compliance. Within these procedures is guidance to agency divisions and division directors on specific steps they need to take to ensure their information assets are adequately protected and agency-wide compliance with information security standards is accomplished. For IT security purposes, TEA considers TCDD to be a division of the agency, and is thus responsible for assisting TCDD to address the expected division-level activities as appropriate to ensure that the agency as a whole meets the information security objectives of the TAC 202.

In accordance with the interagency MOU, TEA provides IT support services that include desktop and laptop computers, printers, networking, server and infrastructures, e-mail accounts, network connection, and related hardware and software in addition to data security and recovery services. Even though TCDD is not truly a 'Division' of TEA, in order to support the overall objectives of TEA security measures, they should have their own security procedures that interface with and support the overall agency effort.

TEA OP 09-01 'Business Continuity Planning' establishes procedures for agency-wide business continuity planning 'in order to ensure the quick and effective recovery of mission-essential business functions in the event of a disaster or major business interruption'. This procedure applies to all agency divisions and employees. Each division is to develop, test, maintain, and be prepared to implement comprehensive business recovery plans for the purpose of restoring all mission-critical business functions to operational status as quickly and effectively as possible.

TEA OP 10-01 'Acquisition and Disposal of Information Technology Resources' requires division director's to plan, budget and purchase computer peripheral equipment requirements in advance and report on the Semi-Annual IT Procurement Planning Report. This procedure was adopted by TCDD in a prior year in their OP 01-15.

TEA OP 10-02 'Computer Room Security' addresses access controls to the TEA onsite computer room. This OP was recently adopted by TCDD in their revision of OP 01-15 to address physical access to their computers.

Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report FY-2010

TEA OP 10-10 'Information Systems Intrusion Detection Policy' provides direction on ways to protect against intrusion incidents. This policy calls for users to be trained to report anomalies in systems performance and signs of suspected intrusions to the ISO. Staff at TCDD have attended TEA training, including classes to recognize system incidents for reporting. This procedure was also recently adopted by TCDD in the revision of their OP 01-15.

Other TEA operating procedures in place to define agency controls to ensure the safety of information assets include:

TEA OP-10-03	Confidential Enterprise Information
TEA OP-10-04	Information Resources Access and Acceptable Use
TEA OP-10-08	Information Resources Security Controls
TEA OP-10-09	Mail and Instant Messaging Policy
TEA OP-10-11	Information Security Incident Response Policy

In addition to the operating procedures, TEA has a written business continuity plan (BCP) that provides more guidance on how divisions might address the information security standards. The TEA BCP goes into more depth and offers up for consideration items such as emergency fire boxes with supplies; emergency contact lists; a list of critical resources that should be retrieved if the facility becomes accessible; alternate facility operations facilities (logistics; space and equipment); etc. The TEA BCP, Section 2.2.9 on Business Recovery, suggests the following activities -

- Essential functions - what would be the first 3 to 5 things people would do in their department following a business disruption?
- Business Impact Analysis – identify all functions and assess their criticality. Types of criteria include customer service; internal operations; legal / statutory, and financial – prioritize from mission-critical to non-critical.
- TEA Division Directors are directly responsible for the continuity and recovery of the business functions their divisions perform and are expected to establish business continuity planning processes commensurate with their importance to the agency.
- Division Directors will develop a division business resumption plan that includes written procedures, documentation, and other information sufficient to ensure full recovery of the division's mission-essential files, records, and business function in the event of a disaster.

Audit Objective B: Does TCDD have adequate procedures in place to ensure that they meet their responsibilities as described in TEA's information security procedures?

Results and Conclusions:

TCDD has an OP 01-11 Business Continuity Planning to ensure the quick and effective recovery of mission-essential business functions in the event of a major business interruption. The procedure defines its purpose, scope, and objective, and identifies

Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report FY-2010

authoritative parties and their respective responsibilities. In April of this year, this operating procedure was reviewed by staff and directors' responsibilities were more clearly stated.

TCDD adopts various TEA procedures in OP 01-15, as discussed in the previous section. There are various other operating procedures adopted under this OP that do not relate to IT security; the IT related OPs that have been adopted include:

TEA OP-10-01	Acquisition and Disposal of Information Technology Resources
TEA OP-10-03	Confidential Enterprise Information
TEA OP-10-04	Information Resources Access and Acceptable Use
TEA OP-10-08	Information Resources Security Controls
TEA OP-10-09	Mail and Instant Messaging Policy
TEA OP-10-11	Information Security Incident Response Policy

In April of this year TCDD reviewed this operating procedure and adopted these additional TEA procedures.

TEA OP-10-02	Computer Room Security
TEA OP-10-10	Information Systems Intrusion Detection Policy

For purposes of IT security, TCDD, as a 'division' of TEA should be performing certain additional security activities described in TEA procedures. TCDD should consider adopting additional TEA procedures or strengthening existing procedures. The TEA OP 09-01 Business Continuity Planning, Section 5(f) discusses various division level responsibilities for continuity and recovery of the division's business functions. These elements should be reviewed and incorporated as appropriate to TCDD circumstances.

Disaster recover planning has traditionally focused on computer systems, but business recovery requires responsibilities significantly different from those of the information security function. The DIR Business Continuity Planning Guide provides guidelines for a business recovery plan that outlines the roles and responsibilities associated with these planning activities.

Audit Objective C: Does TEA provide adequate monitoring and oversight of TCDD information security control processes to meet the IT security standards?

Results and Conclusions:

Monitoring and oversight at TEA includes data security procedures provided to the divisions of the agency. The BCP defines certain monitoring steps over divisions – such as section 2.2.9.1 which calls for the Division of Agency Infrastructure to be responsible for maintenance and disposition of agency public records - all records and/or files in whatever medium created or stored by the agency. This includes:

Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report FY-2010

- identifying mission critical business functions and processes;
- identifying the individual with primary responsibility;
- a statement of systems dependency;
- a customer service impact rating;
- operation impact of the process; and
- developing a functional recovery plan for continuation of processes in the absence of automated systems.

TEA is also responsible for incident reporting, intrusion testing, and software audits. TEA has included TCDD incident reporting in their monthly statistics report to DIR, but they have not performed any software audits or intrusion testing. To be proactive, TCDD staff should be aware of how to recognize possible intrusions or incidents for reporting to TEA. Software audits at TCDD could be delegated internally with a report provided to TEA. This is an example of the type of activity that TCDD could delegate internally and provide a report to TEA. TEA offers a series of eight internet security classes. TCDD should encourage staff to attend as many classes as possible to raise the staff level of awareness on these security issues.

TEA's MOU provides for certain IT services to TCDD, but the extent of responsibility for IT security support is not mandated and should be addressed to ensure adequate IT security at TCDD. The interagency MOU should be revisited to clearly define the responsibilities for these procedures.

AUDIT RECOMMENDATIONS & MANAGEMENT RESPONSES

Recommendation 2010-1:

Develop a written Business Recovery Plan for TCDD that will interface with TEA efforts for systems and business recovery in the event of an incident. There are resources available through TEA and DIR to guide users on various elements to be considered in the development of a plan. The objective of the document is to ensure that necessary procedures to address the business recovery needs of the entity in the event of an incident have been identified, are thoroughly thought out, are comprehensive, and are appropriately documented and communicated to staff.

Management Response 2010-1:

TCDD has adopted Operating Procedure 01-11 Business Continuity Planning that establishes procedures for TCDD business continuity planning in order to ensure the quick and effective recovery of mission-essential business functions in the event of a disaster or major business interruption that impairs the operations of the TCDD.

In addition, TCDD IT functions are included in the TEA Business Continuity Plan version 1.0 dated January 2010. TCDD will review this matter further with TEA to

Texas Council for Developmental Disabilities (TCDD)
Internal Audit Report FY-2010

determine if additional information is needed by TEA to restore TCDD IT functions should that be necessary.

TCDD has recently developed and adopted an Emergency Backup Succession Plan to address organizational stability and leadership continuity of the Executive Director and key management staff.

Recommendation 2010-2:

Agency policy calls for employees to sign an acknowledgement of appropriate usage policy at the time of hire. In addition to this initial acknowledgement, TCDD should encourage a reiteration of the risks of inappropriate technology usage. TEA could be asked to provide their internet security class to all TCDD staff in a series of classes. The series would serve to raise awareness and reinforce appropriate usage policies.

Management Response 2010-2:

TEA currently offers security classes through their Office of Organizational Effectiveness. These classes are open to TCDD staff. TCDD staff receive emails regarding security class curriculum and schedules. TCDD staff is encouraged to sign up for these classes to raise security awareness and reinforce security usage. Several TCDD staff have taken advantage of security classes offered by TEA and have shared information with other TCDD staff. Appropriate use of technology is discussed periodically during TCDD staff meetings.

Recommendation 2010-3:

TCDD should work with the TEA ISO to identify the level of security support to be provided by TEA and the activities for which TCDD is responsible. The interagency MOU should be revisited to clearly define the responsibilities for these procedures, including IT security oversight.

Management Response 2010-3:

By TEA IT protocols, TCDD staff do not have “administrative rights” for TCDD computers. TEA is responsible for all software installation on TCDD computers and related software audits and intrusion testing and reporting. TCDD believes the responsibilities of TEA and of TCDD related to IT services and security are clear and appropriate within the current MOU. The MOU defines the information technology support provided for TCDD by TEA, including support through the Department of Information Resources and the state Data Center Service. It includes support to desktop and laptop computers, printers, networking, server and infrastructure, E-mail accounts, network connection (including LAN equipment and data circuits) and related hardware and software. In addition, TCDD works with the ISO to determine costs and services associated with DIR/DCS Server Infrastructure, E-mail accounts, and services provided by Northrop Grumman for desktops and laptops.

Follow Up on Prior Audit Recommendations

2009-1 Contract Management Audit

Recommendation 2009-1-1-1: TCDD procedures for contracts should be reviewed and updated on a regular basis. Procedures should include monitoring controls to ensure performance of procedures as written. A checklist for contractor files would help ensure completeness of files and compliance with procedures.

COMPLETED – Operating procedures were updated in August of 2009 to reflect changes recommended related to review and update of procedures and contract management responsibilities.

Recommendation 2009-1-2-1: The State's TPASS Contract Management Guide recommends keeping one complete master Contract Administration File for the life of each contract. The file will provide a basis for settling claims and disputes should they arise in administrative or court actions.

COMPLETED – One contract file per contract is being maintained by the Operations Director. Contract files will be kept in accordance with the TCDD records retention schedule. A file checklist, a performance evaluation, and a monitoring document tool were all developed per the suggested Appendix 11.

Recommendation 2009-1-2-2: For bid solicitations, the documentation supporting the vendor selection process should be consistent with the TEA Contract Manual's recommended documentation.

COMPLETED – Bid proposal documentation and supporting material will be kept in the contract file, if there is any.

Recommendation 2009-1-3-1: The compilation of vendor performance documentation maintained in the contract administration files, as discussed in a previous recommendation, would enable TPASS Vendor Performance Forms reporting for contracts that meet the threshold or performance criteria for reporting in the VPTS.

COMPLETED – TCDD will use the contract evaluation tool and will consult with TEA to determine when it is appropriate to report to the VPTS.

Recommendation 2009-1-4-1: TCDD procedures should be reviewed and updated on a regular basis, including a process for monitoring controls, direction to follow the TEA Contract Manual, and guidance regarding documentation and approvals.

COMPLETED – OP 01-08 has been updated to implement this recommendation.

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee

Mary Durham, Chair
John Morris, Vice-Chair
Andrew Crim, Member
Marcia Dwyer, Member
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director
Patrice LeBlanc, Grants Management Director

Oversight Agencies

Michael Sparks
Governor's Office of Budget, Planning, and Policy
internalaudits@governor.state.tx.us

Ed Osner
Legislative Budget Board
Ed.Osner@lbb.state.tx.us

Internal Audit Coordinator
State Auditor's Office
iacoordinator@sao.state.tx.us

Ken Levine
Sunset Advisory Commission
sunset@sunset.state.tx.us



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT PLAN

Fiscal Year 2011

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

Table of Contents

Letter to Council Members	1
Section 1: Risk Assessment.....	2
Section 2: Internal Audit Plan	4
Section 3: History of Internal Audits at TCDD.....	5
Exhibit 1: Risk Footprint	6
Distribution Page	7



RUPERT & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

September 21, 2010

Members of the Council,
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2011 Internal Audit Plan for your review and approval, in accordance with the Texas Internal Auditing Act.

Chapter 2102 of the Government Code requires that the internal audit plan be risk-based and include areas identified through a risk assessment process. This document presents the risk assessment results, the proposed audit plan, and a summary of the internal audits performed in prior years at TCDD.

The FY 2011 Internal Audit Plan that follows is submitted for your approval.

Respectfully,

Rupert & Associates, PC

Certified Public Accountants
Austin, Texas

Section 1: RISK ASSESSMENT

This section presents the update of the Texas Council for Developmental Disabilities (TCDD) Risk Assessment for FY 2011, and establishes the foundation for the Internal Audit Plan presented in the next section.

TCDD continues to refine Grants Administration procedures for monitoring grantee performance, and TCDD staff also continues to participate in the design and development of the DD Suite – an electronic grantee reporting database – in conjunction with DD Councils from other states.

The risk assessment update process was performed by TCDD management and facilitated by the internal auditor in September of 2010. Management continues to exhibit a commitment to improving operational efficiencies and performance, including their voluntary participation in and responsiveness to the internal audit function.

Purpose

The TCDD risk assessment provides management and board members with a prioritized list of risks associated with their activities. From these risks, a management strategy is developed. The risk assessment allows the Board to identify the risks being monitored by management and evaluate the effectiveness of controls and responses to those risks.

Concepts of Risk

Risk is defined as the level of exposure to uncertainties that an agency must comprehend and manage to effectively and efficiently achieve its objectives and execute its strategies. Risk is a measurement of the likelihood that an organization's goals and objectives will not be achieved. Controls are anything that improves the likelihood that goals and objectives will be achieved.

Methodology

The Texas Council for Developmental Disabilities' risk assessment process includes three parts: (1) identifying agency activities; (2) identifying and rating risks for each activity; and (3) identifying actions to mitigate risks. The risk assessment update contemplates additional risks to be added and also considers additional controls put in place. The risk assessment update is used to determine the highest risk areas for the current year's audit plan.

Risk Footprint

The attached risk assessment footprint reflects the prioritized risks as identified and ranked in the current year's risk assessment update. Each risk identified in the matrix is assigned two risk factors of High, Medium, or Low based on the impact the risk would have on the agency if it occurred and the probability of occurrence. By combining these measures the agency develops a priority ranking for each risk factor. The following key provides the level of risk management that will be employed by the agency for each potential risk factor ranking:

- HH, HM – Extensive Risk Management that includes monitoring by management and an internal audit.
- HL, MH – Considerable Risk Management that includes monitoring by management and a less in depth audit.
- MM, ML, LH – Manage and monitor the risk
- LM, LL – Monitor or accept the risk

Results

The results of the risk assessment shown in Exhibit 1 illustrate changes in the prioritization and organization of consolidated activities and risk factor priorities based on the current year's update. The highest-risk areas are marked in red and, as in the prior year, relate to activities in Grant Administration, Executive and Administrative functions, and the Public Policy and Information area.

Risks in the red area require oversight controls to ensure that the supervisory and operating controls are working. Oversight controls can include exception reports, status reports, analytical reviews, variance analysis, etc. These controls are performed by representatives of executive management, on information provided by supervisory management. Areas within this highest risk category should also be considered for inclusion in the internal audit plan.

Activities that fall within the yellow risk category require considerable risk management. Under this category of risk executive management or their designees should perform oversight controls to ensure that supervisory and monitoring controls are working. If internal audit provides services in this area, it is to ensure that oversight of the supervisory controls are appropriate and are being performed.

The last two categories of risk are marked in green and gray. Risks falling within the green areas rely on department managers to provide oversight by ensuring that supervisory controls and operating controls are working. Department managers should report to the Executive Director on the condition of these risks. Risks in the gray area are low risk areas that are managed by operating and supervisory controls and executive management accepts the residual risk in these areas.

Section 2: FY 2011 INTERNAL AUDIT PLAN

The Texas Internal Auditing Act requires certain audits to be performed on a periodic basis. Required audits include audits of the department's accounting systems and controls, administrative systems and controls, electronic data processing systems and controls, and other major systems and controls.

The *International Standards for the Professional Practice of Internal Auditing* requires the internal audit activity to evaluate the effectiveness and contribute to the improvement of risk management processes. The internal audit activity must evaluate risk exposures, including the potential for the occurrence of fraud and how it is managed. The auditor assists the organization in maintaining effective controls by evaluating the effectiveness and efficiency of the risk management process and by promoting continuous improvement. Specifically, the internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding the:

- Reliability and integrity of financial and operational information,
- Effectiveness and efficiency of operations,
- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts.

Internal auditors are required to ascertain the extent to which management has established adequate criteria to determine whether objectives and goals have been accomplished.

Based on the updated risk assessment, the proposed internal audit focus for FY-2011 is:

1. Grantee Monitoring: Review and evaluate current grantee monitoring procedures and controls. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
2. Follow up on prior year audit recommendations.

Alternative audit areas are proposed in the event that circumstances prevent the implementation of the planned audit, or if additional resources are available for more audit work. An alternative audit area proposed is IT security over social media sites.

**Section 3:
HISTORY OF
INTERNAL AUDITS AT TCDD**

2010	Information Security TAC 202
2009	Contract Administration and Management Quality Assurance Review
2008	Grantee Audit Desk Review Process Internal Controls over Financial Reporting to Council Grantee Records Management Process (database and hard copy files)
2007	Grantee Monitoring: Onsite Review Process Internal Administrative Operating Procedures Grantee Reporting Database Development (DD Suite)
2006	Control Environment Evaluation Grantee Expenditure Monitoring Public Policy Processes and Controls Administrative Policies and Procedures
2005	Grantee Risk Assessment Model Evaluation Master Grantee Records Maintenance Process Fraud Prevention and Reduction Policy Administrative & Project Development Procedures
2004	Follow-up on MATRS Review Findings Grantee Risk Assessment Model Development Electronic Grants Manual Review
2003	Grants Manual Compliance Review TRC Performance Audit Review
2002	Grants Administration

Report Distribution Page

Texas Council for Developmental Disabilities, Audit Committee

Mary Durham, Chair
John Morris, Vice-Chair
Andrew Crim, Member
Marcia Dwyer, Member
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director
Patrice LeBlanc, Grants Management Director

Oversight Agencies

Michael Sparks
Governor's Office of Budget, Planning, and Policy
internalaudits@governor.state.tx.us

Ed Osner
Legislative Budget Board
Ed.Osner@lbb.state.tx.us

Internal Audit Coordinator
State Auditor's Office
iacoordinator@sao.state.tx.us

Ken Levine
Sunset Advisory Commission
sunset@sunset.state.tx.us

Background:

The Executive Committee reviewed proposed revisions to the Stipends Request for Proposals (RFP) during the November Committee meeting and approved with language added to limit expenses for travel to state rates. The attached draft includes those revisions and is offered for consideration by the Council.

Council Meeting

Agenda Item 11.

Expected Action:

The Council will review the recommendations from the Executive Committee regarding revisions to the Stipends Grants Request for Proposals.

EVENT STIPENDS GRANTS

Request for Proposals

Note: In order to apply for Event Stipends grants, organizations must read and agree to the TCDD Assurances.

CONSUMER STIPENDS

The Texas Council for Developmental Disabilities has funds available for stipends grants. Funds for this grant are made available to the Texas Council for Developmental Disabilities by the Administration on Developmental Disabilities.

DD COUNCIL INTENT

Stipend funds are provided to Texas organizations to enable individuals with developmental disabilities and their family members to attend established in-state professional or informational conferences, workshops, or legislative advocacy skills training events. The intent of this RFP is to promote participant direction and involvement in activities that enhance independence, productivity and community inclusion of people with developmental disabilities. Stipends support is limited to Texas residents who are not eligible for conference, workshop, or training reimbursement from other organizations of which they are an employee or member.

Individuals are not eligible for these grants.

PROJECT COMPONENTS

Applications for funding must be received by TCDD at least 90 days in advance of the starting date of the meeting, conference, workshop, or legislative advocacy skills training event. The request must:

- demonstrate that the meeting, conference, workshop, or legislative advocacy skills training event has educational and/or advocacy objectives related to developmental disabilities issues;
- outline how the stipends will be used consistent with the mission, philosophical principles, goals, and/or objectives of the Council;
- provide assurance that funds will be used only to support the participation of persons who have disabilities that also meet the federal definition of a developmental disability (and their family members) and who have no other organizational or agency source of funding to attend the meeting, conference, workshop, or legislative advocacy skills training event;
- provide assurance that a priority will be given to individuals who have not previously received TCDD stipend support; and
- describe the potential recipients of the stipends.

LIMITATIONS

It is not the intent of the Council that these funds be used for weekend retreats, summer family camps or similar recreation activities.

- Applications will be considered only for in-state meetings, conferences, workshops, and legislative advocacy skills training events and will not be considered for organizational board meetings.

- Stipend funds are intended to enable additional Texas residents **that have not previously received TCDD stipend support** to attend a meeting, conference, workshop, or legislative advocacy skills training event that would occur without DD funds for stipends. Therefore priority will be given to support individuals who are attending an event with TCDD stipend support for the first time. Stipend funds are not intended to fund the meeting, conference, workshop, or legislative advocacy skills training event. DD funds are only available for up to 49% of the cost of the event.
- The organization applying for funding to provide stipends must be a sponsoring organization of the meeting, conference, workshop, or legislative advocacy skills training event.
- TCDD funds can only be used for direct costs relating to transportation, meals, lodging, registration, personal assistance services and respite for individuals with developmental disabilities (and their family members). Transportation and meals are allowable at state designated rates. Meals are only allowable for stipend recipients participating in events of such duration that limits one's access to meals and typically require out-of-town travel and/or an overnight stay. In allowing TCDD funds to be used to cover transportation and meals, it is the intent that participation by first time participants would increase.
- Match (cost sharing) expenses are those direct costs relating to lodging, registration, meals, transportation, and personal assistance services for recipients and respite for individuals with developmental disabilities attending the sponsored event.
- No more than one stipend grant will be awarded to any one organization annually during the period June 1 – May 31 with the following exceptions:
 - a. TCDD may consider more than one application annually for a stipends grant when the event is a national conference hosted by the state affiliate in Texas, and
 - b. TCDD will consider an additional application for a stipends grant annually from the same organization if the second request is related to a legislative advocacy skills training event.
- Documentation and receipts will be required for all expenditures.
- Verification of developmental disabilities will be required for all stipend recipients.

PRODUCTS

- Program report summarizing the results and benefits of the activity.

TERMS

- Organizations that receive funds will be responsible for complying with all rules and procedures of the Texas Council for Developmental Disabilities.
- Obligations must be liquidated within 30 days of the meeting, conference, workshop, or legislative advocacy skills training.
- A minimum of 10% matching funds as a share of direct costs are required.
- Funds are limited to one \$6,000 grant per organization, per year, for one in-state meeting, conference, or workshop. TCDD may consider an application for a second \$3,000 stipend grant during the same year for a legislative advocacy skills training event only; however, first priority will be given to requests from organizations who have not received stipends during that annual period.
- Exception for co-sponsored events:
If two or more organizations jointly sponsor a single event, each organization is eligible for a stipends grant award for that event if they have not received a stipends grant during that annual

period. No one organization may receive more than \$6,000 for a jointly sponsored event. If multiple applications are submitted for the same event by co-sponsoring organizations, funds are limited to not more than \$15,000 for *all* stipends grants awarded for that event. Co-sponsoring organizations that have received a stipends grant during the same year may apply for a \$3,000 stipends grant if, and only if, the event is a legislative advocacy skills training event. If one or more co-sponsoring organizations requesting stipends is only eligible for a \$3,000 stipends grant, funds are limited to not more than \$7,500 for *all* stipends awarded for the event.

- An applicant for funding to provide stipends must be a sponsoring organizations of the meeting, conference, workshop, or legislative advocacy skills training event and be incorporated to do business in Texas.

Application and Submission Process

- To obtain the required stipend information the TCDD Assurances must be read and the applicant agrees to certify compliance with stated requirements.
- If the applicant agrees with the requirements, highlight the "accept" box and proceed to download and complete the application.
- Two hard copies, one with the original signatures, should be submitted. Proposals may be delivered by hand or mailed to TCDD's physical office at 6201 East Oltorf, Suite 600, Austin, Texas, 78741-7509. Proposals should be directed to the attention of Barbara Booker. Faxed proposals cannot be accepted.
- TCDD also requests that applicants send an electronic copy at the same time the hard copies are submitted. Electronic copies should be addressed to Barbara.Booker@tcdd.state.tx.us.

EXCEPTIONS:

- TCDD reserves the right to waive limitations on this RFP on an individual or case-by-case basis based on the merits of the proposal submitted.

Revised November 2010.

Quarterly Council and Committee Meetings

Tentative Dates

August 3-5, 2011

November 2-4, 2011

February 8-10, 2012

May 2-4, 2012

Council Meeting

Agenda Item 17.

Expected Action:

Discussion only; no action is anticipated.

Background:

Updated documents of Council Member Information.

- Council Roster
- Committee Roster
- Member Terms

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

COMMITTEE ROSTER

May 2011

Public Policy Committee¹

Richard Tisch, Chair

Marcia Dwyer, Vice-Chair

Hunter Adkins

Michael Benz (Amy Sharp-Alternate), Texas A&M University Center

Kristine Bissmeyer

Sara Kendall, Department of Assistive and Rehabilitative Services (DARS)

Mateo Delgado

Frank Genco, Health & Human Services Commission (HHSC)

Mary Faithfull (Patty Anderson-Alternate), Advocacy, Inc.(AI)

Jeff Kaufmann, Department of Aging & Disability Services (DADS)

Cindy Johnston

Penny Seay (Sandy Graham-Alternate), UT-Austin Center for Disability Studies

Lora Taylor

Project Development Committee¹

Susan Vardell, Chair

Dana Perry, Vice-Chair

Kimberly Blackmon

Kathy Clayton (Margaret Christen-Alternate), Texas Education Agency (TEA)

Kristen Cox

Andrew Crim

Diana Kern

John Morris

Joe Rivas

Vacant (Kathy Griffis-Bailey-Alternate), Department of State Health Services (DSHS)

Deneesa Rasmussen

Audit Committee

Mary Durham, Chair

Andrew Crim

John Morris

Brenda Coleman-Beattie (non-voting ex officio)

Executive Committee

Brenda Coleman-Beattie, Chair

Mary Durham, Vice-Chair

Susan Vardell, Project Development Committee Chair

Richard Tisch, Public Policy Committee Chair

Cindy Johnston, Consumer Member-at-Large

¹ The Chair (Brenda Coleman-Beattie) and Vice Chair (Mary Durham) of the Council are voting, ex-officio members of the Public Policy and the Project Development Committees.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Ending Dates of Member Terms

Terms Expire February 1st

2011	2013	2015
Kris Bissmeyer Mary Durheim Marcia Dwyer Joe Rivas	Brenda Coleman-Beattie Andrew Crim Mateo Delgado Cindy Johnston John Morris Lora Taylor Susan Vardell	Rebecca Hunter Adkins Kimberly Blackmon Kristen Cox Diana Kern Dana Perry Deneesa Rasmussen Richard Tisch

Agency/Organization Representatives (Alternates)

Disability Rights Texas
Center for Disability Studies (UT)
Center on Disability and Development (A&M)
Texas Education Agency
Texas Health and Human Services Commission
Dept. of Aging and Disability Services
Dept. of Assistive and Rehabilitative Services
Dept. of State Health Services

Mary Faithfull (Patty Anderson)
Penny Seay (Sandy Graham)
Michael Benz (Amy Sharp)
Kathy Clayton (Margaret Christen)
Frank Genco
Jeff Kaufmann
Sara Kendall
Vacant, (Kathy Griffis-Bailey)

A list of commonly used acronyms related to disabilities and services is included for your reference.

Common Disability Related Acronyms

-A-

AAA	Area Agency on Aging
AARP	American Association of Retired Persons
ACF	Administration for Children and Families
ADA	Americans with Disabilities Act
ADAAG	Americans with Disability Act Accessibility Guidelines
ADD	Administration on Developmental Disabilities, Office of Human Development Services, U.S. Department of Health and Human Services
ADD	Attention Deficit Disorder
ADHD	Attention Deficit/Hyperactivity Disorder
ADL	Activities of Daily Living
AEP	Alternative Education Program
AI	Advocacy, Inc.
AAIDD	American Association on Intellectual and Developmental Disabilities
AAIDD-Texas	American Association on Intellectual and Developmental Disabilities – Texas Chapter
APS	Adult Protective Services (Division of DFPS)
APSE	Association for Persons in Supported Employment
ARD	Admission, review and dismissal
Arc-Texas	The Arc of Texas
AT	Assistive Technology
AUCD	Association of University Centers on Disabilities

-C-

CAP	Client Assistance Program (related to voc rehab, federally funded)
CBA	Community Based Alternatives (Medicaid waiver)
CCAD	Community Care for the Aged and Disabled
CDBG	Community Development Block Grant
CDC	Centers for Disease Control
CDD	Center for Disability and Development, TX A&M University
CDS	Texas Center for Disability Studies, UT-Austin
CDS	Consumer Directed Services
CHIP	Children's Health Insurance Program
CHODO	Community Housing Development Organization
CIL	Center for Independent Living
CLASS	Community Living Assistance and Support Services (Medicaid waiver)
CLOIP	Community Living Options Information Process
COG	Council of Government
COLA	Cost of Living Adjustment
CMHRMCS	Community Mental Health and Mental Retardation Centers
CMS	Centers for Medicare and Medicaid Services
CP	Cerebral Palsy
CPPP	Center for Public Policy Priorities
CPS	Child Protective Services (Division of DFPS)
CRCG	Community Resource Coordination Group
CSHCN	Children with Special Health Care Needs

CTD Coalition of Texans with Disabilities
CMPAS Consumer-Managed Personal Assistance Services
CW/CWP Consolidated Waiver/Program (Medicaid waiver)

-D-

DADS Texas Department of Aging and Disability Services
DARS Texas Department of Assistive and Rehabilitative Services
DBS Division for Blind Services (DARS)
DBMD Deaf Blind/Multiple Disability
DD Developmental Disabilities
DD Act Developmental Disabilities and Bill of Rights Act
DDS Disability Determination Services
D&E Diagnosis and Evaluation
DFPS Department of Family and Protective Services
DHHS Office for Deaf and Hard of Hearing Services (DARS)
DME Durable medical equipment
DOCC Delivery of Chronic Care
DPC Texas Disability Policy Consortium
DPC Disability Policy Collaboration (The Arc/US + UCP/US)
DRS Division for Rehabilitation Services (DARS)
DSA Designated State Agency
DSHS Texas Department of State Health Services

-E-

ECI Early Childhood Intervention
EEOC Equal Employment Opportunity Commission
EMS Emergency Medical Services
ESC Education Service Center
EPSDT Early Periodic Screening, Diagnosis and Treatment
ESY Extended School Year ("summer school"; formerly EYS)

-F-

F2F Family to Family Network, Houston
FAPE Free Appropriate Public Education
FAQs Frequently Asked Questions
FEMA Federal Management Emergency Agency
FERPA Family Educational Rights and Privacy Act
FFY Federal fiscal year (Begins Oct. 1)
FHA Fair Housing Act 1968
FHAA Federal Housing Act Amendments of 1988
FHEO Fair Housing and Equal Opportunity
FMAP Federal Medicaid Assistance Percentages
FPL Federal poverty level
FTE Full-time equivalent employee
FY Fiscal Year
FYI For your information

-G-

GCPD	Governor's Committee for People with Disabilities
GR	General Revenue
GOBPP	Governor's Office Budget, Planning & Policy Division

-H-

HAVA	Federal Help America Vote Act of 2002
HB	House Bill
HCS	Home and Community Services Waiver (Texas)
HCBS	Home and Community-Based services (Medicaid waiver program)
HCFA	Health Care Financing Administration (now called CMS)
HHS	Health and Human Services
HHSC	Texas Health and Human Services Commission
HICAP	Health Information Counseling and Advocacy Program
HIPAA	Health Insurance Portability and Accountability Act
HMO	Health Maintenance Organization
HOME	HOME Investment Partnerships Program
HOYO	Home of Your Own Project or Coalition
HRC	Human Resources Code (state)
HUB	Historically underutilized business
HUD	Housing and Urban Development (Federal)

-I-

IAC	Interagency Contract
ICF/MR (ICFs/MR)	Intermediate Care Facility for Persons with Mental Retardation
ICM	Integrated care management
ID/DD	Intellectual Disability / Developmental Disability
IDEA	Individuals with Disabilities Education Act
IDEIA	Individuals with Disabilities Education Improvement Act of 2004
IDT	Interdisciplinary Treatment Team
IEE	Integrated Eligibility and Enrollment
IEP	Individual Education Program
IHFS	In-Home and Family Support
ILC	Independent Living Center
ILRU	Independent Living Research Utilization Project at Texas Institute for Rehabilitation and Research, Houston
ITP	Individual Transition Plan
I&R	Information and Referral
ISD	Independent School District

-J-

JJAEP	Juvenile Justice Alternative Education Programs
JTA	Just Transportation Alliances
JTPA	Job Training Partnership Act

-L-

LAN	Local Advocacy Network
LAR	Legislative Appropriations Request
LBB	Legislative Budget Board
LDAA	Locally Determined Alternate Assessments
L-HHS-ED	U.S. Congress, House of Representatives Committee on Labor, Health and Human Services and Education
LMHA	Local Mental Health Authority
LMRA	Local Mental Retardation Authorities
LOC	Level of care
LON	Level of need
LTC	Long-term care
LTCR	Long Term Care Regulatory
LTSS	Long Term Services and Supports
LRE	Least restrictive environment
LVN	Licensed Vocational Nurse
LWDB	Local Workforce Development Board (under Texas Workforce Commission)

-M-

MCAC	Medical Care Advisory Committee
MDCP	Medically Dependent Children Program (Medicaid waiver)
Medicare:	
Part A:	Coverage for hospital and in-patient services
Part B:	Coverage for doctor visits, outpatient services, durable medical equipment
Part C:	Medicare services available through private plans (HMO, PPO, etc.)
Part D:	Coverage for prescription drugs (also called Medicare Rx)
Medicare Rx	Medicare Part D Prescription Drug Program
MH	Mental Health
MHA	Mental Health Authority
MMA	Medicare Modernization Act (Medicare Prescription Drug Improvement and Modernization Act of 2003)
MR	Mental Retardation
MR/RC	Mental Retardation or a Related Condition
MRA	Mental Retardation Authority
MRLA	Mental Retardation Local Authority
MOU	Memorandum of Understanding
MSA	Metropolitan Statistical Areas

-N-

NACDD	National Association of Council on Developmental Disabilities
NAMI	National Alliance on Mental Illness
NAMI Texas	National Alliance on Mental Illness of Texas
NASDDDS	National Association of State Directors of Developmental Disabilities Services, Inc.
NASDSE	National Association of State Directors of Special Education
NCLB	No Child Left Behind Act
NDRN	National Disability Rights Network (national organization of state P&As)

NF Nursing facility
NOFA Notice of Funding Availability
NPRM Notice of Proposed Rulemaking

-O-

OAA Older Americans Act
OAG Office of the Attorney General
OCD Obsessive Compulsive Disorder
OCR Office of Civil Rights
ODEP Office of Disability Employment Policy in U.S. Department of Labor (DOL)
OSEP Office of Special Education Programs (in OSERS)
OSERS Office of Special Education and Rehabilitative Services (U.S. Dept. of Education)
OT Occupational therapy

-P-

P2P Texas Parent to Parent organization
P&As Protection and Advocacy agencies (Advocacy, Inc.)
PAC Project Advisory Committee
PACE Program of All-inclusive Care for the Elderly (DADS)
PACER Parent Advocacy Coalition for Educational Rights
PART Parent Association for the Retarded of Texas
PAS Personal Assistance Services
PASARR Preadmission Screening and Resident Reviews
PASS Plan for Achieving Self-Support (an SSI work incentive provision)
PBS Positive behavioral support
PCCM Primary care case management
PCP Primary care physician or Primary care provider
PDD Pervasive Developmental Disorder
PDL Preferred Drug List
PDP Person-Directed Planning
PEIMS Public Education Information Management System (computer-based)
PHA Public Housing Authority
PHC Primary Health Care Program (also Primary Home Care)
PIAC Promoting Independence Advisory Committee
PIP Partners in Policymaking
P.L. Public Law
PNS Projects of National Significance
PPAT Private Provider Association of Texas
PPCD Preschool Program for Children with Disabilities
PPO Preferred provider organization
PT Physical therapy

-Q-

Q&A Questions and Answers
QMB Qualified Medicare Beneficiary
QMRP Qualified Mental Retardation Professional

-R-

RAR	Request for Advance or Reimbursement (for TCDD grantees)
RFI	Request for Ideas
RFP	Request for Proposals
RN	Registered Nurse

-S-

SABE	Self Advocates Becoming Empowered
SB	Senate Bill
SBOE	State Board of Education
SCR	Senate Concurrent Resolution
SDA	Service delivery area
SFY	State fiscal year
SGA	Substantial gainful activity
SHIP	State Health Insurance Program
SILC	Texas State Independent Living Council
SNF	Skilled Nursing Facility
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
STAR	State of Texas Access Reform (Texas Medicaid managed care program)
STAR+PLUS	(Texas Medicaid managed care program designed to provide health care, acute and long-term services and support through a managed care system)

-T-

TA	Technical Assistance
TAAS	Texas Assessment of Academic Skills achievement test
TAC	Texas Administrative Code
TAKS	Texas Assessment of Knowledge and Skills
TANF	Temporary Assistance for Needy Families
TASB	Texas Association of School Boards
TBI	Traumatic brain injury
TBIAC	Texas Traumatic Brain Injury Advisory Council
TBPC	Texas Building and Procurement Commission
TCASE	Texas Council of Administrators of Special Education
TCCMHMRC	Texas Council of Community MHMR Centers
TCDD	Texas Council for Developmental Disabilities
TCDS	Texas Center for Disability Studies
TCIP	Texas Community Integration Project (TCDD grantee)
TCOMI	Texas Council on Offenders with Mental Impairments (former name for TCOOMMI)
TCOOMMI	Texas Correctional Office on Offenders with Medical or Mental Impairments
TDD	Telecommunication device for persons with hearing impairments
TDHCA	Texas Department of Housing and Community Affairs
TDI	Texas Department of Insurance
TEA	Texas Education Agency

TEC	Texas Education Code
TEFRA	Tax Equity and Fiscal Responsibility Act of 1982 (allows states to extend Medicaid coverage to certain children with disabilities)
TEKS	Texas Essential Knowledge and Skills
THSteps	Texas Health Steps (known nationally as the EPSDT Program)
TIES	Texas Integrated Eligibility System (Original name for TIERS)
TIERS	Texas Integrated Eligibility Redesign System
TIRN	Texas Information and Referral Network
TIRR/ILRU	The Institute for Rehabilitation and Research/Independent Living Research Utilization (Houston)
Title XIX	Medicaid Program (federal)
Title XX	Social Services Block Grant Program (federal)
TSTA	Texas State Teachers Association
TTAP	Texas Technology Access Project
TTY	Teletypewriters
TWC	Texas Workforce Commission
TWIC	Texas Workforce Investment Council (formerly Texas Council on Workforce and Economic Competitiveness)
TxHmL	Texas Home Living Medicaid waiver program
TxDOT	Texas Department of Transportation
TxP2P	Texas Parent to Parent organization

-U-

UCEDD	University Center for Excellence in Developmental Disabilities
--------------	--

-V-

VAC	Vocational Adjustment Coordinator
VR	Vocational Rehabilitation
VSATX	VSA arts of Texas

-W-

WIA	Workforce Investment Act of 1998
WIIA	Work Incentives Improvement Act of 1999
WIC	Women, Infants, and Children program

-Y-

YLF	Youth Leadership Forum
------------	------------------------