

**Texas Council for Developmental Disabilities  
Quarterly Meeting  
Sheraton Austin at the Capitol  
701 East 11<sup>th</sup> St.  
Austin, TX 78701**

***Meeting Schedule***

**Wednesday, November 2, 2011**

**3:30 PM – 6:30 PM**

**Executive Committee Meeting**

**Room: Creekside 1**

*Dinner provided for Council Members and staff*

**Thursday, November 3, 2011**

**9:30 AM – 1:30 PM**

**Committee of the Whole**

**Room: Capitol E**

*Lunch provided for Council Members and staff*

**2:00 PM – 5:00 PM**

**Project Development Committee Meeting**

**Room: Capitol H**

**Public Policy Committee Meeting**

**Room: Capitol F**

**Friday, November 4, 2011**

**8:30 AM – 12:00 Noon**

**Council Meeting**

**Room: Capitol E**



# Texas Council for Developmental Disabilities

## Executive Committee Meeting - Agenda

Sheraton Austin at the Capitol

Room: Creekside 1

Wednesday, November 2, 2011 3:30 – 6:30 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of August 3, 2011 Minutes** Tab 1 
4. **Chair's Report**
  - A. Appointments Update
  - B. National Conferences
  - C. Future Meetings
5. **Executive Director's Report** Tab 2
  - A. Staffing Update
  - B. State and Federal Affairs Update
  - C. Options for Public Input to the Council Tab 13 
  - D. Project Sustainability Training Update
  - E. Other Updates
6. **Grants Activities Reports** Tab 3
  - A. Independent Audit Status Report
  - B. Grants Monitoring Exceptions Report
7. **Appeal of Funding Decision – Parents Anonymous** Tab 4 
8. **Continuation Grant Awards** Tab 5
  - A. Texas Parent to Parent – *Public Policy Collaboration* 
9. **Consideration of New Grant Awards** Tab 6
  - A. Health and Fitness for People with Developmental Disabilities 
  - B. Enabling Technology: Collaborating for the Future 
  - C. Leadership Development and Advocacy Skills Training Projects 
  - D. Inclusive Faith-Based Communities Symposium 
10. **TCDD Quarterly Financial Report** Tab 7
11. **Conflict of Interest Disclosures**
12. **Other Updates**

Adjourn



# Texas Council for Developmental Disabilities

## Committee of the Whole Meeting - Agenda

Sheraton Austin at the Capitol

Room: Capitol E

Thursday, November 3, 2011 9:30 AM – 1:30 PM



Action Item

### Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Chair's Remarks**
  - A. Committee Chairs
  - B. Other Updates
  - C. Key Agenda Items
  - D. Conference Report
4. **Presentations – Cultural Competence**
  - A. *The Importance of Cultural Competence* – King Davis
  - B. Outreach and Development Project – Apalachicola Creek Indians
  - C. Outreach and Development Project – Arc of Greater Houston:  
Partners in Special Education /Spanish Speaking

*Lunch Buffet*
5. **Next Steps for TCDD re: Cultural Competence**

**Adjourn**



# Texas Council for Developmental Disabilities

## Project Development Committee Meeting - Agenda

Sheraton Austin at the Capitol

Room: Capitol H

Thursday, November 3, 2011 2:00 PM – 5:00 PM



Action Item

### Call to Order

1. **Introductions**
2. **Public Comments**
3. **Chair's Remarks**
4. **Committee Representative to the Nominating Committee** Tab 8 
5. **Grants and Projects Report** Tab 9
  - A. Staff Report
  - B. Projected Available Funds
6. **Member Updates**
7. **State Plan Implementation & Future Funding Activities** Tab 10 
  - A. Next Steps – Outreach & Development Activities
  - B. Transportation Projects
  - C. Measures for Education Projects and Activities
  - D. Project Search Executive Summary
  - E. Gulf Coast African American Family Support Conference Executive Summary Tab 11 
8. **Future Project Funding Priorities** Tab 12 
9. **Public Input to the Council** Tab 13 
10. **Other Discussion Items**

Adjourn



# Texas Council for Developmental Disabilities

## Public Policy Committee Meeting - Agenda

Sheraton Austin at the Capitol

Room: Capitol F

Thursday, November 3, 2011 2:00 PM – 5:00 PM



Action Item

### Call to Order

1. Introductions of Committee Members, Staff and Visitors
2. Public Comments
3. Chairs Remarks
4. Member Updates
5. Committee Representative to Nominating Committee Tab 8 
6. Public Policy Issues Tab 14
  - A. State Policy Issues
  - B. Update on State Supported Living Center Monitoring Activities
  - C. Federal Policy Issues
7. Public Information Report Tab 15
8. Strategies to Improve Early Childhood Services Tab 16 
9. TCDD 2012 Biennial Disability Report Update Tab 17
10. State Plan Implementation & Future Funding Activities Tab 10 
11. Public Input to the Council Tab 13 
12. Other Discussion Items

Adjourn



# Texas Council for Developmental Disabilities

## Council Meeting - Agenda

Sheraton Austin at the Capitol

Room: Capitol E

Friday, November 4, 2011 9:00 AM – 12:00 Noon



Action Item

### Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
  - A. Consideration of Minutes Tab 18 
  - B. Excused Absences of Council Members  
4. **Chair's Report**
5. **Executive Director's Report**
6. **Council Representative to Nominating Committee** Tab 8 
7. **Annual Review of TCDD Internal Audit Charter** Tab 19 
8. **Review of TCDD Internal Audit Reports** Tab 20 
9. **State Plan Implementation & Future Funding Activities** Tab 10 
  - A. Transportation Projects  
  - B. Project Search Project  
  - C. Gulf Coast African American Family Support Conference Project Tab 11 
  - D. Other Recommended Projects  
10. **Future Funding Priorities** Tab 12 
11. **Public Input to the Council** Tab 13 
12. **Strategies to Improve Early Childhood Services** Tab 16 
13. **Public Policy Committee Report**
  - A. Public Policy Issues Tab 14
  - B. Public Information Report Tab 15
  - C. TCDD 2012 Biennial Report Update Tab 17
  - D. Other Discussion Items
14. **Project Development Committee Report**
  - A. Grants and Projects Report Tab 9
  - B. Other Report Items
15. **Executive Committee Report**
  - A. Grant Activities Report Tab 3
  - B. Consideration of Appeal Tab 4
  - C. Grants Approved Tab 5-6
  - D. TCDD Quarterly Financial Report Tab 7
  - E. Conflict of Interest Disclosures
16. **Audit Committee Report**
17. **Announcements and Updates** Tab 21

Adjourn

<b>Executive Committee Meeting Minutes</b>	<b>Tab 1</b>
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**Background:**

Minutes of the August 3, 2011, Executive Committee meeting are included for your review.

<b><u>Executive Committee</u></b>	<b><u>Expected Action:</u></b>
<b><u>Agenda Item 3.</u></b>	The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
AUGUST 3, 2011**

**COMMITTEE MEMBERS PRESENT**

Brenda Coleman Beattie, Council Chair	Hunter Adkins John Morris	Richard Tisch Susan Vardell
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**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director Martha Cantu	Joanna Cordry Cynthia Ellison	Wendy Jones Koren Vogel
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**GUESTS PRESENT**

Thelma Scott	Carole Zoom	Travis Wilson, attendant
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**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on August 3, 2011 in the Goldenrod Room at the Hilton Austin Airport, 9515 Hotel Drive, Austin, TX 78719. Council Chair Brenda Coleman-Beattie called the meeting to order at 3:40 PM.

**1. INTRODUCTIONS**

Committee members and staff were introduced.

**2. PUBLIC COMMENTS**

The Committee received public comments from Thelma Scott of the Barbara Jordan Endeavors Corporation. Ms. Scott expressed appreciation for the \$10,000 grant for an Outreach and Development project. Scott also indicated that her organization partnered with another organization to jointly develop a proposal to another TCDD Request for Proposals (RFP). However, the other organization decided to submit an application alone. Coleman-Beattie thanked Ms. Scott for making the Council aware of the situation and suggested the Project Development Committee discuss this matter at a future Committee meeting.

**3. APPROVAL OF MINUTES**

The Committee reviewed the minutes from the May 4, 2011, Committee meeting. .

**MOTION:** To approve May 4, 2011, Executive Committee meeting minutes as presented.

**MADE BY:** John Morris

**SECOND:** Rick Tisch

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Coleman-Beattie indicated that seven members have indicated they are not attending these meetings: Kimberly Blackmon, Andy Crim, Mary Durham, Marcia Dwyer, Deneesa Rasmussen, Lora Taylor, Penny Seay, UT Center for Disability Studies. She also noted that the TEA representative, Kathy Clayton, and alternate, Margaret Christen, have both separated from TEA. Another TEA staff member will attend these meetings. Council Member Deneesa Rasmussen submitted her resignation due to challenges in scheduling. New appointments or reappointments are expected in September.

After reviewing anticipated discussion items for these meetings, Coleman-Beattie decided to conduct all business as a full body meeting as the Council or as a Committee of the Whole. The Project Development Committee and Public Policy Committee will not meet this quarter. Coleman-Beattie asked for feedback about this format following the meetings.

Council Vice-Chair John Morris was recently elected to the Board of the National Association of Councils on Developmental Disabilities (NACDD). John has actively participated on different NACDD workgroups including substantive involvement in planning for NACDD annual conferences as well as the recent Technical Assistance Institute.

Coleman-Beattie discussed national conferences that members may want to consider attending including the 2011 Southwest Conference on Disability in Albuquerque, NM in October; the NACDD Fall Conference in Washington, DC in November; and the Alliance for Full Participation 2011 Summit in Washington, DC in November.

Coleman-Beattie indicated that Public Policy Committee Chair Rick Tisch has asked to step aside as Chair of that Committee. Susan Vardell indicates she is interested in continuing as Chair of the Project Development Committee. Coleman-Beattie has discussed the Public Policy Committee chair position with other Council members but most have declined due to time constraints. Tisch will continue to serve as the Public Policy Committee Chair through the November 2011 meeting.

## **5. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Roger Webb indicated that Web Administrator Rosalinda Lopez and Grants Management Director Patrice LeBlanc both retired from state service during the past quarter. Public Policy Director Angela Lello left TCDD in July after accepting a Joseph Kennedy Fellowship for the next year in Washington, D.C. Public Policy Specialist Cassie Laws-Fisher expects to return from maternity leave around November 1<sup>st</sup>. Webb also indicated that Communications Coordinator Melissa Loe now directly supervises public information and communications activities, including supervision of website maintenance managed by part-time contract employee Annette Berksan. Senior Grants Management Specialist Sonya Hosey is serving as interim Grants Management Director. Webb hopes to begin the recruitment and selection process for the director positions in late August or early September.

Hosey is currently attending the first Gulf Coast African American Family Support Conference in Houston hosted by TCDD grantee Parents Anonymous. In addition, Hosey has also been asked to serve as Conference Planning Chair for the Central Texas African American Family Support Conference. Public Policy Specialist Belinda Carlton and Public Policy Assistant Melissa Rosser will help staff a booth sponsored by DD Councils at the National Conference on State Legislators in San Antonio in mid-August. Various DD Councils, including TCDD, provided materials for the booth.

Webb provided a summary of bills with administrative impact and noted that very few have any notable impact on TCDD administrative functions other than the change in sunset review schedules. The Sunset Review process for TCDD and other state health and human services agencies was postponed until 2015 with agency self-evaluations likely beginning in summer 2013. Employee salaries and benefits were not changed.

TCDD federal funds for FY 2011 will be 0.02% less than funding for FY 2010, a reduction of \$10,213. Funding for FY 2012 funding has not yet been determined by Congress.

The Committee discussed options to hold November 2011 meetings outside of Austin. Chair Coleman-Beattie asked staff to research options for a location with a more relaxed environment

for those meetings to provide an opportunity for members to become better acquainted with each other while still conducting the Council's business. Information about Lakeway Resort on Lake Travis and Embassy Suites in San Marcos was reviewed. The Committee agreed to discuss this further with the Council.

Following discussion during the May Council meeting, options have also been explored to hold the May 2012 meeting in El Paso, Houston, or Dallas – Ft. Worth. Free meeting space offered in El Paso by Mateo Delgado is not available for at least another year due to property renovations. Information concerning sites in the other locations was reviewed. Meeting in other locations offers an opportunity for the public to provide input to the Council and Committees. Members also discussed ways to arrange opportunities for input from around the state in other formats such as town hall meetings with video feeds that would allow Council Members in those areas to attend. Coleman-Beattie added that input for the Biennial Disability Report could be obtained through regional meetings and would like this option to be explored once a Public Policy Director has been hired. Webb noted that the Committee will later discuss the proposal for TCDD support of public input at Council meetings but that this discussion of town hall meetings, video technology, etc., provides other ideas of ways to obtain input from the public. Further discussion will take place with the entire Council.

Webb discussed an opportunity to apply for funds from the Administration on Developmental Disabilities (ADD) for Projects of National Significance to improve employment outcomes for youth and young adults with developmental disabilities. Webb convened a consortium of representatives from DARS, DADS, TEA, HHSC, and other organizations to discuss this RFP. After several meetings, a decision was made to not submit an application due to limited agency staffing resources at this time. The group however agreed to continue discussions around "Employment First" strategies and best practices and to discuss policy issues.

## 6. GRANTS ACTIVITIES REPORTS

Webb and Grants Management Specialist Cynthia Ellison reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report and noted that no concerns were found by staff.

## 7. CONTINUATION GRANT AWARDS

Grants Specialist Wendy Jones reviewed the executive summary for the Arc of Texas Microboard Collaboration project. She reminded members of this project's request last year to increase funding by \$9,200 and the Committee's decision to allow that increase provided that funds in following years were decreased by a similar amount. For year 4, Arc proposes a reduction of \$4,628 for a total request of \$69,893. (Attachment 1)

**MOTION:** To approve continuation grant funding for the Arc of Texas Microboard Collaboration project for up to \$69,893 for year 4 of 5.

**MADE BY:** Rick Tisch

**SECOND:** Brenda Coleman-Beattie

The motion **passed** without opposition. Susan Vardell abstained from the vote, noting that a Microboard has been established to assist with the care of her son Michael.

Webb reviewed the request for continuation funding from Parents Anonymous for the Gulf Coast African American Family Support Conference. (Attachment 2) Senior Grants Specialist Sonya Hosey is assigned to this project and is currently attending the first conference in Houston. Grants Specialist Ellison manages another Parents Anonymous project and was available to

provide additional information about the grantee. Webb indicated that TCDD staff do not recommend approving continuation funding to Parents Anonymous for this project. Various concerns have led to a significant investment of TCDD grant staff time to monitor project activities, ensure activities are completed by approved deadlines, and provide guidance concerning activities expected in the approved workplan including missed opportunities to leverage additional financial support for the current event. Staff feel that TCDD resources could be used more effectively in a different manner to continue providing support for the Gulf Coast conference. Ms. Hosey has been involved in a collaborative effort with various groups in the Houston that are the driving force behind the first conference. The grantee, Parents Anonymous, is located in California and has not established a substantive presence in the Houston area as suggested by their initial application. Staff expect the conference to still be a success and believe the collaborating organizations are committed to continuing the conference in future years. Coleman-Beattie asked the Committee to first consider continued funding to Parents Anonymous for this project, and to then consider how to continue TCDD support for the Gulf Coast conference. She first addressed the continuation request from Parents Anonymous and again noted that the selection of this grantee was based in part on their commitment to have local staff involved in the conference planning.

**MOTION:** To not approve funding to Parents Anonymous for years 2 and 3 of the Gulf Coast African American Family Support Conference.

**MADE BY:** Brenda Coleman-Beattie

**SECOND:** John Morris

The motion **passed** unanimously. Coleman-Beattie noted that she does not have a conflict of interest as a board member for Travis County Integral Care regarding her support of this action.

Webb indicated that TCDD staff will develop a proposal for consideration in November to continue DD funding support for the gulf coast conferences in a different manner. Coleman-Beattie asked that any proposal be in accordance with TCDD policies regarding soliciting proposals for grants. Others agreed that a solicitation is important so that TCDD avoids any appearance of sole-source funding. Committee members expressed support for the intent of the project providing that TCDD policies are followed with any efforts to continue the project.

## 8. **CONSIDERATION OF NEW GRANTS**

Planning Coordinator Joanna Cordry discussed the intent of the Higher Education for Students with Developmental Disabilities project which is designed to provide “wrap-around” services to allow students with developmental disabilities the opportunity to complete a post-secondary educational program such as college or technical training that would lead to employment. TCDD did not receive any applications in response to the initial posting of the RFP in December of 2009. The RFP was reissued in March of 2011 at a slightly higher funding amount, but in May 2011, after receiving feedback from potential applicants that the expected outcomes were still not feasible given the funding amount, the Council agreed to increase the funding amount to \$225,000 per year for up to five years. Thirteen (13) applications were received and reviewed according to TCDD procedures. Twelve (12) applications were reviewed by the panel; the 13<sup>th</sup> application was not viewed as allowable since it did not meet criteria in the RFP for funding amounts allowed and for appropriate practice models.

The review panel considered three applications as fundable: the Department of Assistive and Rehabilitative Services (DARS) for a project in Hidalgo County, Texas A&M University, and Texas Tech University Burkhart Center for Autism Education. The panel agreed that three other applications are fundable if notable concerns are resolved: Palo Alto College, University of

Houston, and the University of North Texas. The other six applications were determined to not be fundable. Cordry reviewed with the Committee the findings from the review panel for the top six applications. Staff noted that the DARS project would be administratively located in the agency's central office in Austin with program activities managed by the staff in Hidalgo County. The Committee discussed the merits and concerns of each proposal.

**MOTION:** To approved the requested funding amounts, not to exceed \$225,000 per year for five years, to the Department of Assistive and Rehabilitative Services in Hidalgo County, Texas A&M University, and Texas Tech University Burkhart Center for Autism Education for Higher Education for Students with Developmental Disabilities projects.

**MADE BY:** Rick Tisch

**SECOND:** Hunter Adkins

Committee member John Morris expressed concerns that the three applications categorized as "fundable with notable concerns" were being overlooked. Coleman-Beattie asked if they were put in this category due to the amount of time that might be required by staff. Cordry indicated that any staff concerns were not shared with the review panel, and that the recommendations on the summaries provided were from the review panel, independent of staff input. Morris expressed further concern that applicants were not allowed to respond to the concerns noted by the review panel. It was noted that the TCDD's current process for reviewing applications is not a two-step process. As such, it does not allow applicants an opportunity to respond to concerns noted in the review process. Susan Vardell noted that the current process was intended to not give applicants a "second chance" and that all applicants are submitting applications with the same instructions.

The motion **passed** with John Morris opposed and Susan Vardell abstaining. (Attachments 3-5)

Committee members discussed possible revisions to the current process for reviewing grant applications and the information provided by review panels. Staff were asked to review the process with the Committee at the February 2012 meeting and to offer suggestions for possible revisions. Committee members agreed that applications would be reviewed according to the existing procedures until such time as the Committee approves any revisions. Cordry also agreed to ask upcoming review panels to rank proposals when appropriate.

## 9. PUBLIC INPUT SUPPORT EXECUTIVE SUMMARY

Webb reviewed a draft Executive Summary for a project to coordinate travel for individuals to travel to Austin to provide public input at Council or Committee meetings which was developed in response to Executive Committee discussions about ways to get input from advocates around the state. The project as drafted would provide funds for a grantee to coordinate and purchase travel arrangements, respite or attendant services as necessary to assist individuals to speak at Council or Committee meetings. Members discussed this possible project compared to meetings in various locations around the state to gather public input and agreed both ideas should be explored. Members agreed that both approaches have merit providing the purpose of soliciting public input is clearly defined.

**MOTION:** To recommend Council approval of the Executive Summary for Public Input Support and ask staff to develop cost estimates and options for regional meetings.

**MADE BY:** John Morris

**SECOND:** Susan Vardell

The Committee discussed the purpose of encouraging public input and questioned if it is cost-effective to bring people to Austin for a short, time-limited comment. Members also discussed the role of the Council to assist individuals to provide input regardless of their point of view. Members agreed to defer this discussion in order to gather additional input from the Public Policy and Project Development Committees about when public input would help inform Committee discussions, and the types of issues that might benefit from additional input. Coleman-Beattie asked both Committees to discuss this matter during November meetings.

The motion was **withdrawn**.

**10. CONSIDERATION OF NEW GRANT AWARDS (continued)**

Cordry reviewed independent review panel recommendations on applications received for Expansion of Existing Leadership Development and Advocacy Skill Training projects. This RFP was available only to existing DD Leadership Development and Advocacy Skills Training project grantees that are nearing the end of their funding period. The review panel reviewed five proposals and recommended two as "fundable" and three as "fundable if concerns are resolved". TCDD grants staff provided additional information about how those concerns might be addressed.

**MOTION:** To award funding of up to \$40,000 for the first year and up to \$20,000 for the second year to the Brighton Center and to Region 19 Education Service Center for *Expansion of Existing Leadership Development and Advocacy Skills Training* projects.

**MADE BY:** John Morris

**SECOND:** Rick Tisch

Members discussed the intent of expanding current projects and felt that all should be considered if the concerns were addressed. The motion was **withdrawn**.

**MOTION:** To award funding of up to \$40,000 for the first year and up to \$20,000 for the second year for *Expansion of Existing Leadership Development and Advocacy Skills Training* projects to the Brighton Center and Region 19 Education Service Center; and to Imagine Enterprises, Paso del Norte Children's Development Center, and SER-Jobs for Progress on the Gulf Coast if the concerns noted are addressed in an appropriate manner

**MADE BY:** Susan Vardell

**SECOND:** Brenda Coleman-Beattie

The motion **passed** without opposition. John Morris abstained due to a business relationship of his employer with Paso del Norte Children's Development Center in El Paso. (Attachments 7-11)

**11. MEMORANDUM OF UNDERSTANDING WITH TEXAS EDUCATION AGENCY**

Coleman-Beattie commented that the Memorandum of Understanding (MOU) with the Texas Education Agency (TEA) outlines the duties of TEA as the designated state agency for TCDD and allows TEA to receive up to \$50,000 annually for those efforts. TCDD Operations Director Martha Cantu discussed proposed revisions to the MOU for FY 2012 recommended by TCDD's

internal auditor including a clarification of technology services provided to TCDD and indicating that TCDD will be included in TEA's business continuity plan. TEA concurs with the revisions.

**MOTION:** To recommend Council approval of proposed revisions to the Memorandum of Understanding between the Texas Council for Developmental Disabilities and the Texas Education Agency.

**MADE BY:** Brenda Coleman-Beattie

**SECOND:** Susan Vardell

The motion **passed** without opposition. (Attachment 12)

**12. TCDD QUARTERLY FINANCIAL REPORT**

Cantu reviewed the Quarterly Financial Report. The Committee found no concerns but asked that a footnote clarify that hotel meeting space for quarterly meetings is included in rental expenses, and clarify that audio-visual equipment for the quarterly meetings is included in rental of computer equipment to explain variances in those expenditure categories.

**13. TCDD FY 2012 OPERATING EXPENSE BUDGET**

Webb reviewed the proposed operating expense budget for FY 2012 and indicated that this proposed budget assumes level federal funding for FY 2011. The proposed budget for FY 12 increases by \$31,190 over the amount budgeted for FY 2011 due to anticipated increases for professional services and travel expenses. Webb noted that any unexpended funds at the end of the fiscal year are made available for grant projects. Cantu noted the proposed budget includes funds for 17 positions with the 18<sup>th</sup> position included in contingency funds.

Coleman-Beattie proposed that funds budgeted for out-of-state travel remain equal to travel funds budgeted for FY 2011. She also recommended that funds not be included in the budget at this time for the 18<sup>th</sup> position since we do not plan to fill that position in the near future. The Committee discussed the merits of keeping contingency funds for the FTE and discussed with staff how to manage that position recognizing that in the current fiscal climate it is less likely that TCDD will see any notable increase in federal funding in the near future. Cantu reminded members that the MOU with TEA retains the right for TCDD to request use of that position.

**MOTION:** To approve FY 2012 Operating Expense Budget without the \$50,000 in contingency funds for one FTE and decreasing funds for out-of-state travel to FY 2011 levels. Those funds will be moved to funds available for grants.

**MADE BY:** John Morris

**SECOND:** Brenda Coleman-Beattie

The motion **passed** unanimously. (Attachment 13)

**14. CONFLICT OF INTEREST DISCLOSURES**

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

**ADJOURN**

Chair Coleman-Beattie adjourned the Council meeting at 7:32 PM.

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Roger A. Webb  
Secretary to the Council

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Date

# **Attachment 1**

**Texas Council for Developmental Disabilities  
Executive Committee**

Date: 08/03/11

Review of Proposed Activities & Budget

ITEM: A

Grantee: The Arc of Texas

Year: 4 of 5

Project Title: Texas Microboard Collaboration

Project Location: Austin

**TCDD RFP Intent:**

The primary goal of this project is to provide individuals with disabilities a system or vehicle that supports self-determination and real support from people who know and care about them. The concept of microboards will provide a self-determined, supported lifestyle for Texans with disabilities. TCDD has approved funding of up to \$115,000 per year for up to five years.

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

**Goal1:** Real Life and Microboards will provide the knowledge and support needed to advocate for services and supports for individuals with disabilities to promote independence and community inclusion. This service will also provide a system designed to help the individual(s) support the dream for their life.

**Goal 2:** The Texas Microboard Collaboration provides a self-determined system of support for community living by partnering with individuals and families to develop microboards for Texans with disabilities.

*Accomplishments per goal:* 47 microboards were formed and 33 presentations were provided over Years 1 through 3. In the third year, the Collaboration began providing PATH (Planning Alternative Tomorrows with Hope) person-centered planning facilitator trainings.

**Goals and Objectives for Year 4:**

**Goal1:** The Texas Microboard Collaboration provides a self-determined system of support for community living by partnering with individuals and families to develop microboards for Texans with disabilities.

**Goal 2:** Roll out a “train the trainer” model of PATH facilitation.

**Objectives:** Form 5 additional provider & 20 natural support microboards; provide 1 PATH facilitator training; provide 8 presentations to regional coordinators; & conduct quarterly continuing education meetings via webcam.

**Staff Considerations:** Public Policy considerations: none noted. The Council approved increased funding (\$9200) for year 3; with the condition that project budget would be reduced by that amount over the remaining years of the grant. Budget for year 4 has been reduced by \$4,628 with an additional reduction of \$4,572 planned for year 5.

**Continuation Budget Detail Summary**

		Federal	Match	Totals
Amount expended for year 1		\$83,475	\$34,074	\$117,549
Amount expended for year 2		\$78,772	\$34,862	\$113,634
Amount expended for year 3 (based on 8 months)		\$55,169	\$15,004	\$70,173
Amount requested for budget:				
<b>I.</b>	<b>Personnel services</b>	42,880	22,941	65,821
<b>II.</b>	<b>Travel</b>	7,105	0	7,105
<b>III.</b>	<b>Purchased services</b> (\$14,400 consultant services)	16,600	2,400	19,000
<b>IV.</b>	<b>Property/Materials</b>	1,720	0	1,720
<b>V.</b>	<b>Rental/Leasing</b>	100	1,200	1,300
<b>VI.</b>	<b>Utilities</b>	1,488	0	1,488
<b>VII.</b>	<b>Other</b>	0	0	0
Budget period totals		\$69,893	\$26,541	\$96,434

## Texas Council for Developmental Disabilities

### Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$13,940 consultants) (Based on 8 months \$50,000 awarded.)	\$26,194	\$9,088	\$35,282
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	17,282	0	17,282
<b>II. Travel</b>	2,000	0	2,000
<b>III. Purchased services</b> (\$5,000 consultant)	5,000	8,500	13,500
<b>IV. Property/Materials</b>	0	500	500
<b>V. Rental/Leasing</b>	7,500	0	7,500
<b>VI. Utilities</b>	0	0	0
<b>VII. Other</b>	2,718	0	2,718
Budget period totals   \$	\$34,500	\$9,000	\$43,500

# **Attachment 2**

**Texas Council for Developmental Disabilities  
Executive Committee**

**Date: 08/03/11**

**Review of Proposed Activities & Budget**

**ITEM: B**

Grantee: Parents Anonymous, Inc.

Year: 2 of 3

Project Title: Gulf Coast of Texas African-American Family Support Conference

Project Location: Houston

**TCDD RFP Intent:**

The primary goal of this project is to establish an African-American Family Support Conference modeled on the *Central Texas African-American Family Support Conference (CTAAFSC)* hosted annually in Austin by Austin Travis County Integral Care (ATCIC). The project is responsible for hosting a yearly regional conference, free to people with disabilities and their families, and sponsored by community partners from both public and private sectors. The conference will strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education supports, and partnerships. TCDD has approved funding of up to \$50,000 for year one; \$35,000 for year 2; and \$15,000 for year 3 for funding up to three years.

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

**Goal :** To coordinate one Regional Texas African- American Support Conference annually for up to 150 individuals for three years; to increase persons with disabilities and their family members capacity to advocate and receive quality care for mental, physical health and have access to wellness information and resources in their communities.

*Accomplishments per goal:* The Gulf Coast of Texas African-American Family Support Conference (GCTAAFSC) is scheduled for August 4, 2011; titled "Keeping it Real: Resources to Empower Consumers, Youth and Families." The conference keynote speakers are Representative Garnet Coleman, District 147 and King Davis, Ph.D., School of Social Work, University of Texas; and conference content areas include: 1) Understanding Health Disparities; 2) Making Connections with Providers; 3) Building and Sustaining Faith-based Linkages; and 4) Effective Community Outreach to African-American Families and Rural Populations. As of July 11, 2011, the project has 105 people registered, 29 exhibitors, and 13 co-sponsors and supporters.

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

**Goal:** Same as above

**Objectives:** To hold a 1-day conference with 150 participants; to maintain up to 10 Ad Hoc representatives from the Houston and Gulf Coast area including minority and culturally diverse individuals with developmental disabilities and/or their family members, professionals, funders and other relevant stakeholders.

**Council Considerations:** Public Policy considerations: none noted. TCDD grant staff concerns: No organizations have offered funding support, only in-kind resources. Project did not agree to charge a nominal fee for non-profit exhibitors; social media launched in April not effectively utilized; more than 10% of TCDD grant specialist time on this project alone; out-of-state project (staff) prohibits effective coordination with Houston network in terms of sustainability. TCDD grant staff recommend maintaining funding investment in future Houston area AAFSC events but through a different mechanism. Staff thus recommends not approving this continuation award.

**Sustainability:** The grantee did not maximize the opportunity in Year 1 to secure funds generated by grant-supported activities necessary to expand the project. (e.g., conference and exhibitors fees).

**Administrative Oversight:** The proposed budget for year 2 includes three staff each on TCDD grants funds at 5% time on project; salaries and fringe benefits total \$17,282; consultant services are proposed for \$5,000; and out-of-state travel for \$2000 for a total of \$24,282 of the funds available, or 70% of the total budget.

**Community Presence:** The grantee does not have a physical presence in the Houston area to effectively build capacity (e.g., proposed one face-to-face meeting with various committees and potential funders during the 2<sup>nd</sup> year).

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# **Attachment 3**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**RFP: # 2011-1R Higher Education for People with Developmental Disabilities**

<b>Applicant Organization:</b>	Department of Assistive and Rehabilitative Services (DARS)
<b>Key Project Staff:</b>	Laura Villarreal (Project Director); Leigh Ann Godinez, Linda Leal (Co-Coordinator)
<b>Project Location (counties):</b>	Hidalgo County (Rio Grande Valley Region)

**Project Abstract:**

*From the proposal:* **PROJECT HIRE (Helping Individuals Reach Employment)** is an innovative program to support individuals with severe developmental disabilities to complete post-secondary education at South Texas College. Through this initiative, the Department of Assistive and Rehabilitative Services (DARS), Division for Rehabilitation Services (DRS) will supplement the Vocational Rehabilitation Program (VR) with wrap-around services not currently provided by VR to assist participants with one-on-one supports such as educational coaches, individual and family support, and college/employment readiness. These services are unprecedented in Hidalgo County. The wrap-around services provide the intervention necessary to help participants succeed in post-secondary education, job training, and ultimately achieve employment.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$225,000</b>
<b>Match:</b>	<b>\$ 28,620</b>
<b>Total Project Cost:</b>	<b>\$253,620</b>

**Strengths:**

- The majority of funds will be used directly on student support.
- There is a strong emphasis on including businesses.
- Goals and objectives are very well developed.
- The recruitment plan is comprehensive.
- The organization appears to have the experience to be able to do everything planned.
- They plan to implement activities in an under-served area.
- This proposal is one of the few that specifically states people with severe disabilities would be served.

**Needs:**

- The evaluation component is weak; there doesn't appear to be much information about developing profiles or case studies, and it is unclear what data will be collected.
- The Project Advisory Committee (PAC) does not have a strong role, and a faculty person who can provide expertise on curriculum development and modification should be on the PAC.
- There isn't much "systems change" envisioned for community partners.

**Questions/Concerns:** An agency the size of DARS should be able to attract/include a national expert, and this would make the proposal stronger.

**Final Recommendation:** Fundable

# **Attachment 4**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**

**RFP: # 2011-1R Higher Education for People with Developmental Disabilities**

<b>Applicant Organization:</b>	Texas A&M University (College Station)
<b>Key Project Staff:</b>	Dr. Dalun Zhang (Project Director) Eric Roberts (Project Coordinator)
<b>Project Location (counties):</b>	Statewide

**Project Abstract:**

*From the proposal:* The Center on Disability and Development at TAMU will develop an inclusive postsecondary education program that has the necessary supports to ensure access, participation and successful performance by individuals with developmental disabilities. The purpose of this program is to provide people with disabilities an inclusive postsecondary certificate program that considers individual needs and is based on their career choice. This program will provide two semester of training, which includes a supervised field-based practicum leading to certificate and job placement. The certificate program will provide students with a wide range of choices to pursue employment in human service.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$225,000</b>
<b>Match:</b>	<b>\$ 80,476</b>
<b>Total Project Cost:</b>	<b>\$305,476</b>

**Strengths:**

- There is good parent and youth representation.
- The goals, objectives and activities are well thought out and all points in the RFP are covered. The description of the major milestones covers everything well.
- The team members are identified, and their roles are clearly defined.
- The sustainability plan is promising.
- The plan includes good usage of assistive technology in both school and workplace.
- The products produced should be beneficial.
- The Project Director is one of the leading researchers in the developmental disability field.

**Needs (to be addressed):**

- The evaluation plan should include businesses – what are their needs to be able to do a better job of hiring people with developmental disabilities?
- There needs to be a better description of what exactly the funding for student living support will cover.

**Questions/Concerns:**

- The narrow field of study (health and human services) will limit the application pool (of students).
- The proposal would have been stronger with more involvement of youth/family members in the proposal development.

**Final Recommendation:** Fundable

# **Attachment 5**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**RFP: # 2011-1R Higher Education for People with Developmental Disabilities**

<b>Applicant Organization:</b>	Texas Tech-Burkhart Center for Autism Education (Lubbock)
<b>Key Project Staff:</b>	DeAnn Lechtenberger, Ph.D (Project Director) Dave Richman, Ph.D (Co-Investigator)
<b>Project Location (counties):</b>	Statewide

**Project Abstract:**

*From the proposal: Connections for Academic Success and Employment* is a rural collaborative partnership of the Burkhart Center for Autism Education and Research (the Burkhart Center); Texas Tech University (TTU), a 4 year university; South Plains College (SPC), a regional community college; Department of Assistive and Rehabilitative Services (DARS); and local community business partners. This proposed project will bring together the collective resources from each of these partnering entities to help identify, recruit, and retain students with developmental disabilities, ages 18-25, who are interested in furthering their education beyond high school and in exploring career pathways and pursuing meaningful employment.

**Year 1 Budget**

**Funding amount requested:     \$208,909**  
**Match:                                     \$ 78,465**  
**Total Project Cost:                 \$287,374**

**Strengths:**

- The applicant did a focus group of people with developmental disabilities to develop the proposal.
- The wrap-around process is well-described, and the applicant has experience with wrap around.
- Strong likelihood the project will be sustainable after the grant ends.
- They have a good plan to address the need for cultural diversity in the membership of the Project Advisory Committee (PAC).
- There is a good plan for using/accessing assistive technology.
- Some of the project activities will take place in rural areas that are underserved.
- The applicant utilizes every aspect of their program to be able to provide exposure to and training for a wide range of careers.
- They will serve people on 3 different campuses.
- The proposal includes a plan to follow-up after the program.

**Needs:**

- More business/community contacts should be developed.
- More people with disabilities should be included as project staff and/or leaders in the implementation of the project.

- The public policy statement focuses on empowering students to ask for more money for services; it would be more appropriate to focus on working more globally to change perceptions and eliminate other barriers to employment.
- The plan is to merge the program with Project SEARCH; however, Project SEARCH does not have the strong educational component evident in this program. Will the educational component be lost?
- There should be more focus on producing systems change in the business arena.
- The proposal addresses the need for diversity on the PAC, but does not address the same need in the student population.
- The recruitment plan is not clear.
- There is a plan to provide individual assistance around employment, but it is not clear what that assistance will be.
- The large difference in learning specialists' salary needs to be explained.
- The applicant needs to provide more information about the amount of money being paid for consultant services.

**Final Recommendation:** Fundable

# **Attachment 7**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**Expansion of Leadership Development & Advocacy Skills Training Projects**

<b>Applicant Organization:</b>	Brighton School (San Antonio)
<b>Key Project Staff:</b>	Lorene Dillard (Project Director); Manuel Garcia (Project Coordinator)
<b>Project Location (counties):</b>	Bexar, Kendall, Comal, and Guadalupe

**Project Abstract:**

*From the proposal:* The Parent Alliance for Learning and Support program provides classroom and hands-on training to parents of children with disabilities, young adults with disabilities and community members in the areas of self, IDEA and general advocacy. All training for parents of children with disabilities and young adults (ages 15-22) with disabilities are provided through curriculums which allow hands-on learning environment. The training provided through the PALS program works to improve the quality of life for individuals with disabilities by providing them a voice until their own voice can be heard.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$ 40,000</b>
<b>Match:</b>	<b>\$162,091</b>
<b>Total Project Cost:</b>	<b>\$202,091</b>

**Strengths:**

- The applicant will support parental involvement, which is important.
- The proposal includes a multifaceted analysis of the origin of the issues and pulled together a strong partnership to address these issues.
- Their program appears to be the only program of this type in the area.
- They should be able to sustain activities; their continuation plan is strong.
- They will expand the impact of their previous activities through their partnerships.

**Needs:**

- The proposal would be stronger if the applicant, in their response, considered “cultural diversity” in a broader light. There are many aspects of “cultural diversity” beyond language issues. For example, they might have discussed the diversity of disability and/or referenced other aspects of culture.
- The applicant didn’t provide a description of barriers they have encountered in the past and how they were addressed, which was requested in the RFP. Inclusion of this could provide more specific information about needs and about the organization’s ability to solve problems.
- The proposal is not specific about which educational issues will be addressed.

**Final Recommendation:** Funding Recommended.

# **Attachment 8**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**Expansion of Leadership Development & Advocacy Skills Training Projects**

<b>Applicant Organization:</b>	Education Service Center – Region 19 (El Paso)
<b>Key Project Staff:</b>	Ricardo Razo (Project Director); Josue Rodriguez (Project Coordinator)
<b>Project Location (counties):</b>	El Paso, and Hudspeth

**Project Abstract:**

*From the proposal:* The Education Service Center - Region 19 and the Paso Del Norte Youth Leadership Forum (YLF) program is requesting support to expand the impact of the current YLF training program and to serve as a resource to other organizations in the community. The requested funds will provide for advanced leadership development and advocacy building activities for young people with disabilities, ages 16-21, who need continued support and advanced training to participate in school and non-disability community organizations such as the Hugh O'Brian Youth Leadership Seminar, the El Paso Mayor's 100 Teens Program, the United Way Global Youth Day Organization and other community organizations.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$40,000</b>
<b>Match:</b>	<b>\$ 4,444</b>
<b>Total Project Cost:</b>	<b>\$44,444</b>

**Strengths:**

- Using participants from previous project to mentor others is a good idea.
- The applicant plans to support youth to participate in other non-disability activities/clubs/communities, which is innovative and not frequently done.
- The applicant's partnerships are strong, especially their partnerships with school districts and colleges.
- The organization's experience in this area was reflected in their ability to think through how to implement activities.
- This proposal's cultural diversity plan was one of the most specific of all proposals.

**Needs:**

- The applicant didn't provide a description of barriers they have encountered in the past and how they were addressed, which was requested in the RFP. Inclusion of this could provide more specific information about needs and about the organization's ability to solve problems.

**Final Recommendation:** Funding recommended.

# **Attachment 9**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**Expansion of Leadership Development & Advocacy Skills Training Projects**

<b>Applicant Organization:</b>	Imagine Enterprises
<b>Key Project Staff:</b>	Sandy (Hardy) Smith (Project Director); Angela DeLeon (Project Coordinator)
<b>Project Location (counties):</b>	The area covered by Region 14 ESC - 43 school districts in West Texas

**Project Abstract:**

*From the proposal:* Using a Peer Mentoring training model, Imagine Proposes to increase the capacity and impact of graduates of the Youth Leadership and Advocacy project. In partnership with the Betty Hardwick Center, Region 14 ESC, and Not Without Us Center for Independent Living, the Youth Leadership and Advocacy project will train 6 Peer-to-Peer Trainers to instruct 50 youth as Peer Mentors over the two years of the project. Peer-to-Peer Trainers recruited from the current graduates will receive intensive support and coaching from Imagine staff to provide training in Peer-to-Peer supports, leadership, advocacy, community living, continued education and employment.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$40,000</b>
<b>Match:</b>	<b>\$13,333</b>
<b>Total Project Cost:</b>	<b>\$53,333</b>

**Strengths:**

- The organization has strong partnerships.
- The organization has a solid fundraising plan.
- The description of the issues related to cultural diversity is strong.
- The sustainability plan is innovative and broad based.
- The organization is experienced and understands the needs.

**Needs:**

- The applicant needs a stronger, more specific plan for outreach to increase the diversity of the people they serve. They may need to hire staff or a contractor to address this.
- It's unclear how this is an expansion of the impact of their previous activities. Is the intention to increase capacity of partners as "expansion"? If so, this should have been more clearly noted.
- The connection between project work and outcomes is not clear; it was hard to identify the milestones.

**NOTE:** There were no funds in the budget specifically identified to ensure that all activities are accessible. This might be because the organization expects to absorb these costs, but this should be clarified.

**Final Recommendation:** Funding recommended if they can demonstrate how this approach will expand the impact of their previous project.

# **Attachment 10**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**Expansion of Leadership Development & Advocacy Skills Training Projects**

<b>Applicant Organization:</b>	The Paso del Norte Children’s Development Center (El Paso)
<b>Key Project Staff:</b>	Gilda Lopez, MA, Director (Project Director), Project Coordinator to be named
<b>Project Location (counties):</b>	El Paso

**Project Abstract:**

*From the proposal:* The Paso del Norte Children’s Development Center is requesting \$40,000 which will be matched with agency funds to expand the scope and focus of the already in place and operational Leadership Academy for Families. With the requested funding our agency will add a much needed Parent to Parent mentoring component to this program; provide curriculum enhancements; and increase the overall numbers of families we support. These improvements and expansion of program scope will have a permanent and lasting impact on the community of El Paso, Texas, and become a permanent component of the services we provide.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$40,000</b>
<b>Match:</b>	<b>\$10,000</b>
<b>Total Project Cost:</b>	<b>\$50,000</b>

**Strengths:**

- This is clearly an expansion; the project is well-framed in the proposal.
- The parent to parent component – supporting parents to assist other parents, within the public school system, is a good approach.
- The organization involves siblings of youth with disabilities in the programs they offer, not just the parents and/or the youth who have disabilities.
- The organization has strong relationships and broad partnerships.

**Needs:**

- The discussion of the target population is vague.
- Proposal would be stronger if specific numbers were provided. For example, how many people does this organization serve?
- The sustainability plan is weak and needs more specifics.
- The applicant didn’t provide a description of barriers they have encountered in the past and how they were addressed, which was requested in the RFP. Inclusion of this could provide more specific information about needs and about the organization’s ability to solve problems.

**NOTE:** The proposal notes the percentage of the children in the area that have been identified as having special health care needs; it seems low.

**Final Recommendation:** Funding recommended IF the needs are addressed to the satisfaction of TCDD.

# **Attachment 11**

**Texas Council for Developmental Disabilities**  
**Request for Proposal Reviewer Summary**  
**Expansion of Leadership Development & Advocacy Skills Training Projects**

<b>Applicant Organization:</b>	SER - Jobs for Progress of the Texas Gulf Coast, Inc. (Houston)
<b>Key Project Staff:</b>	Johnny Bright (Project Director); Francesca Garcia (Project Coordinator)
<b>Project Location (counties):</b>	Harris and Galveston, City of Houston and surrounding areas of the Southeast Texas Gulf Coast

**Project Abstract:**

*From the proposal:* Building on knowledge gained from first-hand experience, SER aims to expand the availability and community impact of the agency’s existing TCDD Leadership Development and Advocacy Skills Training using a multi-faceted approach. SER will do so by increasing the involvement of partner agencies, clients and other stakeholders in publishing refined, targeted, best-practice-based curriculum. This curriculum will build on effective existing training structures by introducing an interactive train-the-trainer component for community stakeholders and service providers, who will in turn conduct their own trainings. Furthermore, SER proposes incorporating technology and multimedia resources to ensure greater accessibility of information to clients and the general public.

**Year 1 Budget**

<b>Funding amount requested:</b>	<b>\$40,000</b>
<b><u>Match:</u></b>	<b><u>\$10,000</u></b>
<b>Total Project Cost:</b>	<b>\$50,000</b>

**Strengths:**

- This was the only proposal that identified previous barriers and stated how they addressed them (this evidences an ability to solve problem).
- They are planning to implement social media into the project which should improve their ability to reach more people.
- The use of a “Train the Trainer” model will expand the number of people who have the capacity to provide training to others.
- In the description of issues and needs related to cultural diversity, they did a good job of addressing needs related to both diversity of disability and diversity of ethnicity.

**Needs:**

- The Project Advisory Committee (PAC) must be more involved for this project to be successful and sustainable. The proposal notes they have had limited PAC involvement in the past; how will they address this problem?
- The sustainability plan needs to be better fleshed out. Why is the PAC not involved in addressing sustainability?

**Final Recommendation:** Funding recommended IF they can show they will have strong PAC involvement.

# **Attachment 12**

# Memorandum of Understanding

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

### I. PURPOSE

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

### II. GENERAL AGREEMENTS

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

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

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

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

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

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

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

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

### **IV. HUMAN RESOURCES**

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

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

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

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

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

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

## **VI. OTHER ADMINISTRATIVE SERVICES**

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

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

## **VII. OTHER UNDERSTANDINGS**

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

- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

### **VIII. COMPENSATION FOR ADMINISTRATIVE SERVICES**

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

# **Attachment 13**

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
PROPOSED FY 2012 BUDGET**

	BUDGETED FY 2011  (10/10-9/11)	% OF WHOLE	PROJECTED YEAR END EXPENDITURES FY 2011  (10/10-9/11)	% OF WHOLE	PROPOSED BUDGET FY 2012  (10/11-9/12)	% OF WHOLE	VARIANCE	NOTES
<b>Revenues</b>								
<i>Federal Allotment</i>	\$5,095,817	100.0%	\$5,095,817	100.0%	\$5,095,817	100.0%	\$0	1
		0.0%		0.0%				
<b>Total Revenues</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$0</b>	
<b>Expenses</b>								
<i>Council Operations</i>	<b>18 FTE</b>		<b>18 FTE</b>		<b>17 FTE</b>			
Salaries	\$1,020,785	20.0%	942,975	18.5%	\$960,403	18.8%	(\$60,382)	
Benefits	290,028	5.7%	255,885	5.0%	287,138	5.6%	(2,890)	
Professional Services	87,680	1.7%	41,396	0.8%	97,000	1.9%	9,320	2
Travel - Council	59,500	1.2%	32,007	0.6%	61,500	1.2%	2,000	3
Travel - Staff	22,000	0.4%	10,546	0.2%	24,000	0.5%	2,000	3
Supplies	12,000	0.2%	8,409	0.2%	10,000	0.2%	(2,000)	
Utilities	41,700	0.8%	35,403	0.7%	41,700	0.8%	0	4
Rent - Building - Space	79,546	1.6%	58,621	1.2%	79,618	1.6%	72	5
Rent - Computers - Equip	64,220	1.3%	37,572	0.7%	64,220	1.3%	0	6
Capital Expenditures	0	0.0%	0	0.0%	0	0.0%	0	
Other Oper. Expenses	85,580	1.7%	50,146	1.0%	168,650	3.3%	83,070	7
<b>Total Operating Expenses</b>	<b>\$1,763,039</b>	<b>34.6%</b>	<b>\$1,472,960</b>	<b>28.9%</b>	<b>\$1,794,229</b>	<b>35.2%</b>	<b>\$31,190</b>	
Admin. Reimb. To TEA	\$50,000	1.0%	\$50,000	1.0%	\$50,000	1.0%		
Available for Grants	\$3,282,778	64.4%	\$3,572,857	70.1%	\$3,251,588	63.8%	(\$31,190)	
<b>TOTAL EXPENSES</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$0</b>	

**NOTES:**

<sup>1</sup> Level funding with FY 2011

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$10,000; Legal Services - \$3,000; Facilitator/Tech Writer - \$3,000; Review Panelist - \$8,000; DD Suite - \$3,000; Temp. Employment Agencies - \$0; Web Hosting - \$2,000; Computer Programming w/TEA \$15,000; Other contracted \$3,000

<sup>3</sup> Travel - In-State Council - \$50,500; Out-of-State Council - \$15,500  
Travel - In-State Staff - \$12,500; Out-of-State Staff - \$9,500

<sup>4</sup> Utilities -\$9,660; Telecommunications - \$21,180; Dedicated Circuit - \$10,860

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$44,546; Meeting Rooms - \$35,000

<sup>6</sup> Rent-Machine - Rental of laptops - \$22,800; Rental of AV for meetings - \$35,000; Rental of copier - \$6,420

<sup>7</sup> Other OE: Membership - \$21,000; Printing - \$8,000; Contingency for 18th FTE - \$50,400, Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, Phone and Awards - \$87,750

**Background:**

- **State and Federal Affairs Update** –TCDD staff will provide updates about various state and federal matters during the meetings.
  
- **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.

**Executive Committee**

**Agenda Item 5.**

**Expected Action:**

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

# TCDD Planning Calendar

## November 2011

### November 2011

- **Annual Internal Audit Report and Audit Plan submitted to State Auditor & others by November 1<sup>st</sup>**
- **Quarterly Meetings**
  - **Council**
    - ✓ **Nominating Committee established**
    - ✓ **Approval of prior year Internal Audit Reports 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 Comm**
- **Executive Committee – Approve Pool of Review Panel Members (even-numbered years)**
- **2012: Approval to Publish TCDD Rules for Re-adoption**
- **Fall 2013: Sunset staff prepare TCDD report; Sunset Commission holds public hearing, determine recommendations**
- **2014: TCDD Sunset review update.**

### December 2011

- **2012: Biennial Report submitted to Governor, Lt. Governor, Speaker, and HHSC Executive Commissioner – December 1<sup>st</sup> of even numbered years**

### January 2012

- **Annual Report (PPR) submitted electronically submitted to ADD by January 1<sup>st</sup>**
- **January 10, 2013: 83<sup>rd</sup> Texas Legislature convenes (2<sup>nd</sup> Tuesday of January)**
- **2015 Only: Monitor Sunset Legislation to Reauthorize TCDD during 84<sup>th</sup> 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: Final approval of TCDD Rules for Re-adoption**
- **2014: TCDD Sunset review update**
- **2015: Sunset Commission report for TCDD submitted to 84<sup>th</sup> Texas Legislature**

### March 2012

- **Audit Committee Meeting**

### April 2012

- **Executive Committee**
  - **Consideration of Continuation Grant Awards**

## May 2012

- **Quarterly Meetings**
  - **Council**
    - ✓ **Approve Draft State Plan / Amendments for Public Comments** – Proj Dev. Committee
    - ✓ 2013 Only: Review TCDD Sunset Review Process; Timeline for Self-Evaluation
    - ✓ 2014 & 2015: 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)
- May 28, 2013: 83<sup>rd</sup> Texas Legislature Adjourns Sine Die after 160 days in session

## June 2012

- **Beginning of Grant Projects Annual Budget Cycle (most projects)**

## July 2012

## August 2012

- **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** – Committee of the Whole
    - ✓ **Approve extension and/or revisions to Memorandum of Understanding with TEA** – Executive Committee
    - ✓ **Approve Biennial Disability Report Special Focus**, (odd-numbered years) – Committee of the Whole
    - ✓ **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** (Optional)
  - **Project Development Committee**
    - ✓ **Consideration of Unsolicited Ideas**
- **State Plan / Amendments** – submitted electronically to ADD by August 15<sup>th</sup>
- 2013: TCDD Sunset Self-Evaluation Submitted (Estimated)
- 2014: TCDD Sunset Review update.

## September 2012

- **State Fiscal Year begins September 1**

## October 2012

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

**TCDD QUARTERLY COUNCIL MEETINGS  
ATTENDANCE REPORT  
November 2009 – August 2011**

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

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

**IX. GENERAL PROVISIONS**

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

**X. TERM OF AGREEMENT**

This MOU shall commence on September 1, 2011 and shall terminate on August 31, 2012. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

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

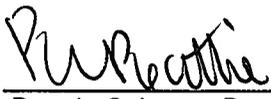
**THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient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

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

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

Texas Council for Developmental Disabilities

Texas Education Agency

By:   
Brenda Coleman-Beattie  
TCDD Chair

By:   
Shirley Beaulieu,  
Associate Commissioner for Finance and  
~~Operations~~/CFO (Acting)

Date: 8/5/11

Date: 9-14-11

**Background:**

- **Independent Audit Status Report** – Grants Management Staff will review the Independent Audit Status report which summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – The Grants Monitoring Exceptions Report enclosed summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.

**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**

<b>GRANTEE</b>	<b>FYE</b>	<b>DATE RECEIVED</b>	<b>AUDIT FIRM</b>	<b>EXCEPTIONS NOTED</b>	<b>RECOMMENDATIONS/ RESOLUTIONS</b>
Baylor College of Medicine	6/30/2010	11/22/2010	Deloitte & Touche LLP	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent to Don Mikeska, CPA, for desk review.
Brighton School, Inc.	8/31/2010	12/28/2010	Cundiff, Rogers & Solt	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent to Don Mikeska, CPA, for desk review.
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 have an unqualified opinion; therefore, it's not required to be sent to Don Mikeska, CPA, for desk review.
Easter Seals	8/30/2010	2/2/2011	Atchley & Associates, LLP	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent to Don Mikeska, CPA, for desk review.
Knowbility, Inc	12/31/2010	3/29/2011	Allman & Associates, CPA	None.	None/Done.
Parents Anonymous, Inc.	9/30/2008	4/7/2011	Smith Marion & Co., CPA	None.	A letter from the Grants Management Director sent to grantee requesting items. 4/18/11. Response received 4/21/11. Done.

**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.

<b>GRANTEE</b>	<b>FYE</b>	<b>DATE RECEIVED</b>	<b>AUDIT FIRM</b>	<b>EXCEPTIONS NOTED</b>	<b>RECOMMENDATIONS/ RESOLUTIONS</b>
Parents Anonymous, Inc.	9/30/2010	9/22/2011	Smith Marion & Co., CPA	None.	Forward for Desk Review.
Parents Anonymous, Inc.	9/30/2009	4/7/2011	Smith Marion & Co., CPA	None.	A letter from the Grants Management Director sent to grantee requesting items. 4/18/11. Response received 4/21/11. Done.
Region 17 ESC	8/31/2010	12/28/2010	Bolinger, Segars, Gilbert & Moss, LLP	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent to Don Mikeska, CPA, for desk review.
Region 19 ESC	8/31/2010	2/22/2011	Gibson, Ruddock Patterson, LLC	None.	The last two audits and the current audit have an unqualified opinion; therefore, it's not required to be sent to Don Mikeska, CPA, for desk review.
Texas Advocates	12/31/2010	8/23/2011	Dunagan Jack LLP	None.	None/Done.
Texas Tech University	8/31/2010	6/1/2011	State of TX	None.	Forward for Desk Review.
The Arc of Texas	12/31/2010	8/23/2011	Dunagan & Jack LLP	None.	None/Done.
The Arc of Texas	12/31/2009	8/23/2011	Dunagan & Jack LLP	None.	None/Done.

**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

<b>GRANTEE PROJECT TITLE</b>	<b>TYPE OF ONSITE</b>	<b>DATE OF ONSITE</b>	<b>CONCERNS NOTED</b>	<b>CORRECTIVE ACTIONS</b>	<b>STATUS</b>
<b>Syracuse University</b> <i>Advocacy U Resource Center</i>	Final	5/9/11	Provide copies of: personnel activity report for all staff, and A-133 audit.	Documents requested: 6/22/11 Documents received: 7/19/11	Complete
<b>Texas Tech</b> <i>Project IDEAL</i>	Final	6/2/2011	Provide copies of: Evidence of insurance, plan of action to modify personnel activity reports.	Documents requested: 6/02/11 Documents received: 7/14/11	Complete
<b>Parents Anonymous</b> <i>Texas Advocacy Training Network.</i>	Final	6/16/11	Provide copies of personnel activity report, A-133 audit, expense report; and match. Project underwent a review due to discrepancies in record received from the grantee.	Document requested: 6/16/11 Documents received: 7/11/11 Additional documents requested: 7/11/11 Documents received: 8/12/11	Complete
<b>SER – Jobs for Progress</b> <i>Local Advocacy Training</i>	Final	6/29/11	Provide copies of: personnel activity report, fiscal review, project advisory committee meeting & match logs, rental/leasing & utilities invoices.	Documents requested: 6/29/11 Documents received: 8/09/11	Complete
<b>The Arc of Greater Tarrant County</b> <i>Local Advocacy Training</i>	Final	6/29/11	Provide copies of: personnel activity report, fiscal review, travel logs & reimbursements, rental/leasing & utilities invoices.	Documents requested: 6/29/11 Documents received: 8/09/11	Complete
<b>The Arc of Texas</b> <i>Texas Microboard Collaboration Statewide</i>	Follow up	08/23/2011	None	Documents requested: 8/23/11 Documents received: 8/23/11	Complete

(November 2011 Meeting - 09/29/2011 – SH)

## Consideration of Appeal

Tab 4

### Background:

At the August 2011 meeting, the Executive Committee voted to not approve a continuation grant award to Parents Anonymous for the second year of funding for the Gulf Coast African American Family Support Conference project. Parents Anonymous has appealed that funding decision. The Executive Committee will review the appeal during this Committee meeting. Per TCDD Policies, the decision of the Executive Committee is final.

Material regarding this appeal was previously e-mailed to Committee members on September 15, 2011, and is included behind this tab.

### Executive Committee

#### Agenda Item 7.

### Expected Action:

The Executive Committee will review the information provided and consider the request for appeal from Parents Anonymous.

### Council

#### Agenda Item 15. B.

### Expected Action:

The Council will receive a report on decision of the Executive Committee.



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](mailto:TCDD@tcdd.state.tx.us)  
Internet: <http://www.txddc.state.tx.us>

Brenda Coleman-Beattie, Chair  
John Morris, Vice Chair  
Roger A. Webb, Executive Director

August 11, 2011

Ms. Lisa Pion-Berlin  
Parents Anonymous  
675 W. Foothill Blvd., Suite 220  
Claremont, CA 91711

RE: Parents Anonymous Gulf Coast of Texas Central Texas African American Family Support Conference Grant

Dear Ms. Pion-Berlin:

The review process for your request for continuation funding to Parents Anonymous for year two of the Gulf Coast African American Family Support Conference project has now been completed. After careful consideration of your continuation material, the Council voted to not continue funding Parents Anonymous (PA) for this project. As you are aware, this project replicates a conference modeled after the Central Texas African American Family Support Conference. Although it was not a criterion for selection, as a result of our experience with PA during the time period to establish the Gulf Coast conference, TCDD believes it is crucial to the long term viability and success of this effort to have an organization with a presence within the geographic region. We believe this is essential for the conference to effectively build capacity and sustainability. In this case, TCDD believes that having project staff out-of-state significantly limited effective coordination with the network of partner organizations in the greater Houston/Harris County area. Further, we do not believe that the Parents Anonymous maximized opportunities that were available to secure funds generated by grant-supported activities to expand the project. Additionally, involvement of TCDD staff in providing guidance and oversight to this project has been extensive, often requiring corrective guidance multiple times on various matters. This level of involvement is not characteristic of our grants management involvement on other TCDD grant projects.

We would like to express our appreciation on behalf of the Texas Council for Developmental Disabilities for the interest of Parents Anonymous in providing services and supports for people with developmental disabilities. TCDD Grants staff will be in contact with Parents Anonymous project staff soon to discuss final closeout of the current budget period and project. Please note the attached appeal procedures in the event you choose to appeal this decision.

Sincerely,

A handwritten signature in black ink that reads "Roger A. Webb".

Roger A. Webb  
Executive Director

Enclosure

Copy: Via Email

## TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

### Appeal of Funding Decisions

When an applicant or grantee requests a review under the grants appeal process,

- no grant closeout action will be taken during the review until a final determination is made, but
- filing the appeal does not affect TCDD's authority to suspend the grant during the proceedings

TCDD must resolve, with fairness and promptness, appeals from:

- applicants who did not receive funding,
- grantees whose grants have not been awarded continuation funding, or
- grantees whose grant funding has been suspended or terminated prior to the end of the funding period.

The appellant shall file an appeal in writing addressed to the Executive Director of TCDD. The written appeal must be postmarked:

- within 10 workdays of the date of the written notice of suspension, or
- within 15 workdays of the date of written notice of denial or termination.

The written appeal must include all relevant facts and information that the appellant wishes to have considered as well as the proposed remedy being sought.

The Executive Director will

- acknowledge receipt of the letter,
- investigate, compile, and study all relevant information, and
- within 30 workdays of the receipt of the applicant's letter submit a written report to the TCDD Executive Committee including recommended action.

The TCDD Executive Committee may approve the recommendations, make such modifications as deemed appropriate, order further investigation, or take other appropriate action. The decision of the Executive Committee is final.

TCDD will notify the appellant in writing of the final decision

Source: Texas Council for Developmental Disabilities Policies Section X, Subsection M.

RECEIVED AUG 25 2011



Strengthening Families  
Around the World

FOUNDED IN 1969

August 23, 2011

Roger A. Webb  
Executive Director  
Texas Council for Developmental Disabilities  
6201 E. Oltorf, Suite 600  
Austin, Texas 78741-7509

Dear Mr. Webb,

This letter serves as our formal appeal of the recent TCDD decision to not continue funding the Gulf Coast of Texas African American Family Support Conference. We are respectfully requesting that this decision be reconsidered based on the tremendous success of the first annual conference Parents Anonymous<sup>®</sup> Inc. organized and held on August 4, 2011. Members of the Project Advisory Committee and Ad Hoc Subcommittee as well as conference participants and exhibitors expressed overwhelming positive feedback to us. We are pleased to share the following accomplishments and lessons learned over the past year for TCDD consideration in this appeal to reinstate funding for Parents Anonymous<sup>®</sup> Inc. to conduct this conference again:

- The Gulf Coast of Texas African American Family Support Conference brought together over 150 individuals, organizations, and policymakers and garnered proclamations from the City of Houston Mayor's Office and City Council. Project staff worked diligently via face-to-face meetings, countless telephone calls, and emails to successfully connect with co-sponsors and other stakeholders. These entities included the office of State Representative Garnett F. Coleman, MHMRA of Harris County, Child Protective Services, Probation, the Houston Independent School District, primary health and dental care providers, Texas state offices of health and disproportionality, area faith-based churches, family members, self-advocates and other organizations that serve populations living with disabilities (i.e., The ARC of Greater Houston and Houston NAMI). We also partnered with an historic black college--Texas Southern University - as well as entities that serve African American populations such as the Urban League and several small non-profit organizations. As a result of these interactions, a critical gap was closed in relation to addressing disparities for some of Texas' more vulnerable African American and rural groups. This conference served as a major catalyst in establishing a strong foundation for ongoing community collaborations

PARENTS ANONYMOUS<sup>®</sup> INC.  
675 WEST FOOTHILL BLVD.  
SUITE 220

CLAREMONT, CALIFORNIA  
91711-3475

(909) 621-6184

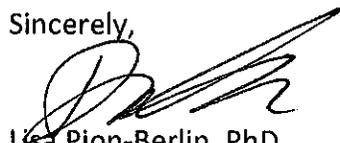
FAX (909) 625-6304

[www.parentsanonymous.org](http://www.parentsanonymous.org)

- with the African American and rural communities. This was a major accomplishment of the grant.
- Perhaps the most important outcome of this conference is the difference it has made in the lives of individuals living with disabilities and their family members. Workshop presenters were asked to do more than just share information with attendees; they were required to provide concrete information on available tools and resources for participants. New connections and collaborations were forged. For example, following the conference, one of the workshop presenters was asked to meet with a group of teachers to share strategies for positive behavior interventions to improve learning. Also, free dental examinations were offered to self-advocates, their family members and children.
- Co-sponsors and volunteers eagerly provided in-kind contributions, time and resources in the planning and implementation of this important conference (over \$9000). We strongly believe that the continuation of this conference lies in the commitment and dedication of the Houston/Harris County community to provide resources. Members of the Project Advisory Committee (PAC) and Ad Hoc Subcommittee were crucial in identifying these in-kind contributions and resources. Any future conferences should broaden these relationships as well as set in motion the plan to identify those interested in supporting this critical initiative. Direct funding is essential and the PAC and Ad Hoc Subcommittee have identified potential future funding through private foundations (i.e., Brown, Houston Endowment and Hogg Foundations), public entities (i.e. MHMRA of Harris County) and federal grant opportunities. Together, both in-kind resources and direct funding can make this conference a reality in future years to come.
- Based on our experience, future conferences should consider the valuable lessons learned by ATCIC but should also incorporate the unique strengths and needs of the targeted communities. This conference was a success because it was based on the ATCIC conference model but we also adapted it to fit the Houston/Harris County area. The enthusiasm generated by this conference has ensured that “champions” have been identified and that this effort has sustainability and longevity. The members of the PAC and Ad Hoc Subcommittee are committed to continuing this effort in partnership with the grantee.

We want to thank TCDD for their support in this project and consideration regarding this matter. Please contact me at 909-621-6184 x207 or via e-mail at [lpion-berlin@parentsanonymous.org](mailto:lpion-berlin@parentsanonymous.org) or Sandra Williams, Project Director, at 909 621-6184 x216 or via e-mail at [swilliams@parentsanonymous.org](mailto:swilliams@parentsanonymous.org) of your decision to reinstate the conference funding. We look forward to your reply in the near future.

Sincerely,



Lisa Pion-Berlin, PhD

President and Chief Executive Officer



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](mailto:TCDD@tcdd.state.tx.us)  
Internet: <http://www.txddc.state.tx.us>

Brenda Coleman-Beattie, Chair  
John Morris, Vice Chair  
Roger A. Webb, Executive Director

August 26, 2011

Lisa Pion-Berlin, PhD  
President and Chief Executive Officer  
Parents Anonymous, Inc.  
675 West Foothill Blvd.  
Claremont, California 91711-3475

Re: Gulf Coast of Texas African American Family Support Conference

Dear Ms. Pion-Berlin:

Please accept this notice as written receipt of your letter dated August 25, 2011 appealing a TCDD decision not to fund your proposal for the Gulf Coast of Texas African American Family Support Conference project. TCDD staff will review this appeal with the Council's Executive Committee who will make the final decision. At that time, TCDD staff will contact you regarding the outcome of that review.

Thank You,

A handwritten signature in black ink that reads "Roger A. Webb". The signature is fluid and cursive, written in a professional style.

Roger A. Webb  
Executive Director

RAW/sah



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

Brenda Coleman-Beattie, Chair  
John Morris, Vice Chair  
Roger A. Webb, Executive Director

Memo

To: TCDD Executive Committee  
From: Roger Webb, Executive Director  
Subject: Review of Appeal: Parents Anonymous  
Date: September 12, 2011

---

Parents Anonymous, Inc., submitted an appeal to TCDD received August 25, 2011, of the Executive Committee's decision to not approve continuation funding for year two of the *Gulf Coast of Texas African American Family Support Conference* project. The appeal was received within the timeline required by the TCDD Policy regarding Appeal of Funding Decision. The appeal and the TCDD Policy regarding Appeal of Funding Decisions are attached.

During the Executive Committee August 4, 2011, the Committee reviewed continuation materials for this project and approved a motion to not continue funding to Parents Anonymous, Inc., for the second year of a three year project. TCDD provided notice of this decision to Parents Anonymous August 10, 2011, (attached) indicating that:

- TCDD believes it is crucial that the project establish a presence within the service area to effectively build capacity,
- Out-of-state project (staff) prohibits effective coordination with the Houston network in terms of sustainability,
- The project did not maximize opportunities to secure funds generated by grant-supported activities to expand the project; and
- TCDDs staff oversight of the project has been extensive.

The written appeal from Parents Anonymous, Inc., provides information about the overall accomplishments and lessons learned over the past year of the project. The appeal does not specifically address the concerns noted by TCDD, does not provide any additional information in response to those concerns, and does not suggest TCDD procedures were not followed on this matter.

The purpose of the Council's process to appeal a funding decision is to ensure that current procedures were followed and that the information provided in the continuation material was reviewed fairly and objectively. Based on our review of this matter, we do not see any reason to reconsider the decision to not approve funding to Parents Anonymous, Inc., for continuation of this project. We recommend affirming the Committee's original decision.

Attachments:

- TCDD Policy – Appeal of Funding Decision
- Notice of Denial of Continuation Funding – Parents Anonymous, 08-10-11
- Written Appeal from Parents Anonymous, Inc., 08-23-11

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

## **Council Policies**

### **SECTION X. TCDD GRANTS PROJECTS**

#### **H. Continuation Funding**

1. Projects may be eligible for continuation funding as specified in the original request for proposals. Continuation funding will not be automatic. Consideration for continuation funding will include a review of the project's accomplishments, progress toward stated goals and objectives, financial management of grant funds, compliance with reporting requirements, review of the most recent project audit, review of findings from TCDD onsite reviews, and development of alternative funding. The grantee shall submit a proposal for continuation funding as requested by TCDD staff.
2. The Executive Committee may approve continuation grants after a review in accordance with the provisions of these policies. A summary of past accomplishments and future activities of each project awarded continuation funding shall be provided to the Council.

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

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

## Continuation Grant Awards

Tab 5

### Background:

One current grant project will be reviewed this quarter for an additional year of funding. The Executive Summary is included.

- A. Texas Parent to Parent: *Public Policy Collaboration*

### 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 8.

### Expected Action:

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

### Council

#### Agenda Item 15. C.

### 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:** 11/02/11  
**Grantee:** Texas Parent to Parent (TxP2P)  
**Project Title:** Public Policy Collaboration  
**Project Location:** Austin

**ITEM:** A  
**Year:** 2 of 5

**TCDD RFP Intent:**

The project intent is for multiple projects that will assist TCDD to promote and participate in collaborative activities related to public policy. For the purposes of this RFP, “collaboration” is defined as “organizations and/or individuals working together in a formal, sustainable manner; demonstrating mutual respect, mutual learning, and mutual accountability; sharing risks, resources, responsibility, and rewards; with a common goal. The Council did not establish specific funding amounts for projects; applicants were expected to propose the amount of funds needed to complete the activity or activities they propose. TCDD has approved funding for up to five years.

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

**Goal One:** Texas Parent to Parent (TxP2P) will develop the Adopt-a-Legislator Program that will utilize parent volunteers of children with disabilities, young self-advocates or siblings to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities.

*Accomplishments per goal:* The project trained parents to create testimony and present at the Legislative Hearings, reaching 126 self-advocates and 219 family members. The project also trained 1 self-advocate and 1 individual to be TxP2P Advocacy Network volunteers. TxP2P presented to the Central Texas Autism Society on the legislative session and at the Texas Advanced Leadership and Advocacy Conference (TALAC) 2011 on “How to Turn your Concerns into Legislation.”

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

**Goal: Same As Above**

**Objectives:** Train 50 additional parents and 20 additional young self-advocates, write a minimum of 4 Advocacy Pages for Quarterly Newsletter, and provide bi-monthly trainings via conference calls, webinars, and/or Facebook.

**Council Considerations:** Public Policy Considerations: This project actively supported advocates to present stories to agencies and the legislature. TCDD staff have provided consultation concerning allowable advocacy efforts and strategies. Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (\$43,725 consultants) (based on 4 months)	\$14,543	\$15,188	\$29,731
<b>Amount requested for next year budget:</b>			
<b>I. Personnel Services</b>	30,650	1136	31,786
<b>II. Travel</b>	1920	0	1920
<b>III. Purchased Services</b> (\$ 28,325 consultants/subcontracts)	24,520	40,037	64,557
<b>IV. Property/Materials</b>	1710	0	1710
<b>V. Rental/Leasing</b>	2980	0	2980
<b>VI. Utilities</b>	0	300	300
<b>VII. Other (Indirect Cost Rate)</b>	0	0	0
Budget period totals	\$ 61,780	\$41,473	\$103,253

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

<b>Item</b>	<b>Grantee</b>	<b>TCDD Funds</b>	<b>Other Fed Funds</b>	<b>Risk Activity</b>	<b>Risk Code</b>
A	Texas Parent-to-Parent	\$61,780	\$97,500	2,8	

**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 2012**

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

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

	HM, HH	Extensive Risk (all levels of control plus audit)
	MM, MH, HL	Considerable Risk (most levels of control plus independent review by CPA)
	LH, ML	Moderate Risk (operating/monitoring controls + agreed upon procedures by CPA)
	LL, LM	Acceptable Risk (basic monitoring only)

*Use for Risk Management Plan:*

	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 2012**

**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 <sup>rd</sup> year	Final Program Performance Report
Program Performance Review = Quarterly	Agreed upon Procedures Engagements CPA
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)
Approvals (e.g., equipment, travel, speakers, etc.)	

**Level 3 YELLOW**

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

**Level 4 RED**

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

**ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS**

To be selected and implemented on an as needed basis.

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

**Background:**

Independent Review Panels were coordinated this quarter of applications received in response to four (4) Requests for Proposals.

- Health and Fitness for People with Disabilities
- Enabling Technology: Collaborating for the Future
- Leadership Development and Advocacy Skills Training Projects
- Inclusive Faith Based Communities Symposiums

Summaries of the recommendations from each of the panels, review summaries of each proposal, and staff administrative comments are enclosed your review. The Executive Committee will consider this information and make final decisions about applicants to approve for final funding negotiations for these projects.

**Executive Committee**

**Agenda Item 9.**

**Expected Action:**

The Executive Committee will review recommendations from the Review Panels and make final decisions about applications to approve for funding.

**Council**

**Agenda Item 15. C.**

**Expected Action:**

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

**Background:**

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

- Summary of Funds FY 2009-2012 – 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 2011 Expense Budgets – Shows expenses from October 1, 2010, thru September 30, 2011. All expenses are reported by expense category and by type of staff activity, and show that expenses remain within approved budget for the fiscal year.
- Current Grants/Contracts Projections – Reports expenditures/anticipated awards for each grant project, both current and planned. Shows years from 2009 – 2012.
- 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.

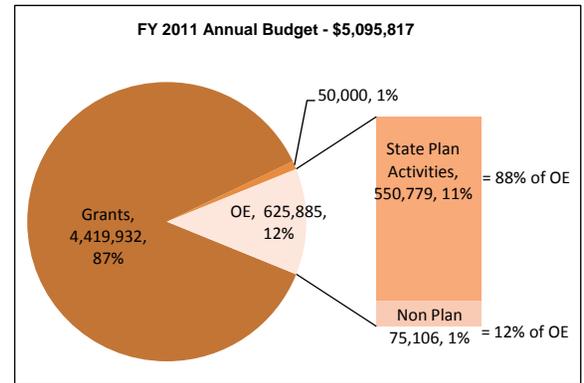
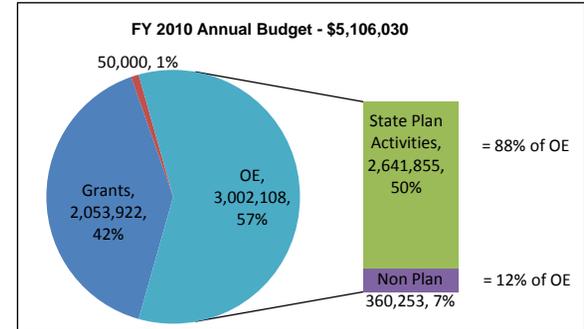
Notes:

- ♦ 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.

<p><b><u>Executive Committee</u></b></p> <p><b><u>Agenda Item 10.</u></b></p>	<p><b><u>Expected Action:</u></b></p> <p>The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.</p>
<p><b><u>Council</u></b></p> <p><b><u>Agenda Item 15. D.</u></b></p>	<p><b><u>Expected Action:</u></b></p> <p>The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report and may also provide additional guidance.</p>

**Texas Council for Developmental Disabilities  
Summary of Funds FY 2009 - 2012  
October 2011**

<b>Model Key</b>				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				
	10/1/2008-9/30/2011	10/1/2009-9/30/2012	10/1/2010-9/30/2013	10/1/2011-9/30/2014
Line Item	FY 2009	FY 2010	FY 2011	FY 2012
<b>REVENUES</b>				
<b>Federal Funds</b>				
Estimate of award	\$5,035,766	\$5,106,030	\$5,095,817	\$5,095,817
Award amount	\$5,035,766	\$5,106,030	\$5,095,817	\$5,095,817
Budget difference (Estimate of budget award - Award amount)	\$0	\$0	\$0	\$0
Prior year difference (Current FY Award - Prior FY Award)	\$222,013	\$70,264	(\$10,213)	\$0
<b>EXPENDITURES</b>				
<b>Operating Expenses</b>				
Approved Budget	\$1,654,071	\$1,803,250	\$1,813,039	\$1,788,829
Expenses	\$1,526,278	\$3,052,108	\$675,885	\$1,788,829
Balance for Grants (Budget - Expenses)	\$127,793	(\$1,248,858)	\$1,137,154	\$0
<b>Grants and Projects Expenses</b>				
Available	\$3,381,695	\$2,053,922	\$4,419,932	\$3,306,988
Actual	\$3,509,488	\$2,053,922	\$1,271,206	\$1,442,551
Current Projects Difference (Available - Actual)	\$0	\$0	\$3,148,726	\$1,864,437
Planned	\$0	\$0	\$2,528,591	\$2,650,000
Current & Planned Projects Difference (Available - Actual - Planned)	(\$127,793)	\$0	\$620,135	(\$785,563)
<b>Total Expenditures</b>	<b>\$5,035,766</b>	<b>\$5,106,030</b>	<b>\$4,475,682</b>	<b>\$5,881,380</b>
<b>BALANCE AVAILABLE FOR FUTURE YEARS &amp; PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$620,135</b>	<b>(\$785,563)</b>



**NOTES:**

- 1) Final Allotment per ADD Notice for FY 2009-FY 2011; Notice of Estimated Allotment for FY12 is \$5,095,817.
- 2) 2011 Balance will be fully obligated by the end of Sept. 2012.
- 3) Remaining balance of funds is available for award in subsequent year.
- 4) 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.
- 5) Funds awarded each Fiscal Year (FY) can be expended within 3 FY periods.
- 6) Planned Grants & Projects Expenses include projects planned and approved but not initiated. Total amounts authorized are reflected although actual awards approved may be less.
- 7) A portion of FY11 Operating Expenses was charged to FY10 funds to fully obligate and liquidate FY10 funds.

# Texas Council for Developmental Disabilities

## FY 11 Admin & Expense Budget

Oct. 1, 2010 thru  
Sep. 30, 2011

Expenses (Council Operations)	Budget	Year to Date	Expended	Variance
<b>Personnel (18 FTEs)</b>				
Salaries	1,020,785	1,020,785	927,572	93,213
Benefits	290,028	290,028	304,361	(14,333)
<b>Total Personnel</b>	<b>\$ 1,310,813</b>	<b>\$ 1,310,813</b>	<b>\$ 1,231,933</b>	<b>\$ 78,880</b>
<b>Operating</b>				
Professional Services <sup>1</sup>	87,680	87,680	69,847	17,833
Travel - Council <sup>2</sup>	59,500	59,500	24,276	35,224
Travel - Staff <sup>3</sup>	22,000	22,000	12,536	9,464
Supplies	12,000	12,000	9,084	2,916
Utilities	41,700	41,700	35,650	6,050
Rent - Building - Space <sup>4</sup>	79,546	79,546	54,849	24,697
Rent - Computers - Equip <sup>5</sup>	64,220	64,220	38,509	25,711
Capital Expenditures	-	-	-	-
Other OE <sup>6</sup>	85,580	85,580	43,297	42,283
<b>Total Operating</b>	<b>\$ 452,226</b>	<b>\$ 452,226</b>	<b>\$ 288,049</b>	<b>\$ 164,177</b>
<b>Total Expenses</b>	<b>Budget</b>	<b>YTD Budgeted</b>	<b>Actual</b>	<b>Variance</b>
	1,763,039	1,763,039	1,519,981	243,058 <sup>7</sup>
<b>Admin Reim to TEA</b>	50,000	100.0%	86.2%	
<b>TOTAL</b>	<b>\$ 1,813,039</b>		<b>\$ 1,569,981</b>	
<b>Expenditures by Function</b>				
<b>Council Support</b>	<b>Public Policy</b>	<b>Public Info</b>	<b>Projects Mgmt</b>	<b>Staff Support</b>
\$ 158,279	\$ 304,080	\$ 197,753	\$ 551,617	\$ 308,253

### NOTES:

<sup>1</sup> Auditor - \$25,000/\$14,013; CPA Desk Reviews - \$10,000/\$1,950; Legal Svs - \$3,000/\$0

Other Professional Services (Web Hosting & Surveys) - \$1,800/\$10,324; Data Center Services - \$22,380/\$20,592

Other Professional Services (Mass DD Council, Reviewers) - \$13,000/\$8,225, Temporary Agency - \$0/\$14,743

<sup>2</sup> Travel - In-State Council - \$48,000 /\$22,674; Out-of-State Council - \$11,500 /\$1,602

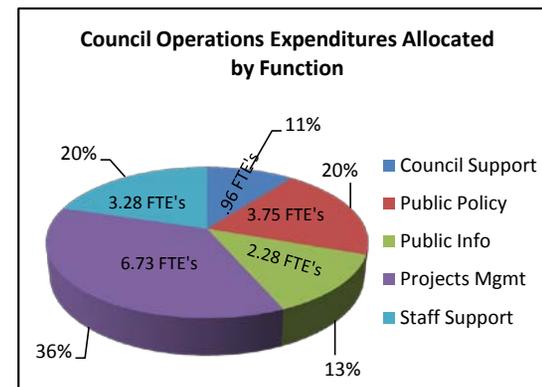
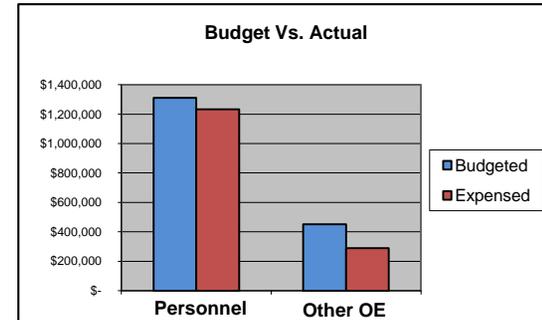
<sup>3</sup> Travel - In-State Staff - \$15,000 /\$9,723; Out-of-State Staff - \$7,000 /\$2,813

<sup>4</sup> Rent - Building - Space: Office & Storage Space - \$44,546/\$40,351; Meeting Rooms - \$35,000/\$14,499

<sup>5</sup> Rent - Computer Equip: laptops & PCs - \$22,800/\$16,228; AV Equipment for meetings- \$35,000/\$16,719; Copier - \$6,420/\$5,562

<sup>6</sup> Other OE - NACDD Dues - \$19,471, translator svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services.

<sup>7</sup> Items not expended include audit, legal, travel, utilities, rental of space and equipment, and other operating expenses; therefore variance would be lower.



## GRANTS/CONTRACTS PROJECTIONS

Grantee Name	Project Title	2009		2010		2011		2012	
		Budget/Expenses							
Apalachicola Creek Indians	Outreach & Development 1			10,000	10,000				
Barbara Jordan Endeavors Corp	Outreach & Development 4					9,855			
Baylor College of Medicine	Transition Medicine Program	100,000	100,000						
Biennial Report	Biennial Report-Printing & Production	30,581	8,750	125,000	16,648			125,000	
Brighton School, Inc.	Expansion of Existing Leadership Development & Advocacy Skills Training Projects (LDAST 2)			40,000		20,000			
Brighton School, Inc.	L&A Specialized Advocacy Training 1	150,000	150,000	15,106	15,106				
Community Healthcare (formerly Sabine Valley Center)	Peer to Peer Self-Advocacy Training: Self-Advocates Working All Together	31,072	23,745						
Community Healthcare (formerly Sabine Valley Center)	Self-Employment 1	111,811	106,015	150,000	76,573	12,704		125,000	
Easter Seals	ASSET	125,000	125,000	25,000	13,280				
Easter Seals	TX Disability Policy Consortium	106,103	95,994						
Family to Family Network Inc	L&A Local Basic Advocacy Training 1	118,990	118,990	81,010	45,178	25,000			
Friends and Families of Asians with Special Needs	Outreach and Development 3			9,866	4,717				
Goodwill Industries of Central East Texas	Youth Leadership Training 2	51,463	51,463						
Imagine Enterprises Inc	Expansion of Existing Leadership Development & Advocacy Skills Training Projects (LDAST 3)			40,000		20,000			
Imagine Enterprises Inc	Self-Determination	70,768	70,768						
Imagine Enterprises Inc	Youth Leadership Training 3	50,000	50,000	50,000	50,000				
Knowbility, Inc	Field-Initated Employment 1	198,082	198,082						
Light & Salt Association	Outreach & Development 5			10,000	783				

Grantee Name	Project Title	2009		2010		2011	2012
		Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses	Budget/Expenses
Lower Rio Grande Valley Workforce Development Board	Field-Initiated Employment 2	70,222	52,190				
NAMI Texas	L&A Specialized Advocacy Training 2	150,000	150,000	7,450	4,298		
Parents Anonymous, Inc.	African American Family Support Conference			50,000	49,404	35,000	15,000
Parents Anonymous, Inc.	Statewide Advocacy Network	100,000	100,000	25,000	25,000		
Paso del Norte Children's Development Center	Expansion of Existing Leadership Development & Advocacy Skills Training Projects (LDAST 1)			40,000		20,000	
Paso del Norte Children's Development Center	Peer to Peer Self-Advocacy Training: Training Tomorrow's Mentors Today	19,275	19,275				
Project DOCC, Inc.	Houston Project DOCC II	52,000	52,000				
Region 17 ESC	PBS-HS	200,000	200,000	120,000	57,430	40,000	120,000
Region 17 ESC	PBS-ID	215,000	215,000	90,000	37,390	40,000	115,000
Region 19 ESC	Expansion of Existing Leadership Development & Advocacy Skills Training Projects (LDAST 4)			40,000		20,000	
Region 19 ESC	Youth Leadership Training 5	81,099	75,893	18,901	14,956		
SafePlace	Meaningful Relationships			105,475	43,881	125,000	125,000
SER Jobs for Progress	L&A Local Basic Advocacy Training 2	135,349	135,240	33,402	33,373		
Syracuse University	L&A Advocacy U	50,000	50,000	43,750	43,179		
Texas A&M Research Foundation	Field-Initiated Employment 3	125,000	114,426				
Texas A&M Research Foundation	Youth Leadership Training Statewide	75,000	75,000	75,000	75,000		
Texas A&M University	Higher Education 1					225,000	225,000
Texas A&M University	L&A Statewide Advanced Training	250,000	215,146	96,182	23,489	103,818	150,000

Grantee Name	Project Title	2009		2010		2011		2012	
		Budget/Expenses							
<b>Texas Advocates</b>	Peer to Peer Self-Advocacy Training: Led by People with Disabilities	<b>127,877</b>	<b>127,877</b>	72,072	45,998				
<b>Texas Center for Disability Studies</b>	Support for Advisory Committee Member Travel	<b>36,697</b>	<b>25,858</b>	33,191	29,927	46,194		30,000	
<b>Texas Parent to Parent</b>	Public Policy Collaboration Activities			65,588	14,543	65,033		65,033	
<b>Texas Tech University</b>	Higher Education 2					209,384		225,000	
<b>Texas Tech University</b>	Teacher Preparation for Inclusive Education Project	<b>169,452</b>	<b>169,452</b>	330,456	209,966	99,999			
<b>The Arc of Greater Houston</b>	Outreach & Development 2			7,170	3,432				
<b>The Arc of Greater Tarrant County</b>	L&A Local Basic Advocacy Training 3	<b>149,968</b>	<b>149,968</b>	19,390	19,390				
<b>The Arc of San Angelo</b>	Alternatives to Guardianship-Volunteer Advocate Pilot Program			74,922	25,930	75,000		75,000	
<b>The Arc of Texas</b>	L&A Specialized Advocacy Training 3	<b>75,000</b>	<b>69,788</b>	93,724	86,475	7,249			
<b>The Arc of Texas</b>	Texas Microboard Collaboration	117,650	98,901	101,059	73,645	69,970		62,518	
<b>TIRR/Independent Living Research Utilization (ILRU)</b>	Accessible New Housing Project	<b>45,350</b>	<b>45,350</b>	20,000	752				
<b>United Cerebral Palsy</b>	TX Disability Policy Consortium 1	<b>31,431</b>	<b>31,431</b>						
<b>VSA Arts of Texas</b>	Self-Employment 2	<b>176,617</b>	<b>176,617</b>	100,000	50,989	25,000			
<b>KEY: Budget/Expenses in Bold = Grant Closed</b>	<b>Sub Totals</b>	3,596,857	3,448,219	2,218,714	1,200,732	1,294,206		1,457,551	
	<b>Stipends</b>	75,000	61,269	75,000	53,815	75,000	12,000	75,000	0
	<b>Total Grants</b>	3,671,857	3,509,488	2,293,714	1,254,547	1,369,206		1,532,551	

Grantee Name	Project Title	2009 Budget/Expenses	2010 Budget/Expenses	2011 Budget/Expenses	2012 Budget/Expenses
<b>PLANNED GRANTS/CONTRACTS PROJECTIONS</b>					
<b>College Education Program Project</b>	College Education Program Project			465,616	450,000
<b>Enabling Technologies</b>	Enabling Technologies			750,000	750,000
<b>Grants for Outreach &amp; Development</b>	Grants for Outreach & Development			62,975	
<b>Health &amp; Fitness</b>	Health & Fitness			500,000	500,000
<b>Inclusive Faith Based Communities</b>	Inclusive Faith Based Communities			300,000	300,000
<b>Leadership and Advocacy Training Projects</b>	Leadership and Advocacy Training Projects			450,000	450,000
<b>Outreach Consultant Activities</b>	Outreach Consultant Activities				
<b>Outreach Training Activities</b>	Outreach Training Activities				
<b>PP Committee-Capacity Building</b>	PP Committee-Capacity Building-Balance				50,000
<b>Regional Network Development</b>	Regional Network Development				75,000
<b>Statewide Leadership Advocacy Training Network</b>	Statewide Leadership Advocacy Training Network				75,000
<b>TDHCA/TCDD Trng on Accessibility Issues</b>	TDHCA Trng on Accessibility Issues				
<b>Planned Grant Totals</b>				<b>2,528,591</b>	<b>2,650,000</b>

Grantee Name	Project Title	2009 Budget/Expenses	2010 Budget/Expenses	2011 Budget/Expenses	2012 Budget/Expenses
	<b>Federal Allotment:</b>	\$5,035,766	\$5,106,030	\$5,095,817	\$5,095,817
	<b>Operating Expenses:</b>	1,526,278	3,052,108	675,885	1,788,829
	<b>Available for Grants:</b>	3,434,488	1,978,922	4,344,932	3,231,988
	<b>Available for Stipends:</b>	75,000	75,000	75,000	75,000
	<b>Total Available Funds:</b>	3,509,488	2,053,922	4,419,932	3,306,988
	<b>Grants/Stipends Awarded/ Final Obligations:</b>	3,509,488	2,053,922	1,271,206	1,442,551
	<b>Stipends Balance:</b>	13,731	21,185	63,000	75,000
	<b>Grants Balance:</b>	-13,731	-21,185	3,085,726	1,789,437
	<b>Balance/Deficit:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,148,726</b>	<b>\$1,864,437</b>
	<b>Est Available for Reobligation-OE</b>	0	0	0	0
	<b>Current Grants Projected Balance/Deficit</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,148,726</b>	<b>\$1,864,437</b>
	<b>Planned Grants Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,528,591</b>	<b>\$2,650,000</b>
	<b>Current and Planned Grants Total Projected Balance/Deficit</b>	<b>\$0</b>	<b>\$0</b>	<b>\$620,135</b>	<b>(\$785,563)</b>
<p><b>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. 10 balance will be obligated Sept 11.</b></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
<b>FYE 9-30-11</b>					
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	1,400	8	2	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Apr-2011	1,200	20	2	<input checked="" type="checkbox"/>
Texas State Independent Living Council	Apr-2011	6,000	24	4	<input checked="" type="checkbox"/>
Texas Coalition of Texans with Disabilities	Apr-2011	2,973	15	10	<input checked="" type="checkbox"/>
Brain Injury Association of Texas	Apr-2011	1,366	11	2	<input checked="" type="checkbox"/>
Texas Parent to Parent	Jun-2011	6,000	40	11	<input checked="" type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2011	5,552	17	0	<input checked="" type="checkbox"/>
Texas Advocates	Aug-2011	6,000			<input type="checkbox"/>
<b>TOTALS:</b>		\$53,852	295	42	

## FYE 9-30-12

Volar Center for Independent Living	Oct-2011	6,000			<input type="checkbox"/>
<b>TOTALS:</b>		\$6,000			

**NOTE: Budgeted amount used if stipend not closed.**

**Background:**

Council Policies provide for a Nominating Committee to be established each year at the fall (November) Council meeting. Both the Public Policy Committee and the Project Development Committee will select **one committee member** to be a member of the Nominating Committee. The Council will select a **third member** of the Committee. Those three members will select a Chair from among their members at their first meeting.

The Nominating Committee will bring forward recommendations at the winter (February) Council meeting for Council Vice-Chair and for the consumer member-at-large on the Executive Committee. TCDD Policies limit members from serving more than two consecutive terms as Vice-Chair. John Morris is serving in his first term as Council Vice-Chair and is eligible for another term. We also anticipate that the Vice-Chair will act as Chair following the November meeting until such time as the Governor designates a member as Chair to replace Ms. Coleman-Beattie who has given her resignation.

Council Policies do not limit the number of consecutive terms that a member may serve as the consumer member-at-large to the Executive Committee. Hunter Adkins is in her first term as the consumer member-at-large and is eligible for another term.

Please remember that members of the nominating committee are **not** eligible to be considered for a nomination to either of these positions.

**Project Development Committee**

**Agenda Item 4.**

**Expected Action:**

The Committee will select one member of the Committee to serve as a member of the Nominating Committee.

**Public Policy Committee**

**Agenda Item 5.**

**Expected Action:**

The Committee will select one member of the Committee to serve as a member of the Nominating Committee.

**Council**

**Agenda Item 6.**

**Expected Action:**

The Council will select one Council member to serve on the Nominating Committee.

**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:

- 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:

**Bilingual:** In two languages, usually English and Spanish.

**Project Development  
Committee**

**Agenda Item 5.**

**Expected Action:**

No action anticipated; information item only.

# TCDD Projects' Training Schedule

November 2011 – April 2012

**November**

- |           |  |
|-----------|--|
| <b>3</b>  | <b>Brighton School, Inc.</b><br>Parents Alliance for Learning and Support (PALS) Advocacy Training<br>One For Autism – English/Spanish<br>265 E. Lullwood (San Antonio)<br>Collaborative with Reaching Families Facing Autism<br>6:30pm–8:00pm<br>Contact Manny Garcia at (210) 826-4492 ext 5401<br>Open to Public – Participants must register<br>Free               |
| <b>3</b>  | <b>Brighton School, Inc.</b><br>Parents Alliance for Learning and Support (PALS) Advocacy Training<br>One For Autism – English<br>Kids Club<br>169 South Hickory Ave. (New Braunfels)<br>Collaborative with Reaching Families Facing Autism<br>6:30pm–8:00pm<br>Contact Manny Garcia at (210) 826-4492 ext 5401<br>Open to Public – Participants must register<br>Free |
| <b>10</b> | <b>Brighton School, Inc.</b><br>Parents Alliance for Learning and Support (PALS) Advocacy Training<br>One For Autism – English/Spanish<br>265 E. Lullwood (San Antonio)<br>Collaborative with Reaching Families Facing Autism<br>6:30pm–8:00pm<br>Contact Manny Garcia at (210) 826-4492 ext 5401<br>Open to Public – Participants must register<br>Free               |
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| <b>16</b> | <b>Brighton School, Inc.</b><br>ARD Clinic<br>Topic: To Be Determined<br>265 E. Lullwood (San Antonio)<br>9:00am–11:00am<br>Contact Manny Garcia at (210) 826-4492 ext 5401<br>Open to Public – Participants must register<br>Free   |

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

- 17 Brighton School, Inc.**  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
One For Autism – English/Spanish  
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6:30pm–8:00pm  
Contact Manny Garcia at (210) 826-4492 ext 5401  
Open to Public – Participants must register  
Free
- 17 Family to Family Network**  
Collaboration with Project G.R.O.W. ECI  
Christ United Methodist Church (Sugarland)  
Self Determination, Self Advocacy, Person Centered Planning (Life after School) – Possible Adult Panel  
Trainers: Norine Jaloway and Ricky Broussard, Imagine Enterprises and Laura Buckner, UT Center for Disability Studies  
Contact Family to Family Network at (713) 466-6304  
Register online at beginning June 15, 2011:  
<http://www.familytofamilynetwork.org/events/katy-parent-conference-a-resource-fair>  
Free for Adults with Disabilities  
\$30 Deposit for Family Members  
\$100 Community Members and Professionals
- 17 VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
Free
- 18 Family to Family Network**  
Collaboration with To Be Determined  
United Way of League City (Clear Lake)  
Self Determination, Self Advocacy, Person Centered Planning (Life after School) – Possible Adult Panel  
Trainers: Norine Jaloway and Ricky Broussard, Imagine Enterprises and Laura Buckner, UT Center for Disability Studies  
Contact Family to Family Network at (713) 466-6304  
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Free for Adults with Disabilities  
\$30 Deposit for Family Members  
\$100 Community Members and Professionals

## November

- 19**      **VSA Arts of Texas**  
Open Mic Night  
3701 Guadalupe St. (Austin)  
7:00pm-9:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public  
Free
- 19**      **El Paso del Norte Youth Leadership Forum**  
Self Determination Training  
Education Service Center-Region 19  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free
- 24**      **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  
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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

## December

- El Paso del Norte Youth Leadership Forum**  
Raining Talent: Talent Show Sponsored by Volar ILC  
Education Service Center-Region 19  
Date to be Determined  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free

If you are interested in attending any of the events listed,  
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**December**

- 1**      **Brighton School, Inc.**  
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Open to Public – Participants must register  
Free
- 5**      **Brighton School, Inc.**  
ARD Clinic  
Topic: To Be Determined  
265 E. Lullwood (San Antonio)  
9:00am–11:00am  
Contact Manny Garcia at (210) 826-4492 ext 5401  
Open to Public – Participants must register  
Free
- 7**      **Community Healthcare Self Employment Project**  
Customized Self-Employment Training and Business Development  
Southwest Center  
3222 W. 7<sup>th</sup> St. (Texarkana)  
9:00am-4:00pm  
Contact Mary Evans at (903) 237-2333 or [Mary.evans@communityhealthcore.com](mailto:Mary.evans@communityhealthcore.com)  
Open to the Public  
Free
- 8**      **Brighton School, Inc.**  
Parents Alliance for Learning and Support (PALS) Advocacy Training  
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Open to the Public  
Free
- 8 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](mailto:Mary.evans@communityhealthcore.com)  
Open to the Public  
Free
- 8 Family to Family Network**  
Collaboration with Project G.R.O.W. ECI  
Christ United Methodist Church (Sugarland)  
Beginning Advocacy – Who Are You Going To Call?  
Trainer: Jonas Schwartz, Health & Human Services  
Contact Family to Family Network at (713) 466-6304  
Register online at beginning June 15, 2011:  
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107 Woodbine Place (Longview)  
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- 15**      **VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
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Open to the Public  
Free

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**December**

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265 E. Lullwood (San Antonio)  
Collaborative with Reaching Families Facing Autism  
6:30pm–8:00pm  
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Open to Public – Participants must register  
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Parents Alliance for Learning and Support (PALS) Advocacy Training  
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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

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Kids Club  
169 South Hickory Ave. (New Braunfels)  
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

**January**

**19 VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
Free

If you are interested in attending any of the events listed,  
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## January

**21** **El Paso del Norte Youth Leadership Forum**  
Financial Literacy and Resources in the Community: Building Self-Sufficiency  
Education Service Center-Region 19  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free

**21** **VSA Arts of Texas**  
Open Mic Night  
3701 Guadalupe St. (Austin)  
7:00pm-9:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public  
Free

## February

**3-4** **El Paso del Norte Youth Leadership Forum**  
Border Conference on Special Education  
Education Service Center-Region 19  
6611 Boeing Drive (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free

**11** **El Paso del Norte Youth Leadership Forum**  
Post Secondary Education and Assistive Technology  
El Paso Community College Day  
El Paso Community College (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free

**16** **VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
Free

**18** **VSA Arts of Texas**  
Open Mic Night  
3701 Guadalupe St. (Austin)  
7:00pm-9:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto: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.

- El Paso del Norte Youth Leadership Forum**  
Children's Disabilities Information Coalition Conference  
El Dorado High School (El Paso)  
Date and Time to be Determined  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free
- 7**      **Community Healthcare Self Employment Project**  
Customized Self-Employment Training and Business Development  
Location to be Determined (Texarkana)  
9:00am-4:00pm  
Contact Mary Evans at (903) 237-2333 or [Mary.evans@communityhealthcore.com](mailto:Mary.evans@communityhealthcore.com)  
Open to the Public  
Free
- 8**      **Community Healthcare Self Employment Project**  
Customized Self-Employment Training and Business Development  
Location to be Determined (Texarkana)  
9:00am-11:00am  
Contact Mary Evans at (903) 237-2333 or [Mary.evans@communityhealthcore.com](mailto:Mary.evans@communityhealthcore.com)  
Open to the Public  
Free
- 8**      **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](mailto: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)  
9:00am-4:00pm  
Contact Mary Evans at (903) 237-2333 or [Mary.evans@communityhealthcore.com](mailto:Mary.evans@communityhealthcore.com)  
Open to the Public  
Free
- 15**      **VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
Free

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

April

- 17**      **VSA Arts of Texas**  
Open Mic Night  
3701 Guadalupe St. (Austin)  
7:00pm-9:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public  
Free
- 24**      **El Paso del Norte Youth Leadership Forum**  
Career Awareness and Resources in the Community  
Workforce Solutions Upper Rio Grande  
1359 Lomaland Dr. (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free
- 15**      **VSA Arts of Texas**  
Arts and Disability Discussion Group  
3701 Guadalupe St. (Austin)  
11:30am-1:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto:april@vsatx.org)  
Open to the Public – RSVP required  
Free
- 21**      **El Paso del Norte Youth Leadership Forum**  
Making you Case! Self Advocacy Training  
Education Service Center-Region 19  
6611 Boeing Dr. (El Paso)  
9:00am-2:00pm  
Contact Rick Razo at (915) 780-5091  
Open to individuals registered as YLF delegates  
Free
- 21**      **VSA Arts of Texas**  
Open Mic Night  
3701 Guadalupe St. (Austin)  
7:00pm-9:00pm  
Contact April Sullivan at (512) 323-6626 or [april@vsatx.org](mailto: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.

**TCDD Project Highlights  
Outreach and Development Projects**

**November 2011**

**Apalachicola Creek Indians**

**Project Title:** Outreach and Development Project  
**Project Location:** Mabank

**Year:** 1 of 1  
**TCDD Budgeted:** \$ 10,000

**RFP Intent:** The project intent is to better understand the values, cultures and customs that exist in Texas, and how cultural issues may impact how services should be provided. The project anticipates improving self esteem, better nutritional health and cooking skills, and quality opportunities for community involvement for persons with intellectual disabilities and/or developmental disabilities. TCDD approved funding of up to \$10,000 per year for up to 1 year.

**Accomplishments:** 25 satisfaction surveys completed with persons with disabilities who use Tribal Referral and Information Services. As a result of the surveys, individuals awaiting Home and Community-Based Services (HCS) independent living services partnered with Mosaic Inc.; participated in nutrition and cooking training, and a reading program.

**Products:**  
Satisfaction survey results

**The Arc of Greater Houston**

**Project Title:** Parents as Partners in Special Education/Spanish Speaking  
**Project Location:** Houston

**Year:** 1 of 1  
**TCDD Budgeted:** \$7,170

**RFP Intent:** The project intent is to better understand the values, cultures and customs that exist in Texas, and how cultural issues may impact how services should be provided. The project will translate materials and a Resource Guide to Spanish; and provide culturally appropriate training to Spanish speaking families. TCDD approved funding of up to \$10,000 per year for up to 1 year.

**Accomplishments:** 187 families received culturally appropriate training on advocacy, guardianship, Special Education, and Medicaid Waiver services; translated all training materials in Spanish; and held a Spanish Resource and Advocacy Conference on September 17, 2011. The project was interviewed on a Spanish radio station for the purpose of educating the community about the changes anticipated from the 82<sup>nd</sup> Legislative Session.

**Products:**  
Spanish language training materials

**Background:**

Planning Coordinator Joanna Cordry will review the progress made on the State Plan Goals and Objectives and facilitate a discussion to prioritize and plan specific activities to be taken in the next 3-6 months. The discussion will include possible activities that would build on the successes of the Council’s Outreach and Development Projects; and how the Council will select the measures that will be used to show progress made on the Council’s Education Goal. The State Plan Goals and Objectives can be found behind this Tab. You may also wish to review the following material to better prepare for the discussion:

- Continuation Grant Awards (Tab 5)
- Consideration of New Grant Awards (Tab 6)
- Grants and Project Reports (Tab 9)
- Future Funding Priorities (Tab 12)
- Public Input to the Council (Tab 13)
- Public Policy Issues (Tab 14)
- Public Information Report (Tab 15)

Also behind this Tab are Executive Summaries for possible future Grant Projects. These will be discussed by the Project Development Committee and may be recommended for consideration by Council.

**Project Development Committee**

**Agenda Item 7.**

**Expected Action:**

The Project Development Committee will discuss specific activities to be taken in the next 3-6 months to implement the State Plan. The Committee may recommend funding activities to the Council for consideration.

**Public Policy Committee**

**Agenda Item 10.**

**Expected Action:**

The Public Policy Committee will discuss specific activities to be taken in the next 3-6 months to implement the State Plan. The Committee may recommend activities to the Council for consideration.

**Council**

**Agenda Item 9.**

**Expected Action:**

The Council will consider recommendations from the Project Development and Public Policy Committees and determine appropriate action.

# **Future Funding Proposal**

## **Executive Summary**

### **Proposed Transportation Project**

**Issue:**

Texans with developmental disabilities and their families continue to experience barriers to full inclusion in their communities that are due to insufficient access to the transportation they need to participate. Among other problems, public transit frequently is too limited in availability, does not meet the needs of individuals, and/or is difficult to navigate.

The Texas Council for Developmental Disabilities' (TCDD) Five Year State Plan places a high priority on improving transportation for Texans with disabilities. TCDD has demonstrated that establishing and building the capacity of local transportation alliances that include people with developmental disabilities and their allies is an effective and sustainable method to create systems change in transportation systems in both urban and rural areas in Texas.

TCDD's previous project coordinated and assisted with community recruitment, training, and organizing, and provided the initial funding and technical assistance to facilitate the self-sufficiency of each alliance. In addition, the project linked the alliances together and developed commitments from a wide range of partners who might positively influence transportation planning at the state level. Last, but not least, the project included a targeted public awareness component. The project was able to develop active alliances that enabled people with disabilities to influence transportation planning in San Antonio, Fort Worth, East Texas, Houston, and El Paso. Some of these alliances continue to be active and have been able to secure additional funding to support ongoing work.

**State Plan Goal and Objective:**

**Goal 4:** In at least one Health and Human Service (HHS) region, 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.*

***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.*

**Proposed Project Description:**

TCDD intends to fund up to 2 projects to address transportation issues and include the following activities:

- Identify a single HHSC region that demonstrates a high need for transportation planning (to be defined by the potential grantee);
- Develop new transportation alliances that are actively working on transportation issues and demonstrating positive results in at least 60% of the counties in that region;
- Train, mentor, and/or provide other supports to ensure that all alliances include people with disabilities;
- Ensure that local alliances receive technical assistance and/or training as is needed;
- Pursue non-traditional partnerships and coordinate outreach activities to recruit individuals to be involved in project activities and local alliances;
- Coordinate with other transportation alliances/networks, advocates, and/or other TCDD grantees to inform advocacy work, share information, and maximize available resources when possible;
- Implement marketing and public awareness activities to increase understanding of transportation issues of people with developmental disabilities;
- Train local organizations to provide effective travel training to individuals with developmental disabilities; and
- Develop and coordinate an evaluation plan that will yield the necessary data for TCDD.

**Expected Grant Outcome(s):**

There will be an increase in the percent of people with developmental disabilities living in a single Health and Human Services Commission Region who report they have access to the transportation they need to participate in their community.

**Proposed Measures of Success:**

The grantee must report the following data by September 15, 2016:

- Report once during the grant on the percent of people with developmental disabilities living or working in the selected region who report they have access to the transportation they need to participate in their community *prior to implementation of project activities*.
- Report once during the grant on the percent of people with developmental disabilities living or working in the selected region who report they have access to the transportation they need to participate in their community *after 3 years of implementation of project activities*.
- Report quarterly on the total dollars leveraged through project activities, in any region.
- Report quarterly on number of individuals with disabilities who attain membership on transportation planning entities and are active in transportation planning within the selected region.
- Report quarterly on number of local organizations that begin to provide travel training to individuals with developmental disabilities; and

- Report quarterly on number of individuals with disabilities receiving travel training from local organizations as a result of this grant.

**Proposed Funding Amount:**

Up to \$400,000 per year for up to five years, for up to two projects.

**Proposed Amount of Required Match:**

Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state.

**Proposed Duration:**

Up to five years.

**Other Considerations:**

None.

# **Future Funding Proposal**

## **Executive Summary**

### **Proposed Project: Project SEARCH**

#### **Issue:**

Texans with developmental disabilities continue to experience higher unemployment rates than Texans who do not have disabilities. Parents of youth who have developmental disabilities also report that the transition from high school to a career is a particularly difficult, involved, and confusing process. Project SEARCH, a business-led school-to-work transition model, has demonstrated success in developing internships for students with developmental disabilities that lead to integrated employment that pays the prevailing wage for a given job. Since it started in Cincinnati in 1996, Project SEARCH has approved over 150 programs in 42 states and 4 countries. Sites in various stages of implementation are currently located in Austin, El Paso, and Fort Worth; individuals and businesses in other areas have indicated a strong interest in establishing more approved sites.

The Project SEARCH model requires a partnership between multiple state agencies (representing education, vocational rehabilitation, the long-term support agency, and a community rehabilitation provider) as well as businesses and families. The Texas Department of Assistive and Rehabilitative Services (DARS), in addition to participating at the local level in the sites, has actively supported the development of Project SEARCH sites across Texas for over a year. DARS staff maintains contact with the Project SEARCH national office and provides technical assistance to Texas businesses. Through this effort, DARS can gather information about emerging barriers and identify possible opportunities for sites to share resources and/or coordinate activities. However, as the number of sites expands, it will be difficult for DARS to continue in this role. It may also be preferable for the agency/organization that supports and coordinates work between all the sites not be one of the agencies involved in project implementation.

Developmental Disabilities Councils have played key roles in supporting the successful initiation and/or growth of Project SEARCH in multiple states. The Texas Council for Developmental Disabilities could also facilitate the expansion and the evaluation of Project SEARCH in Texas by providing funding to an organization to:

- facilitate the development of new sites across the state;
- coordinate activities of existing sites and collaborate with DARS to ensure that all available resources are used effectively and efficiently;
- evaluate the factors that influence the degree of success of any specific program and share this information broadly;
- explore, with the approval and assistance of the Project SEARCH national office, adapted models through which a wider range of businesses might successfully implement Project SEARCH; and

- gather information about barriers and work with the appropriate agency or organization to remove these barriers.

TCDD and DARS staff met to discuss what types of activities might be helpful. The project outlined below draws on those discussions and supports collaboration between DARS, the Project SEARCH national office, and Project SEARCH sites (existing and future) in Texas to facilitate the establishment of as many successful, sustainable Project SEARCH sites in Texas as possible. The grantee would serve in a supportive role, ensuring that each business has “ownership” of their site, and would agree not to use the Project SEARCH model or brand in any way that is not fully supported by the Project SEARCH national office. Additionally, the selected grantee would not be a partner involved in implementing a specific Project SEARCH site and nor could the grantee be a state agency.

**State Plan Goal and Objective:**

**Goal 2:** Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of 3-5 years of TCDD funding, by 9/30/2016.

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

**Proposed Project Description:**

TCDD intends to fund one (1) project to expand and evaluate the impact of Project SEARCH in Texas by implementing the following activities:

- Support coordination between the Project SEARCH national office, Project SEARCH sites in Texas, DARS, and other state agencies that become involved.
- Identify barriers that sites and/or other partners encounter (for example, ensuring that families have access to benefits counseling as a part of their participating in Project SEARCH) and seek to resolve those barriers in a collaborative manner with participating agencies.
- Conduct outreach/marketing activities to create additional interest in Project SEARCH sites across Texas.
- Provide technical assistance to organizations interested in establishing Project SEARCH sites in Texas.
- With the approval of and guidance from the Project SEARCH national office, explore adaptation and/or expansion of the model to other types of business and/or to non-students.
- Support an annual site visit from the Project Search national office or their approved national TA provider.
- Prepare a final evaluation for TCDD as outlined below.

**Expected Grant Outcome(s):**

1. At least 10 new sites in Texas will be approved by Project Search by the end of year 4.

2. A final evaluation report will be provided to TCDD that includes information regarding:
  - Savings achieved by businesses implementing Project SEARCH;
  - The employment outcomes of the students who participated in Project SEARCH, analyzed by type of disability, socio-economic background, and ethnicity; and
  - Information about barriers encountered.

**Proposed Measures of Success:**

- The grantee will report the number of Project SEARCH sites established, and the number of students who obtain jobs at each site.
- Staff from participating sites, DARS, the Project SEARCH national office, and others participating in the collaborative effort will be surveyed to determine grantee effectiveness.

**Proposed Funding Amount:**

Up to \$175,000 per year for up to five years, for one project.

**Proposed Amount of Required Match:**

Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state.

**Proposed Duration:**

Up to five years.

**Other Considerations:**

None.

**Background:**

An Executive Summary for proposed strategy to continue funding support for the Gulf Coast of Texas African American Family Support Conference is enclosed. During August meetings, the Executive Committee determined to not award funding to Parents Anonymous for year two of this project. The attached Executive Summary proposes to solicit applications to continue funding support for the second and third conferences from organizations in the greater Houston area that were involved in supporting the initial conference held in August 2011.

**Project Development Committee**

**Agenda Item 7. E.**

**Expected Action:**

The Committee will review the Executive Summary proposing to continue support for the Gulf Coast African American Family Support Conference and determine appropriate action.

**Council**

**Agenda Item 9. C.**

**Expected Action:**

The Council will consider recommendations from the Project Development Committee and make a final decision concerning a strategy to continue funding support for the Gulf Coast African American Family Support Conference.

# **Future Funding Proposal**

## **Executive Summary**

### **Gulf Coast of Texas African American Family Support Conference**

#### **Background:**

The Council initially approved (Nov. '08) an Executive Summary to fund a conference in Houston that replicates the Central Texas African American Family Support conference (CTAAFSC) hosted by Austin Travis County Integral Care (ATCIC) and sponsored by community partners from the public and private sectors. The CTAAFSC is an annual event that has been successful in addressing myths about mental illness, treatment for mental illness, and issues related to health disparities experienced by African Americans. The CTAAFSC targets the African American community and focuses on providing culturally appropriate information for African Americans in a culturally appropriate forum, and also embraces all members of the community regardless of race/ethnicity. The mission of the CTAAFSC is to strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education, supports, and partnerships. It strives to increase individual and family awareness of available behavioral and physical healthcare services, reduce stigma, and eliminate health disparities.

TCDD released an RFP for this project February 12, 2010 and received 3 applications. The Executive Committee approved the review panel recommendation to award funds to Parents Anonymous, Inc., (PA) for this project. PA proposed to provide support and coordination for a Regional Texas African American Family Support Conference for three years in Greater Houston, later named the Gulf Coast of Texas African American Family Support Conference.

TCDD initially authorized up to \$50,000 to [Parents Anonymous, Inc.](#), for the first year; \$35,000 for year 2; and \$15,000 for year 3 of a three-year project to host the Gulf Coast of Texas African American Family Support Conference in Greater Houston. The project started on Sept. 1, 2010, and hosted the first conference on August 4, 2011, in the Greater Houston area for up to 121 people with disabilities, their families, community members and professionals on available health care services (behavioral and physical) through culturally sensitive education supports and partnerships.

At the August 2011 Council meeting the TCDD Executive Committee reviewed information provided by staff regarding efforts of Parents Anonymous to date and voted to not continue funding to Parents Anonymous for years 2 and 3 of the Gulf Coast of Texas African American Family Support Conference project. The Council believes that it is crucial to the long term viability and success of this effort to have an organization with presence within the geographic region; and believes this is essential for the conference to effectively build capacity and sustainability.

#### **State Plan Goal and Objective:**

**Goal 5:** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental

disabilities to improve and maintain their health and have access as needed to necessary healthcare, behavior supports, community services, and/or respite, by 9/31/2016.

**Objective 4:** Each year of the plan, advocate for reallocation and/or more efficient use of existing resources, necessary policy changes, and/or increased funding to enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, community services, and respite in the communities in which they wish to live and to prevent unnecessary institutionalization.

**Expected Outcome:**

An annual, sustainable, event modeled on the Central Texas African American Family Support Conference will be held annually in Greater Houston.

**Project Description:**

The Gulf Coast of Texas African American Family Support Conference would be established as a yearly event, free to people with disabilities and their families, hosted by a local organization and sponsored by community partners from the public and private sectors. TCDD staff recommend soliciting new proposals to support two additional conferences consistent with the Council's original intent. It is also recommended that a key criteria for this new solicitation be that the applicant organization have an existing, substantive involvement in the planning and coordination of the first conference held in August 2011. That involvement is central to the model of CTAAFSC that is managed by community advocates who volunteer their time. The hosting organization would be required to follow the model of the CTAAFSC closely and would be required to seek and support active involvement of: committee members involved in the 2011 Gulf Coast of Texas African American Family Support Conference; leaders of faith-based organizations; mental and physical health-care professionals (including researchers) who focus on health disparities experienced by African Americans; African American community organizations (such as sororities or fraternities); local businesses; provider organizations; and local civil justice advocates. Prior to grant award, the applicant organization(s) would be required to obtain an agreement from ATCIC confirming their willingness to continue to provide guidance and share information.

**Proposed Funding Amount:**

\$35,000 for year 1; \$15,000 for year 2

The applicant organization will submit a proposal to outline how funds will be used.

For example: Presenters fees, Venue costs, and other project-related costs.

**Proposed Duration:**

TCDD funding would be offered for up to 2 years. TCDD would expect the conference to continue without TCDD funding after the initial 2 years.

**Other Considerations:**

Funding priority will be given to involved members (e.g., Project Advisory Committee and Ad Hoc Committee) who had direct experience with the 2011 Gulf Coast of Texas African American Family Support Conference. The hosting organization selected will show evidence of collaboration with committee members involved in the 2011 conference. The hosting organization must have presence within the geographic region and outline a plan to build capacity and sustainability after TCDD funds ends.

## Future Funding Priorities

Tab 12

### 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 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 review possible future funding activities and determine the priority order for any new projects recommended for funding.

### Council

#### Agenda Item 10.

### Expected Action:

The Council will consider recommendations from the Project Development Committee.

# TCDD Future Funding Activities Priority List

As of  
October 13, 2011

#	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
1.	<b>HIGHER EDUCATION:</b> (employment-related) up to 5 yrs	3	\$225,000/yr revised	05/06/11 revised	05/20/11 revised	In negotiation	08/31/16
2.	<b>ENABLING TECHNOLOGY:</b> (tech supporting independence) up to 5 yrs	3	\$750,000 collectively /yr	05/06/11	05/27/11	01/01/12	09/30/16
3.	<b>LEADERSHIP &amp; ADVOCACY NEXT STEPS:</b> Basic/local Leadership & Advocacy ext 2 yrs	6	\$40yr1:\$20yr2 ea	11/3/10	05/13/11	10/01/11	08/31/14
	Statewide Leadership Advocacy Training Network ext 2 yrs	1	\$75yr1:\$50yr2		TBD	TBD	TBD
	Regional Network Development new* 2 yrs	3	\$25,000/yr ea		12/01/11	06/01/12	05/31/15
	New Leadership and Advocacy via RFP up to 3 yrs	6	\$75,000/yr ea	05/06/11	05/27/11	01/01/12	11/30/14
4.	<b>OUTREACH CONSULTANT – ON GOING</b>	1	\$500,000/yr/2 yrs	05/14/04	FINAL	FINAL	FINAL
	Inclusive Faith Based Symposium –re post up to 3 yrs	4	\$75,000/yr	11/13/09	05/20/11	01/01/12	11/30/14
	<b>GRANTS</b> (minority communities collaborations) up to 1 yr	10	\$10,000/yr ea	05/14/04	07/02/10	12/31/10	1 yr max
	(4) <b>Light and Salt Association</b> – info, resources & skills	1	(\$10,000)	11/01/10	"	6/1/11	"
(5) <b>Barbara Jordan Endeavors Corporation</b> – training	1	(\$9,990)	"	"	"	"	
5.	<b>HEALTH AND FITNESS</b> up to 5 yrs	2	\$250,000/yr ea	05/06/11	06/03/11	01/01/12	12/31/16
6.	<b>FUNDERS ROUNDTABLE:</b> (TCDD staff project)	1	No Funding	11/03/10	N/A	01/01/12	TBD

## LEGEND:

Open RFP or proposal received are under review at time of printing.

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 1<sup>st</sup> year; \* = limited to statewide network members; (4)&(5) designate the count of mini-grants approved.

**Background:**

During the August Executive Committee meeting, the Committee discussed methods to assist self-advocates with developmental disabilities and family members to provide input to the Council given the travel constraints for many individuals across the state. The Committee asked staff to outline other options that allow individuals to provide comments to the Council and Committees, and asked both the Public Policy Committee and Project Development Committee to consider when public input is most needed in both Committees' usual discussion topics. The attached Executive Summary summarizes the information gathered thus far.

**Project Development Committee**

**Agenda Item 9.**

**Expected Action:**

The Committee will consider information concerning strategies to bring additional public input to the Committee and may offer recommendations to the Council for consideration.

**Public Policy Committee**

**Agenda Item 11.**

**Expected Action:**

The Committee will consider information concerning strategies to bring additional public input to the Committee and may offer recommendations to the Council for consideration.

**Executive Committee**

**Agenda Item 5. C.**

**Expected Action:**

The Committee will review information concerning strategies to bring additional public input to the Council and Committees and may determine appropriate action.

**Council**

**Agenda Item 11.**

**Expected Action:**

The Council will review recommendations from Committees and determine appropriate action.

## **Executive Summary Support for Public Input**

### **Background**

The TCDD Executive Committee first expressed interest during an April 2009 meeting in strategies to encourage and support more public comment and input at TCDD business meetings. Members discussed ways to encourage public input on Council activities in a way that allows a dialogue, not just brief comments, and discussed how TCDD might facilitate such participation in the future. TCDD staff often receive comments and input at various meetings, conferences, grantee on-site visits, etc., and TCDD receives input electronically on proposed State Plan activities and other matters. However, members noted that it is difficult for individuals from outside of central Texas to provide comments in-person at Council and Committee meetings. During the May 2009 TCDD Executive Committee meeting, members continued this discussion, noting in particular the desirability of cultivating a “standard practice” that promotes and encourages further solicitation of public comments and input on various issues that come before the Council or Committees. During the August 2009 TCDD Executive Committee meeting, members requested that staff explore options for various ways to receive public input. Information was subsequently reviewed with the Committee during the August 2010 meeting during which the Committee asked for information on ways to receive input in addition to reimbursing for travel, and asked that the Public Information Committee and Project Development Committees each discuss the various topics and/or points in time when additional public input would be helpful in informing those discussions.

### **Public Input: Content**

Staff suggest that Council members discuss the following items before considering how to receive public input from self-advocates and their families:

- On what topic areas is additional public input desired and helpful?
- When/how often would additional public input be useful (quarterly at Council meetings, year-round, coinciding with the State Plan draft process, etc)?
- From whom is public input desired? Are there specific groups, individuals who receive specific services, certain geographic areas of the state, etc. that are important audiences?
- Why is additional public input desired? (What will the Committee do with the information)?

## Public Input: Methods

Once the Council better defines the topic areas about which they'd like to have public comment and has identified groups from whom they'd like to hear, there are a variety of ways the Council and/or Committees might receive public input.

### Expansion of Existing Opportunities

- TCDD could partner with grantees, network partners or other organizations to reach a broader audience and request input.
- TCDD could request input in conjunction with other projects, such as State Plan outreach, Biennial Report research/focus groups, etc.

### Internet and Social Media

- Using existing tools, TCDD could request and encourage public input via Twitter and Facebook. Input could be submitted as comments or notes to TCDD via Facebook, or as concise feedback via Twitter (140 characters or less).
  - Might receive input from beyond Texas
  - Allows connection to both individuals and organizations
  - Allows focus on topic or issue if desired
  - Might limit access by some constituents who don't have necessary technology
- TCDD could explore creating a YouTube channel, allowing people to submit videos for the purpose of providing public input. Videos could then be shared during Council meetings.
  - Requires person to have video recording and other technology expertise
  - Does not allow TCDD to control appropriateness of content; would be viewable by public
- The TCDD website also has capabilities of hosting online surveys and web forms for people to fill out and submit electronic input to the Council.
  - Could reach a wide audience and direct them back to TCDD website
  - Allows focus on topic or issue if desired
  - Might limit access by some constituents do not have necessary technology

### Virtual Town Hall Meetings

Individuals could log-in via the Internet to see a scheduled presentation. Audio could be available via computer speakers and/or synchronized over the phone by also providing a call-in number. Interactive features could include real-time chat, and a question and answer period.

The "meeting" could be archived and posted online.

- Requires person to have specific technology and expertise
- Allows focus on topic or issue if desired

### Town Hall Meetings

TCDD could explore funding a project to coordinate a series of Town Hall meetings in various locations around the state. A summary of comments could be presented at the next Council meeting. Town Hall meetings could also be video or audio taped for future presentation and/or website archiving.

- Requires significant additional effort to coordinate when less familiar with area, facilities, etc
- Allows focus on topic or issue if desired
- Provides some of the same benefits of holding out-of-town Council meetings but with less expense.

### Real-Time Video Chat with Council (ie, Skype or FaceTime)

TCDD could explore funding a project to coordinate a series of “live chats” with Council members at each quarterly meeting. The use of personal computer video-conference capabilities would provide comments to Council members in real time.

- Requires specific technology skills and equipment
- Allows focus on topic or issue if desired

### Council Meetings Out-of-Town

Regular quarterly meetings of the Council and Committees could be held in locations outside of Austin. Public input sessions could be scheduled around the meeting times, and/or specific outreach could occur to encourage people to provide input during the meeting times.

- Increases cost for staff necessary to support meetings
- Creates Increased cost for council travel expenses
- Requires significant additional effort to coordinate when less familiar with area, facilities, etc
- Allows focus on topic or issue if desired

### Other Considerations

*Keep in mind that each of the options summarized above involve different expenses. The cost of encouraging more public input into Council business should not discourage consideration of various strategies if that input is meaningful and lends to healthy discussions about key items of interest to the Council.*

**Background:**

Staff will provide updates on the following policy areas of interest:

A. **State Policy Issues**

Staff will provide an update of recent public policy activities, including the implementation of legislation and the budget adopted by the 82<sup>nd</sup> Legislature.

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.

**Public Policy Committee**

**Agenda Item 6.**

**Expected Action:**

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

**Council**

**Agenda Item 13. A.**

**Expected Action:**

The Council will receive a report from the Public Policy Committee and consider any recommendations offered from the Committee.

# **PUBLIC POLICY ACTIVITIES SUMMARY REPORT**

June 2011 – September 2011

## **Long-term Services and Supports**

- TCDD provided recommendations to the Centers for Medicaid and Medicare on the Advanced Notice of Proposed Rule Making CMS-2296-P regarding the Home and Community Based services waiver services and person centered planning ([http://www.txddc.state.tx.us/public\\_policy/input\\_2011-06-13\\_HCBS.pdf](http://www.txddc.state.tx.us/public_policy/input_2011-06-13_HCBS.pdf)).
- TCDD staff participated in DADS meetings to implement 82<sup>nd</sup> Texas Legislative requirements for cost-containment in Medicaid waiver programs. Staff also participated in DD network partners meeting on DADS waiver services reductions on September 29, and provided input for content of webinars regarding the service reductions and appeal procedures.
- TCDD staff continue to participate in the Public-Private Provider Workgroup discussing current issues impacting the delivery of long-term services and supports for individuals with developmental disabilities.
- TCDD staff continue to participate in meetings with DADS concerning the status of rollout and enrollment in HCS waiver program and transition of case management to service coordination.
- TCDD staff continue to collaborate with colleague organizations regarding the implementation of the settlement with the Department of Justice concerning Texas state schools.
- TCDD staff continue to participate in the DADS stakeholder forums regarding improving services for individuals with high behavioral and medical needs in the Home and Community-based Services (HCS) and Community Living Assistance and Support Services (CLASS) Medicaid waivers.
- TCDD staff continue to participate as a member of the DADS Aging and Disability Resource Center Advisory Committee (ADRC), and the DADS Lifespan Respite Services Advisory Committee.
- TCDD staff participated as a member of the SB 1857 Advisory Committee to provide input to DADS and the Board of Nursing concerning revised protocols for medication management in HCS and TxHmL waiver programs and ICFs/MR facilities.
- TCDD staff participated in a workgroup to provide input to the Department of Public Safety concerning implementation of SB 1075 which establishes an “Amber Alert” protocol for missing persons with intellectual disabilities.
- TCDD Executive Director Webb was appointed to the Public Policy Committee of the National Association on Developmental Disabilities.

## **Education**

- TCDD staff continue to be involved the ECI Advocacy Coalition comprised of multiple advocacy, consumer and provider organizations that are focused on improving Early Childhood Intervention Services in Texas.

## **Healthcare**

- Staff continue to monitor the impact of health care reform and Medicaid expansion on services for people with development disabilities and the potential to alleviate some of the demand health and human services place on Texas general revenue funds.
- TCDD advocacy collaboration resulted in a decision by Texas Health and Human Services Commission on September 19, 2011, to not include a 3-prescription limit in the July 13, 2011, Texas application for a Section 1115 Demonstration Waiver to the Centers for Medicare and Medicaid Services (CMS).

## **Housing**

- Staff continue to work with TDHCA staff and attend stakeholder and monthly Disability Advisory Workgroup meetings to advance affordability and availability of integrated housing statewide.
- TCDD staff continue to monitor and attend the Promoting Independence Advisory Council.

## **Mental Health**

- TCDD staff continue to participate on the Department of State Health Services Mental Health Planning and Advisory Committee.
- TCDD continue to participate in the Texas Children's Mental Health Forums, developing a policy agenda to advance children's mental health in Texas.
- Staff continue to participate in adult mental health policy planning meetings through participation in meetings organized by Mental Health America Texas.
- Staff continue to monitor and attend agency meetings, research mental health policy and practice through attending forums and taskforce meetings, and builds coalitions and collaborative relationships with different mental health stakeholders, advocates and self-advocates.

## **Employment**

- TCDD staff participated in seminar "The ADAAA and Reasonable Accommodation Changes" sponsored by the Texas Governor's Committee on People with Disabilities and the DBTAC Southwest ADA Center at ILRU.

*Public Input submitted by TCDD is archived online at:*

[http://www.txddc.state.tx.us/public\\_policy/input.asp](http://www.txddc.state.tx.us/public_policy/input.asp)

## **Message from Commissioner Debra Wanser About Changes in ECI Eligibility**

I would like to thank the parents, physicians, advocates and providers who submitted written comments on our rules. Your concern for children with developmental delays and your support for ECI are very evident and much appreciated.

You may know that the DARS funding appropriation for Early Childhood Intervention (ECI) services for fiscal years 2012 and 2013 was about 14 percent less than funding levels for the program in 2011. As a result, DARS will narrow eligibility criteria for the ECI program.

The positive news is that we will not have to narrow as much as we originally thought when we first proposed rules in May 2011. We believe that we will continue to be able to serve those children and families most in need of our services. We are funded to serve, on average, almost 28,000 children and their families per month.

Effective September 1, 2011, a child will be eligible for ECI services if he or she:

- Has a medically diagnosed condition that has a high probability of resulting in developmental delay. This has not changed.
- Has an auditory or visual impairment as determined by school district personnel using Texas Education Agency criteria. This has not changed.
- Has a delay of at least 25% in one or more areas of development (motor, communication, cognition, social-emotional or self-help). For example, a child who is 16 months of age would have to have a delay of four months or more to be eligible. This is slightly more delay than would have been required in the past (in this example, three months).

The new eligibility criteria will apply to children who enroll in the program on September 1, 2011 or after. Families currently enrolled will continue to receive services and have their eligibility re-determined at least annually, as required by federal regulations. Children's continuing eligibility is based on having a medically diagnosed condition, auditory/visual impairment or evidence of a developmental delay.

DARS ECI will continue to identify and use all available funding sources while adhering to federal and state regulations. In addition, we have implemented several changes to both maintain and enhance the quality of our services. Our goal is to safeguard ECI's long term viability while ensuring alignment with the strengths and priorities of the program. Thank you again for your continued support and interest.

Sincerely,  
Debra Wanser  
Commissioner

## Texas Housing Trust Fund

# AMY YOUNG BARRIER REMOVAL PROGRAM



### FUNDING SOURCE

Appropriations from the State of Texas

### TOTAL FUNDS AVAILABLE

\$4 million for eligible administrators

### FORM OF ASSISTANCE

One-time grants of up to \$20,000 per home for accessibility and the elimination of hazardous conditions

### ELIGIBLE ADMINISTRATORS

Units of local government, nonprofit organizations, public agencies and Public Housing Authorities

- Administrators must understand Texas Accessibility Standards and applicable construction requirements
- Administration fees are 10% of the project cost paid upon completion of each project
- Three-step application process!
  1. Review the Amy Young Barrier Removal Program Notice of Funding Availability (NOFA) at [www.tdhca.state.tx.us/nofa.htm](http://www.tdhca.state.tx.us/nofa.htm)
  2. Sign and return the 2-page application with attachments to access the Department's new Reservation System.
  3. Start reserving up to \$20,000 in grant funds through the Department's Reservation System on behalf of qualified low income households with persons with disabilities.

### ELIGIBLE HOUSEHOLD BENEFICIARIES

Persons with Disabilities at or below 80% Area Median Family Income (AMFI) who may be tenants or homeowners, and their household members with disabilities.

### ELIGIBLE ACTIVITIES

Barrier removal and health or safety hazard modification as outlined in the NOFA

- At least 75% of each home's total grant may be used for barrier removal, such as the installation of ramps, grab bars, handrails, accessible door and faucet handles, buzzing or flashing devices, roll-in showers, etc.
- No more than 25% of each home's total grant may be used for health or safety hazard removal, unless otherwise approved by the Department.

### FOR MORE INFORMATION

Please contact the Texas Department of Housing and Community Affairs  
Housing Trust Fund Program  
Call Toll Free: 1-800-462-4251  
Email: [htf@tdhca.state.tx.us](mailto:htf@tdhca.state.tx.us)  
Web: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)



Amy Young

Photo: Texas Council for Developmental Disabilities.

### Amy Young

In May 2010, the Texas Department of Housing and Community Affairs launched its all-new Amy Young Barrier Removal Program, named in honor of one of the state's most passionate and persuasive advocates for Texans with disabilities, Amy Young.

Amy, a public policy analyst with the Texas Council for Developmental Disabilities, passed away in September 2008 after a sudden illness, one year before TDHCA announced the new statewide housing program created in part from recommendations she had pushed for as part of an advocacy policy workgroup.

Amy not only gave shape to the much-needed program, she also urged the Department to offer the program through its state funded Housing Trust Fund (HTF), which provided greater flexibility and fewer regulatory restrictions than federally funded programs, making it an ideal vehicle for this initiative.

Amy's passing left a true void in the disability community. Although she was not able to see her efforts come to fruition, the Department named its Barrier Removal Program in Amy's honor as the program significantly improves the quality of life for hundreds of Texans with disabilities.

The Texas Housing Trust Fund's  
Amy Young Barrier Removal Program  
is brought to you by the State of Texas and the  
Texas Department of Housing and Community Affairs.

# Medicaid Waiver Service Reductions

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Due to funding reductions in the state budget, the Department of Aging and Disability Services (DADS) is implementing cost-containment strategies for the following Medicaid waiver programs:

- Community Living Assistance and Support Services (CLASS)
- Home and Community-based Services (HCS)
- Community Based Alternatives (CBA)
- Medically Dependent Children Program (MDCP)

In early September DADS sent letters to providers and participants in the waiver programs that outline the new services limits, which are provided. Frequently Asked Questions about the new service limits and exception process are also included. On October 18, DADS held a public hearing to consider amendments to the proposed service limits. At that hearing, DADS announced that the service limits on behavioral support services in the CLASS and HCS waiver programs would not be included.

## Medicaid Waiver Service Reduction Documents

- DADS Letter to CLASS Providers
- DADS Letter to CLASS Participants
- DADS Letter to HCS Providers
- DADS Letter to HCS Participants
- DADS Letter to CBA Providers
- DADS Letter to CBA Participants
- DADS Letter to MDCP Providers
- DADS Letter to MDCP Participants
- Frequently Asked Questions about new service limits and exception process





COMMISSIONER  
Chris Traylor

September 8, 2011

To: Community Living Assistance and Support Services Case Management Agencies  
Community Living Assistance and Support Services Direct Service Agencies  
Consumer Directed Services Agencies

Subject: Information Letter No. 11-79  
New Service Limits and Elimination of Requisition and Specification Fees in the  
Community Living Assistance and Support Services (CLASS) Program

The Department of Aging and Disability Services (DADS) is implementing cost containment measures effective December 1, 2011, as required by the 2012-2013 General Appropriations Act (Article II, Special Provisions Relating to All Health and Human Service Agencies, Sec. 17a(4) and (5), H.B. 1, 82<sup>nd</sup> Legislature, Regular Session), concerning Additional Cost Containment Initiatives. These measures include changes to the CLASS Program as described below.

#### Service Limits

Effective December 1, 2011, DADS will implement new service limits for selected CLASS Program services. With the exception of minor home modifications, which have a lifetime limit, each service limit is the maximum amount of that service an individual may receive during the individual plan of care (IPC) year. Please see the attached chart for the list of services with new limits.

If the CLASS service planning team (SPT) believes a new service limit will not permit the individual's needs to be met, the SPT may request that DADS grant an exception to the service limit. The case management agency (CMA) must provide information to DADS, which may include information from the direct service agency (DSA), demonstrating how exceeding the new service limit is necessary to meet the individual's needs.

If DADS grants an exception, the service is subject to any existing CLASS service limit. The cost of all program services is limited to the annual waiver cost limit described in DADS rule at Texas Administrative Code (TAC), Title 40, §45.201(a)(5), concerning eligibility criteria. If DADS does not grant the exception, the individual and the CMA will receive notice of the denial or reduction of that service and information about how the individual can request a fair hearing.

#### Elimination of Requisition and Specification Fees in CLASS

Effective December 1, 2011, DADS will no longer reimburse requisition fees in the following CLASS Program services:

- adaptive aids;
- dental services; and
- minor home modifications.

Effective December 1, 2011, DADS will no longer reimburse specification fees in the following CLASS program services:

- adaptive aids;
- dental; and
- minor home modifications.

701 W. 51st St. ★ P.O. Box 149030 Austin, Texas 78714-9030 ★ (512) 438-3011 ★ [www.dads.state.tx.us](http://www.dads.state.tx.us)

*An Equal Opportunity Employer and Provider*

CLASS Program providers must continue obtaining specifications for the above CLASS Program services. If the above services are delivered prior to December 1, 2011, the provider can bill for the requisition and specification fees. If the services are delivered after December 1, 2011, the requisition and specification fees will not longer be billable items. DADS will continue to allow providers to claim requisition fees for CLASS specialized therapies.

Effective December 1, 2011, dental evaluations in CLASS may no longer be billed as a specification fee. Individuals who receive CLASS services may receive a dental evaluation for the purpose of developing a dental treatment plan at a cost within the annual, combined service limit of \$6,935 for dental treatment and adaptive aids. The DSA will submit claims for reimbursement for dental evaluations under the dental treatment service code 5A.

#### Utilization Review

As required by the 2012-13 General Appropriations Act (Article II, Special Provisions Relating to All Health and Human Services Agencies, Sec. 56c, H.B. 1, 82<sup>nd</sup> Legislature, Regular Session), concerning Use of Utilization Management and Utilization Review Practices, DADS will continue utilization management and review (UR) activities. Specific UR thresholds will continue for each waiver program. However, DADS may conduct utilization review of any service when determined necessary.

A CLASS provider must comply with this information letter in accordance with the applicable provision in the provider agreement, which requires providers to comply with all information letters promulgated by DADS:

- Providers contracted with DADS on Form No. 3254, Section III B.3.

In addition to the chart with new service limits, please see the attached letter and the Frequently Asked Questions document that DADS will send to individuals receiving CLASS services. Also attached is an instructional guide to assist CLASS CMAs in implementing the new service limits with affected individuals.

If you have any questions about this information letter, please contact the CLASS mailbox at [CLASS@dads.state.tx.us](mailto:CLASS@dads.state.tx.us).

Sincerely,

*[Signature on file]*

Teresa Richard  
Director, Center for Policy and Innovation

TR:cp

#### Attachments

Letters to Individuals Participating in the CLASS Program (English and Spanish)  
Frequently Asked Questions (English and Spanish)  
Service Limits  
Instructional Guide for Case Management Agencies



COMMISSIONER  
Chris Traylor

September 9, 2011

Dear Participant:

The Department of Aging and Disability Services (DADS) is making changes to the Community Living Assistance and Support Services (CLASS) program that create new service limits for some CLASS services beginning December 1, 2011. **The new service limits may or may not affect your current CLASS individual plan of care (IPC).**

If these changes affect your services, your CLASS case manager will contact you before December 1, 2011, to discuss the CLASS services on your current IPC and answer your questions. If a service you are receiving has a new service limit and you believe you need that service in an amount that exceeds the limit, you can ask DADS to grant an exception. If these changes do not affect your services, you will not be contacted by your CLASS case manager.

**The following CLASS services will have new service limits:**

<u>CLASS Service</u>	<u>New Service Limit for IPC year</u>
• Adaptive aids and dental treatment	\$6,935 combined
• Behavioral support	192 hours
• Habilitation	3,312 hours
• Minor home modifications	\$7,515*
• Occupational therapy	83 hours
• Physical therapy	91 hours
• Prevocational services	\$13,965
• Respite	29 days
• Specialized therapies (i.e., aquatic therapy, hippotherapy, massage therapy, music therapy, recreational therapy, therapeutic horseback riding)	\$10,118 combined
• Speech therapy	56 hours

\* *Lifetime limit*

**The following CLASS services will not have new service limits:**

- Auditory integration training/auditory enhancement training
- Case management
- Continued family services
- Financial management services

Participant  
September 9, 2011  
Page 2

- Nursing services
- Nutritional services
- Support consultation
- Support family services
- Supported employment
- Transition assistance services

Enclosed with this letter is a Frequently Asked Questions (FAQ) explaining more about the new service limits and the process for requesting an exception to a service limit. If you have questions about this letter or the FAQ, please contact your CLASS case manager.

Sincerely,

*[Signature on file]*

Gary Jessee  
Assistant Commissioner

GJ:cs

Attachment:  
FAQ



COMMISSIONER  
Chris Traylor

September 8, 2011

To: Home and Community-based Services Program Providers  
Consumer Directed Services Agencies  
Local Authorities

Subject: Information Letter No. 11-82  
New Service Limits in the Home and Community-based Service (HCS) Program

The Department of Aging and Disability Services (DADS) is implementing cost containment measures effective December 1, 2011, as required by the 2012-2013 General Appropriations Act (Article II, Special Provisions Relating to All Health and Human Service Agencies, Sec. 17a(4) and (5), H.B. 1, 82<sup>nd</sup> Legislature, Regular Session), concerning Additional Cost Containment Initiatives. These measures include changes to the Home and Community-based Services (HCS) Program as described below.

#### Service Limits

Effective December 1, 2011, DADS will implement new service limits for selected HCS Program services. Each limit is the maximum amount of that service an individual may receive during the individual plan of care (IPC) year. Please see the attached chart for the list of the selected services and the new limits.

If an individual or other member of the service planning team believes a new service limit will not meet the individual's needs, the provider may request DADS grant an exception to the service limit. The provider must supply information to DADS that providing the service in excess of the service limit is necessary for the ISP to meet the criteria in Texas Administrative Code, Title 40, §9.159.

If DADS grants an exception, the service is subject to any existing HCS Program service limit. The cost of all services is subject to the annual individual waiver cost limit described in DADS rule at Texas Administrative Code, Title 40, §9.155(a)(3), concerning eligibility criteria and suspension of HCS Program services. If DADS does not grant the exception, the provider will receive a copy of the notice of the denial or reduction of that service that was sent to the individual. The individual will receive information about how to request an appeal.

#### Utilization Review

DADS will continue utilization management and review (UR) activities for HCS as required by the 2012-13 General Appropriations Act (Article II, Special Provisions Relating to All Health and Human Services Agencies, Sec. 56c, H.B. 1, 82<sup>nd</sup> Legislature, Regular Session), concerning Use of Utilization Management and Utilization Review Practices. Specific UR thresholds will continue for each HCS Program service. However, DADS may conduct utilization review of any service when determined necessary.

An HCS Program provider must comply with this information letter in accordance with the applicable provision in the provider agreement, which requires providers to comply with all information letters promulgated by DADS:

- Providers contracted with DADS on Form No. 3254, Section III A. 3; and
- Providers contracted with DADS on Form no 3258, Section II, BB.

In addition to the chart with new service limits, please see the attached letter and the Frequently Asked Questions document that DADS will send to individuals receiving HCS services. Also attached is an instructional guide for providers that gives guidance on the implementation of the new service limits with affected individuals.

If you have any questions about this information letter, please contact the HCS mailbox at [HCS@dads.state.tx.us](mailto:HCS@dads.state.tx.us).

Sincerely,

*[Signature on file]*

Teresa Richard  
Director, Center for Policy and Innovation

TR:cp

Attachments:

Letter Notifying Individuals Participating in the HCS Program (English and Spanish)

Frequently Asked Questions (English and Spanish)

Service Limits

Instructional Guide for Providers



COMMISSIONER  
Chris Traylor

September 9, 2011

Dear Participant:

The Department of Aging and Disability Services (DADS) is making changes to the Home and Community-based Services (HCS) Program that create new service limits for some HCS Program services beginning December 1, 2011. **The new service limits may or may not affect your current HCS individual plan of care (IPC).**

If these changes affect your services, your HCS provider will contact you before December 1, 2011, to discuss the HCS services on your current IPC and answer your questions. If a service you are receiving has a new service limit and you believe you need that service in an amount that exceeds the limit, you can ask DADS to grant an exception. If these changes do not affect your services, you will not be contacted by your HCS provider.

**The following HCS services will have new service limits:**

<u>HCS Service</u>	<u>New Service Limit for IPC year</u>
• Adaptive aids	\$1,057
• Specialized therapies	
Audiology	3 hours
Behavioral support	10 hours
Dietary services	3 hours
Occupational therapy	8 hours
Physical therapy	30 hours
Social work	10 hours
Speech and language pathology	49 hours
• Supported employment	126 hours
• Supported home living	
LON 1*	923 hours
LON 5*	1,337 hours
LON 8*	1,868 hours
LON 6*	2,098 hours
LON 9*	3,546 hours

\*Level of Need

**The following HCS services will not have new service limits:**

- Day habilitation
- Financial management services
- Nursing

Participant  
September 9, 2011  
Page 2

- Residential assistance (foster/companion care, residential support, and supervised living)
- Support consultation

**The following HCS services have current service limits that are not impacted by this change:**

- Dental treatment
- Minor home modifications
- Respite

Enclosed with this letter is a Frequently Asked Questions (FAQ) explaining more about the new service limits and the process for requesting an exception to a service limit. If you have questions about this letter or the FAQ, please contact your HCS provider.

Sincerely,

*[Signature on file]*

Gary Jessee  
Assistant Commissioner

GJ:cs

Attachment:  
FAQ



COMMISSIONER  
Chris Traylor

September 9, 2011

Dear Participant:

The Department of Aging and Disability Services (DADS) is making changes to the Home and Community-based Services (HCS) Program that create new service limits for some HCS Program services beginning December 1, 2011. **The new service limits may or may not affect your current HCS individual plan of care (IPC).**

If these changes affect your services, your HCS provider will contact you before December 1, 2011, to discuss the HCS services on your current IPC and answer your questions. If a service you are receiving has a new service limit and you believe you need that service in an amount that exceeds the limit, you can ask DADS to grant an exception. If these changes do not affect your services, you will not be contacted by your HCS provider.

**The following HCS services will have new service limits:**

<u>HCS Service</u>	<u>New Service Limit for IPC year</u>
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Participant  
September 9, 2011  
Page 2

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Enclosed with this letter is a Frequently Asked Questions (FAQ) explaining more about the new service limits and the process for requesting an exception to a service limit. If you have questions about this letter or the FAQ, please contact your HCS provider.

Sincerely,

*[Signature on file]*

Gary Jessee  
Assistant Commissioner

GJ:cs

Attachment:  
FAQ



COMMISSIONER  
Chris Traylor

September 8, 2011

To: Community Based Alternatives Home and Community Support Services Agency Providers

Subject: Information Letter No. 11-101  
Service Limits and Elimination of Requisition and Specification Fees in the Community Based Alternatives (CBA) Program

The Department of Aging and Disability Services (DADS) is implementing cost containment measures effective December 1, 2011, as required by the 2012-2013 General Appropriations Act (Article II, Special Provisions Relating to All Health and Human Service Agencies, Sec. 17a(4) and (5), H.B. 1, 82<sup>nd</sup> Legislature, Regular Session), concerning Additional Cost Containment Initiatives. These measures include changes to the Community Based Alternatives (CBA) Program as described below.

#### Service Limits

Effective December 1, 2011, DADS will implement new service limits for selected CBA services. With the exception of minor home modifications, which have a lifetime limit, each limit is the maximum amount of that service an individual may receive during the Individual Service Plan (ISP) year. Please see the attached chart for the list of the selected services and the new limits.

A DADS case manager grants an exception to the service limit if the case manager determines, based on information from the CBA provider, that providing the service in excess of the service limit is necessary for the ISP to meet the criteria in Texas Administrative Code (TAC), Title 40, §48.6006(d)(1)-(5).

If the DADS case manager grants an exception, the service is subject to any existing CBA service limit. The costs of all services are limited to the annual waiver cost limit described in DADS rule at 40 TAC §48.6003(b)(6). If the DADS case manager does not grant an exception, the case manager will notify the CBA provider and the individual of the decision and the opportunity for the individual to request an appeal.

#### Desk Reviews

DADS case managers will conduct desk reviews on all ISPs affected by the new service limits. If CBA services authorized exceed the new service limits, the DADS case manager will determine whether an exception is allowed. In the process of making the determination, the DADS case manager will request the CBA provider supply the case manager with information and may conduct an interdisciplinary team meeting at which the attendance of a CBA provider representative may be required.

CBA providers must continue to follow the current policy for completing a request for changes to an individual's ISP. DADS will propose amended rules governing the CBA Program, to be effective December 1, 2011, reflecting the changes described above. In addition, DADS forms will be revised to reflect these changes, as necessary. The revised forms and instructions will be available no later than December 1, 2011, at [www.dads.state.tx.us](http://www.dads.state.tx.us) in the CBA Provider Manual.

Elimination of Requisition and Specification Fees in CBA

Effective December 1, 2011, DADS will not reimburse a CBA provider for requisition fees for the following CBA Program services:

- adaptive aids;
- dental services;
- medical supplies; and
- minor home modifications.

Effective December 1, 2011, DADS will not reimburse a CBA provider for specification fees for the following CBA Program services:

- adaptive aids; and
- minor home modifications.

Even though DADS will not reimburse a home and community support service agency (HCSSA) provider for specification fees, the provider must continue obtaining specifications for the above CBA Program services. If the above services are delivered prior to December 1, 2011, the provider can bill for the requisition and specification fees. If the above services are delivered after December 1, 2011, they are no longer billable items.

In addition to the chart with new service limits, please see the attached letter and the Frequently Asked Questions document that DADS will send to individuals receiving CBA services.

If you have any questions regarding this information letter, please contact the CBA mailbox at [cba@dads.state.tx.us](mailto:cba@dads.state.tx.us).

Sincerely,

[signature on file]

Teresa Richard  
Director, Center for Policy and Innovation

TR:cp

Attachments:

Letter to Individuals Participating in the CBA Program (English and Spanish)  
Frequently Asked Questions (English and Spanish)  
Service Limits



COMMISSIONER  
Chris Traylor

September 9, 2011

Dear Participant:

The Department of Aging and Disability Services (DADS) is making changes to the Community Based Alternatives (CBA) program that create new service limits for some CBA program services beginning December 1, 2011. **The new service limits may or may not affect your current CBA individual service plan (ISP).**

If these changes affect your services, your DADS case manager will contact you before December 1, 2011, to discuss the CBA program services on your current ISP and answer your questions. If a service you are receiving has a new service limit and you believe you need that service in an amount that exceeds the limit, you can ask DADS to grant an exception. If these changes do not affect your services, you will not be contacted by your DADS case manager.

**The following CBA services will have new service limits:**

<u>CBA Service</u>	<u>New Service Limit for ISP Year</u>
• Adaptive aids	\$2,050.00
• Dental	\$4,675.00
• Medical supplies	\$1,736.00
• Minor home modifications	\$6,550.00*
• Occupational therapy	61 hours
• Personal assistance services	2,135 hours
• Physical therapy	86 hours
• Respite	24 days
• Speech, hearing and language therapy	69 hours

\* *Lifetime limit*

**The following CBA services will not have new service limits:**

- Adult foster care
- Assisted living
- Emergency response services
- Financial management services

- Home delivered meals
- Nursing
- Prescribed medications
- Support consultation
- Transition assistance services

Enclosed with this letter is a Frequently Asked Questions (FAQ) explaining more about the new service limits and the process for requesting an exception to a service limit. If you have questions about this letter or the FAQ, please contact your DADS case manager.

Sincerely,

*[Signature on file]*

Gary Jessee  
Assistant Commissioner

GJ:cs

Attachment:  
FAQ



COMMISSIONER  
Chris Traylor

September 8, 2011

To: Medically Dependent Children Program  
Home and Community Support Services Agency Providers

Subject: Information Letter No. 11-103  
New Service Limits in the Medically Dependent Children Program (MDCP)

The Department of Aging and Disability Services (DADS) is implementing cost containment measures effective December 1, 2011, as required by the 2012-2013 General Appropriations Act (Article II, Special Provisions Relating to All Health and Human Service Agencies, Sec. 17a(4) and (5), H.B. 1, 82<sup>nd</sup> Legislature, Regular Session), concerning Additional Cost Containment Initiatives. These measures include changes to the Medically Dependent Children Program (MDCP) as described below.

#### Service Limits

DADS has developed limits for selected waiver services to reflect the maximum amount of that service an individual may receive during the individual plan of care (IPC) year. Please see the attached chart for the list of the services affected and the limits. DADS will determine if an exception to these limits is allowable.

#### Desk Reviews

DADS case managers will be conducting desk reviews on all MDCP cases affected by the new service limits and may contact the provider for additional information during this process. If the MDCP services authorized exceed the new service limits, the DADS case manager will determine if an exception is allowable.

If the DADS case manager grants an exception, the service remains subject to any current MDCP service limits and to the the individual cost limit described in DADS rule at Texas Administrative Code, Title 40, §51.203(7), concerning eligibility requirements. If the DADS case manager does not grant an exception, the individual and the provider will receive notice of the decision and information about requesting an appeal.

In addition to the chart with new service limits, please see the attached letter and the Frequently Asked Questions document that DADS will send to individuals receiving MDCP services.

Information Letter No. 11-103  
September 8, 2011  
Page 2

If you have any questions regarding this information letter, please contact the MDCP mailbox at [mdcp@dads.state.tx.us](mailto:mdcp@dads.state.tx.us).

Sincerely,

[signature on file]

Teresa Richard  
Director, Center for Policy and Innovation

TR:cp

Attachments

Letter to Parents/Guardian of Children Participating in the MDCP Program (English and Spanish)  
Frequently Asked Questions (English and Spanish)  
Service Limits



COMMISSIONER  
Chris Traylor

September 9, 2011

Dear Participant:

The Department of Aging and Disability Services (DADS) is making changes to the Medically Dependent Children Program (MDCP) that create new service limits for some MDCP services beginning December 1, 2011. **The new service limits may or may not affect your current MDCP individual plan of care (IPC).**

If these changes affect your services, your DADS case manager will contact you before December 1, 2011, to discuss the MDCP services on your current IPC and answer your questions. If a service you are receiving has a new service limit and you believe you need that service in an amount that exceeds the limit, you can ask DADS to grant an exception. If these changes do not affect your services, you will not be contacted by your DADS case manager.

**The following MDCP services will have new service limits:**

<u>MDCP Service</u>	<u>New Service Limit for IPC Year</u>
Adjunct support services	1,875 hours
Respite	2,096 hours

**The following MDCP services will not have new service limits:**

- Financial management services
- Transition assistance services

**The following MDCP services have current service limits that are not impacted by this change:**

- Adaptive aids
- Minor home modifications

Enclosed with this letter is a Frequently Asked Questions (FAQ) explaining more about the new service limits and the process for requesting an exception to a service limit. If you have questions about this letter or the FAQ, please contact your DADS case manager.

Participant  
September 9, 2011  
Page 2

Sincerely,

*[Signature on file]*

Gary Jessee  
Assistant Commissioner

GJ:cs

Attachment:  
FAQ

## Frequently Asked Questions

### New Service Limits and Exception Process – Effective December 1, 2011

- Question:** What is the purpose of the new service limits?  
**Answer:** DADS is implementing the new service limits for selected waiver services to achieve cost savings in Community Based Alternatives (CBA), Medically Dependent Children Program (MDCP), Community Living Assistance and Support Services (CLASS), and Home and Community-based Services (HCS) Program.
- Question:** When will the new service limits be effective?  
**Answer:** December 1, 2011
- Question:** When will the new service limits end?  
**Answer:** August 31, 2013
- Question:** When will I learn if a waiver service I am receiving will have a new service limit?  
**Answer:** If a waiver service on your service plan will have a new service limit, you will be contacted before December 1, 2011.
- Question:** Who will contact me and how will the contact be made?  
**Answer:** If a waiver service on your service plan will have a new service limit, you will be contacted either in-person or by telephone. The following chart describes the person for each program who will make the contact.

Waiver Program	Contact person
CBA	DADS case manager
MDCP	DADS case manager
CLASS	CLASS case manager
HCS	HCS program provider or service coordinator

- Question:** Who can I call now to find out if a waiver service I am receiving will have a new service limit?  
**Answer:** You may call the appropriate person described in the chart above.
- Question:** If one of my waiver services has a new service limit and I need that service in an amount that exceeds the limit, can I ask DADS to grant an exception to the new service limit?  
**Answer:** Yes. DADS has created a process for reviewing a request for an exception to a new service limit.
- Question:** How will the request for an exception process work?  
**Answer:** The process is a little different for the four programs that will have new service limits.

If you are enrolled in the Community Based Alternatives (CBA) program, your DADS case manager will discuss the new service limits, your individual service plan (ISP), and the exception process with you.

- Discuss with the DADS case manager your reasons for needing to receive the service in an amount that exceeds the new service limit.
- Your DADS case manager will consider the information and make a determination of whether providing the service in excess of the service limit meets the ISP criteria described in the CBA program rules.
- If dissatisfied with how your case manager handled your exception request, you should contact your DADS local office and ask to speak to your case manager's supervisor.
- If not granted an exception, you will receive a notice explaining how you can request a fair hearing to appeal the decision.

If you are enrolled in the Medically Dependent Children Program (MDCP), your DADS case manager will discuss the new service limits, your individual plan of care (IPC), and the exception process with you.

- Discuss with the DADS case manager the reasons you need to receive the service in an amount that exceeds the new service limit.
- Your DADS case manager will consider the information and make a determination of whether providing the service in excess of the service limit meets the IPC criteria described in the MDCP rules.
- If dissatisfied with how your case manager handled your exception request, you should contact your DADS local office and ask to speak to your case manager's supervisor.
- If not granted an exception, you will receive a notice explaining how you can request a fair hearing to appeal the decision.

If you are enrolled in Community Living Assistance and Support Services (CLASS), discuss with your service planning team your reasons for needing to receive the service in an amount that exceeds the new service limit.

- Your CLASS case manager will submit to DADS a *Request for an Exception of Service Limit* form that explains the reasons, as identified by you and your service planning team, you need to receive that service in an amount that exceeds the new service limit.
- DADS will review the form and determine whether providing the service in excess of the service limit meets the IPC criteria described in the CLASS program rules.
- If you are dissatisfied with how your program provider handled your exception request, you can contact DADS Consumer Rights and Services (CRS) by calling 1-800-458-9858 or emailing [CRScomplaints@dads.state.tx.us](mailto:CRScomplaints@dads.state.tx.us).

If you are enrolled in the Home and Community-Based Services (HCS) Program, discuss with your service planning team your reasons for needing to receive the service in an amount that exceeds the new service limit.

- Your HCS Program provider will submit to DADS a *Request for Exception of Service Limit* form with the information you and your HCS provider supply.
- DADS will review the form and determine whether providing the service in excess of the service limit meets the IPC criteria described in the HCS Program rules.

- If you are dissatisfied with how your program provider handled your exception request, you can contact DADS CRS by calling 1-800-458-9858 or emailing [CRScomplaints@dads.state.tx.us](mailto:CRScomplaints@dads.state.tx.us).

**9. Question:** Who at DADS will review my exception request and what are their qualifications?

**Answer:** The same DADS employees who review your ISP or IPC will review your exception request. These employees include case managers, psychologists, registered nurses, social workers, and, for the CLASS and HCS programs, qualified MR professionals (QMRPs).

**10. Question:** If DADS does not grant my request to exceed the new service limit, can I appeal DADS decision?

**Answer:** Yes.

- DADS will send a written notice with a description of whether DADS denies or reduces the service.
- The notice also will explain how you can request a fair hearing to appeal the decision.
- The person listed in the chart in the answer to #5 will assist you in submitting a request for a fair hearing.

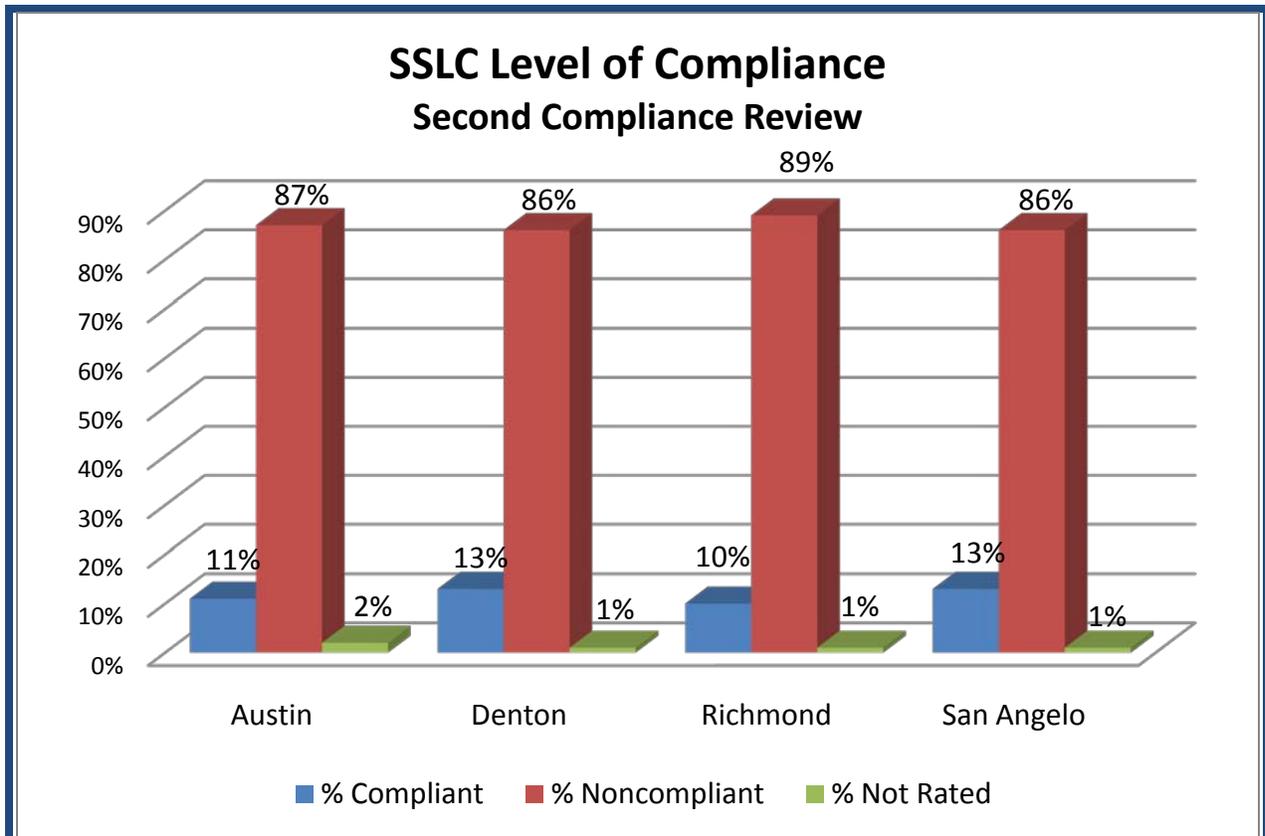
**11. Question:** Will I continue to receive the service while the appeal is pending?

**Answer:** Yes, as long as you follow the instructions in DADS written notice and submit a request for a fair hearing by the deadline stated in that notice.

## State Supported Living Center Compliance Reports Update

In June 2009, the State of Texas/Department of Aging and Disability Services (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 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 in 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 from 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-July, the second round of compliance reports was completed. The monitors released the third reviews on Corpus Christi and El Paso in September 2011. This report covers the concluding reports issued in the second round of compliance reviews on Austin, Denton, Richmond and San Angelo SSLCs. Some aggregate information is available on the full second compliance reviews of all SSLCs. In addition, information is provided about the third compliance reviews conducted so far.



This chart displays the proportion of provisions that were rated as compliant, noncompliant and not rated, respectively.

### **Austin State Supported Living Center (AUSSLC)**

AUSSLC was compliant in 18 of 163 provisions, or 11 percent of the areas rated. Two percent of provisions were not rated due to a lack of information made available to the monitors. 87 percent of provisions were rated as noncompliant with the SA. 15 of 20 areas assessed by the monitoring team were at 100 percent noncompliance. Areas at 100 percent noncompliance include: medical care, nursing care, dental care, physical and occupational therapy, and clinical care. Although the monitors noted improvements in abuse, neglect, and incident management, there was room to improve in the timeliness of incident reporting. The monitoring team recommended improvements in restraint use to enable the team to better evaluate the use of restraint at AUSSLC. Improvements were made in monitoring individuals who had transitioned to the community, but individual plans did not often include documentation on whether community placement was appropriate. Further, little progress was made in identifying obstacles to moving into the community.

### **Denton State Supported Living Center (DSSLC)**

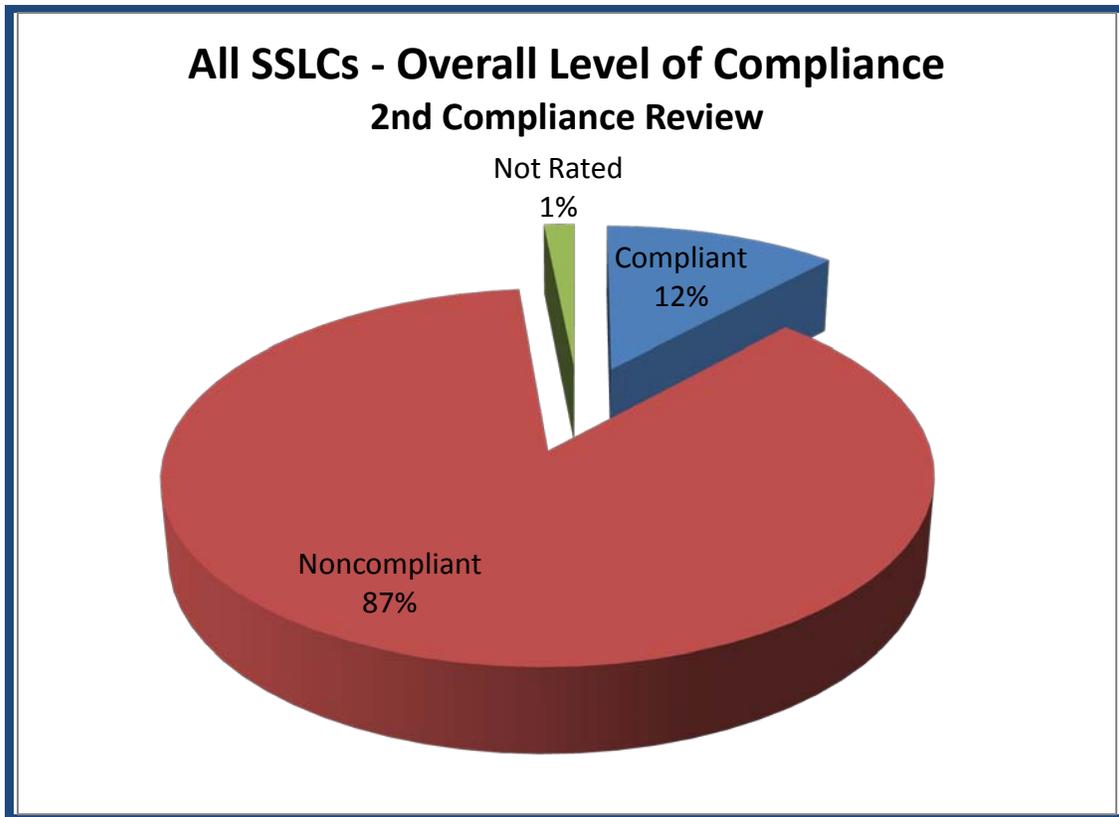
DSSLC was rated as compliant in 13 percent of the provisions assessed by the monitoring team, with 86 percent of provisions rated as noncompliant. 17 of the 20 areas that were evaluated were fully noncompliant with the terms of the SA. The monitoring team commended DSSLC staff for reductions in the use of restraint; however, documentation on the use of restraint varied from case to case and should be standardized. The monitoring team recommended that DSSLC improve its response time to incidents, noting that five of six incidents were not reported in a timely manner. Skill acquisition programs were in need of improvement as formal teaching is available only occasionally. DSSLC did little to promote awareness of community living options.

### **Richmond State Supported Living Center (RSSLC)**

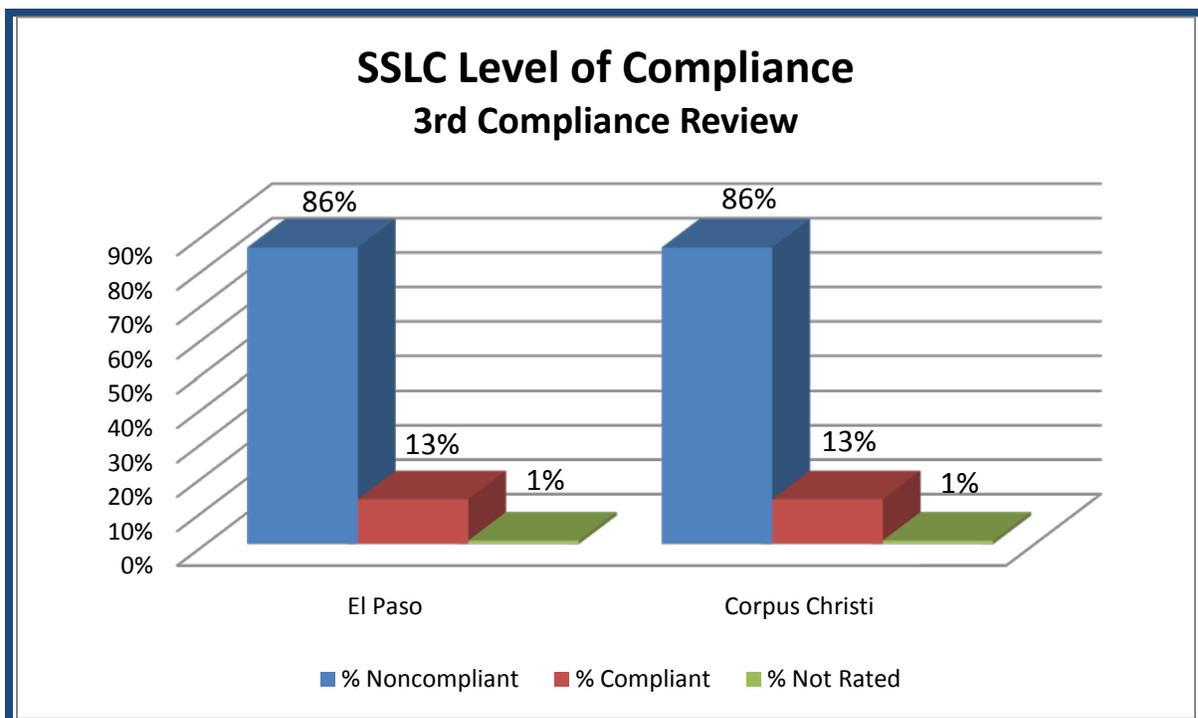
Ten percent of provisions were related as in substantial compliance with the SA, whereas 89 percent were in noncompliance, and 1 percent was not rated due to insufficient information. 13 of the 20 areas examined were rated as 100 percent noncompliant, meaning that no provisions within a section were in compliance with the SA. The monitoring team recommended that RSSLC make improvements in behavioral health practices in order to reduce the use of chemical restraint. RSSLC's policies on abuse, neglect, and incident management need to be clarified. RSSLC must also make sure that staff understands their responsibilities in identifying and reporting abuse. Although skill acquisition training had improved, it was still inconsistent. Inadequate assessments made quality teaching difficult. Assessment procedures were also hindering people from moving to the most integrated community setting.

### **San Angelo State Supported Living Center (SGSSLC)**

13 percent of provisions rated by the monitoring team were considered to be in substantial compliance with the SA. 86 percent of provisions were noncompliant, and one percent was not rated due to a lack of information. Three-quarters of the areas were rated as 100 percent noncompliant. Between November 2010 and March 2011, 79 individuals were subjected to 441 restraints, most of which were emergency and/or physical restraints. However, there was a 21 percent decline in the use of restraint between the first and second quarters of 2011. Between September 2010 and March 2011, there were 29 confirmed cases of abuse, neglect, or exploitation. There were 34 additional serious incidents during the same period of time, which included serious injuries and unauthorized departures. Although no provisions in the skill acquisition programs were found to be in substantial compliance, the monitoring team observed improvements in staff training. SGSSLC was engaged in a number of practices to encourage transition to community living, but a small percentage (11 percent) were actually in the referral and placement process.



The chart above demonstrates the aggregate level of compliance for all SSLCs in the second compliance review by the monitoring teams.



The chart above demonstrates the level of compliance for SSLCs that have been reviewed thus far in the third compliance review by the monitoring teams.

**El Paso State Supported Living Center (EPSSLC)**

EPSSLC was making progress in reducing its use of restraint, but needed to improve its documentation and monitoring of restraint use. Between January 1 and June 14, 2011, there was one confirmed case of abuse and one confirmed case of neglect. There were 15 serious incidents in the first two quarters of 2011 that included 12 serious injuries and 3 deaths. Progress was made in the area of skill acquisition programs, in training, documentation, and improving engagement. The monitoring team noted a lack of progress in moving individuals to the most integrated setting in the community. Activity to transition individuals to the community was slow, limited, or nonexistent. Little work was done to educate individuals about community options.

**Corpus Christi State Supported Living Center (CCSSLC)**

Significant progress was made in the area of abuse, neglect, and incident management, particularly due to staff training. Over half of the provisions in this area were rated as substantially compliant. The monitoring team noted progress in the use of restraint in terms of incorporating appropriate staff in a timely manner, such as a restraint leader and the pharmacist for use of chemical restraint. However, CCSSLC staff was encouraged to more critically examine the behaviors that were leading to restraint use to make sure that restraint was not escalating behaviors. Inadequate information was provided in individual plans about whether transition to the community was appropriate. Since the previous review, six individuals had transitioned to the community, four of whom experienced adverse results within 90 days of transition. One died, and three experienced psychiatric hospitalizations. These incidents raise concern about the transition plans for these individuals, which did not identify needed supports and services in the community, pertinent medical or mental health information, or barriers to transitioning to the community.

**Compliance Reports are online** at <http://www.dads.state.tx.us/monitors/reports/index.html>. The Settlement Agreement is at <http://www.dads.state.tx.us/homepage/FinalSettlementAgreement.pdf>.

# Federal Legislative Update

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## **FY 2012 Appropriations**

The House passed a continuing resolution (CR) on Tuesday, October 11 to keep the government running through November 18. House and Senate appropriators hope to avoid passing another short-term appropriations bill and instead come to agreement by November 18 on a final omnibus bill for FY 2012 that includes funding for all discretionary programs. Both House and Senate leaders have agreed to accept the total \$1.043 trillion overall cap on funding passed in the Budget Control Act on August 2. This represents a \$7 billion cut from the FY 2011 spending levels. The Senate Appropriations Committee has passed 11 of the 12 annual spending bills. The House Appropriations Committee has passed 9 of the 12 bills; six have been passed by the full House. DD Councils are funded at FY 11 levels in both House and Senate measures thus far.

## **Autism - Combating Autism Reauthorization Act signed into law**

On Friday, September 30, President Obama signed the Combating Autism Reauthorization Act into law. This law will continue to support the programs established by the Combating Autism Act of 2006, which include screening and surveillance of autism spectrum disorder (ASD) and educating professionals about proper screening, diagnosis, and intervention for children with ASD as well as many other developmental disabilities. The act authorizes \$231 million a year from Fiscal Year (FY) 2012 through 2014 for these efforts.

## **Deficit Reduction Negotiations**

The Joint Select Committee on Deficit Reduction has continued to meet behind closed doors in the last couple of weeks as they negotiate a plan to identify \$1.5 trillion in deficit reduction over ten years. House and Senate committees have until this Friday to submit their recommendations to the committee for consideration. The committee must agree to a plan by Thanksgiving, then submit legislative language to Congress and the President by December 2. Congress has until December 23 to pass the bill using fast-track procedures; otherwise, it will have to clear the usual hurdles in both chambers.

## **Education**

Senators Tom Harkin (D-IA) and Michael Enzi (R-WY) are expected to release a draft bill this week to reauthorize the Elementary and Secondary Education Act (ESEA). The Health, Education, Labor and Pensions Committee is scheduled to mark up the bill next Tuesday, October 18. The House has approached ESEA reform in a series of bills, only one of which (HR 2218) has gained bipartisan support and passed the House. To see all education bills introduced this Congress, visit AUCD's Action Center (<http://www.aucd.org/template/capwiz.cfm>) and click on Current Legislation.

President Obama issued remarks Friday about his administration's plan to waive certain requirements for states under the Elementary and Secondary Education Act ("No Child Left Behind"). The law requires 100 percent of students, including those with disabilities, to be proficient in math and reading by 2014. The U.S. Department of Education estimates that 80 percent of schools currently do not meet these proficiency standards, and would be labeled as failing if the law is not reformed. In exchange for relief from these standards, states must adopt "college- and career-ready" standards and develop a new accountability system that recognizes and rewards schools that show the greatest overall student progress.

November 2011

Senate Republicans recently introduced several bills to amend ESEA. Senators Johnny Isakson (R-GA), Lamar Alexander (R-TN), Mark Kirk (R-IL), Pat Roberts (R-KS), Marco Rubio (R-FL) and Roger Wicker (R-MS) introduced S. 1571, the ESEA Amendments Act of 2011. The bill would eliminate the requirement that states have in place a definition of "adequate yearly progress" and require interventions in only the lowest performing five percent of schools. It would also allow for unrestricted use of alternate assessments based on alternate or modified achievement standards, meaning that virtually all students with disabilities could be assessed via an alternate assessment rather than the regular state assessments given other students. The other bills (S. 1567, S. 1568, S. 1569), would amend Titles II and IV of ESEA and restrict the Secretary of Education's ability to put conditions on the approval of waiver requests.

### **Employment**

Representatives Cliff Stearns (R-FL) and Tim Bishop (D-NY) introduced Tuesday the Fair Wages for Workers with Disabilities Act of 2011 (H.R. 3086). The bill would phase out Section 14(c) of the Fair Labor Standards Act (FLSA), which allows employers holding special wage certificates to pay their workers with disabilities less than the federal minimum wage.

### **Health Care Reform**

The Institute of Medicine released a new report Friday that provides the U.S. Department of Health and Human Services with a set of criteria and methods to develop a package of essential health benefits. Under the Affordable Care Act, certain insurance plans, including those participating in the state-based health insurance exchanges, must cover a package of preventive, diagnostic, and therapeutic services and products in areas that have been defined as essential by HHS. The package will establish the minimum benefits that plans must cover; insurers may offer additional benefits. The report neither recommends a list of essential benefits nor comments on whether any particular service should be included or excluded, as doing so would have been beyond the committee's charge. More analyses will be shared as they become available.

Sources: Association of University Centers on Disability & The Arc of the U.S.

**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 needed. No action is anticipated.

**Council Meeting**

**Agenda Item 13. B.**

**Expected Action:**

The Council will receive a report of the Committee’s discussion on this item. No action is anticipated.

## Public Information Update (July – Sept 2011)

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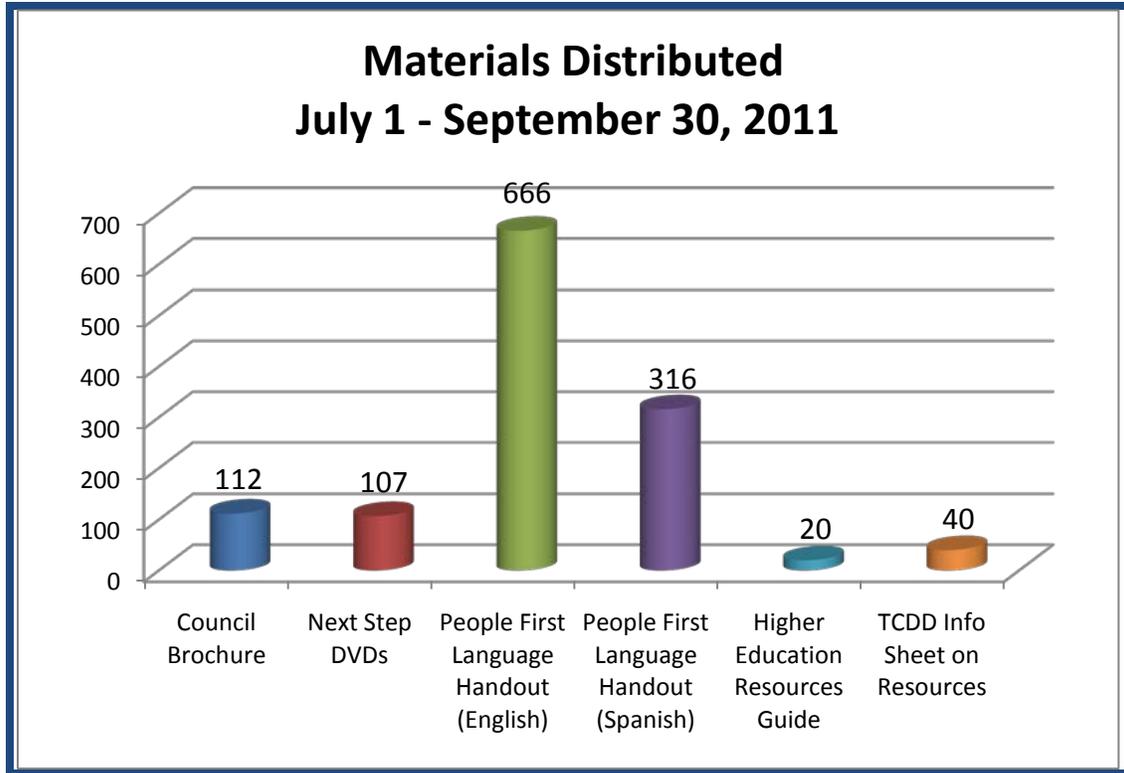
### Creating Awareness & Building Connections

- TCDD collaborated with several other groups (including network partners) to create flowcharts and webinar materials for individuals impacted by the DADS waiver reductions.
- TCDD is participating in the Inclusion Team of Texas (ITT) with other disability groups. ITT is working to promote volunteerism as an inclusive activity for people with disabilities.
- TCDD issued press releases on the four new leadership development and advocacy grant projects:
  - Brighton Center (San Antonio)
  - Paso Del Norte (El Paso)
  - Imagine Enterprises (Abilene)
  - Region 19 Education Service Center (El Paso)

Texas Tech Burkhart Center for Autism Education (Lubbock) issued its own release.

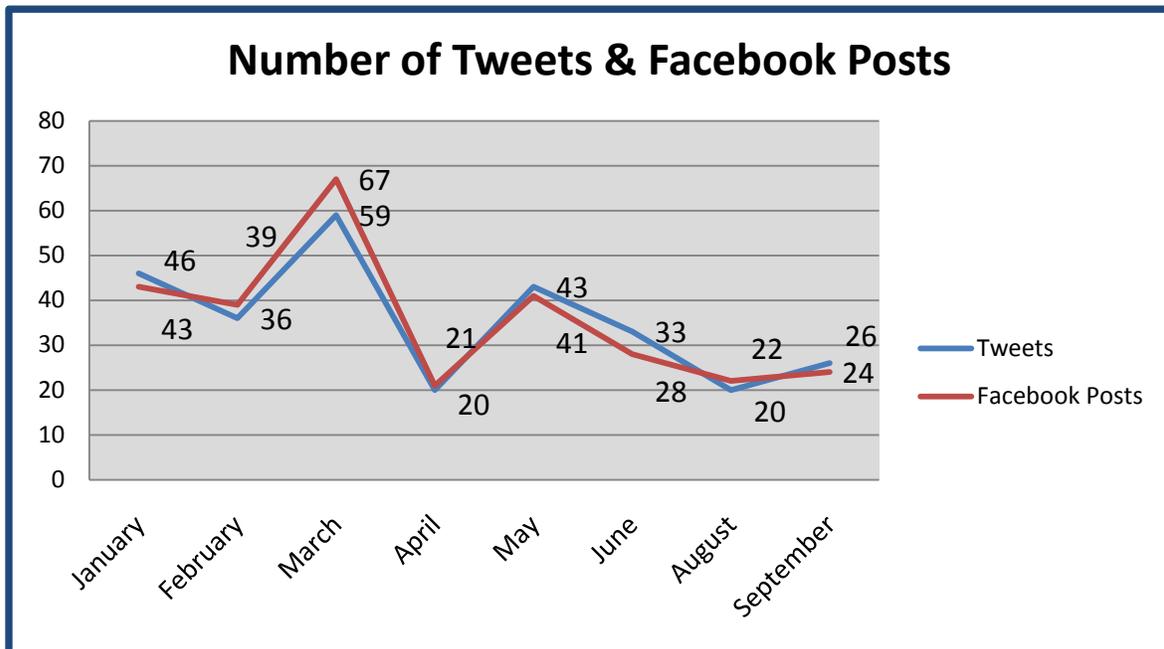
- Executive Director Webb was invited to present a guest lecture to a first year MSW class at Texas State University that provides “an overview of social policy and how policies impact different vulnerable populations.” Roger was asked to talk about actions of the 82<sup>nd</sup> Texas Legislature that impact individuals with disabilities.
- Belinda Carlton delivered a presentation on the State of Services and Supports in Texas at the Texas Down Syndrome Government Affairs Committee Capacity Building Conference on July 23, 2011. She also presented on the Impact of 82<sup>nd</sup> Legislative Session on People with Disabilities to the Texas Association of Health Care.
- An updated version of the TCDD Resource Guide on Higher Education for People with Disabilities was released.
- Melissa Rosser responded to 49 requests for Information and Referral (I&R) in January through March 2011. Lucy Walker responded to 31 requests for I&R for the same period. Other staff also handled I&R calls.
- Belinda Carlton and Melissa Rosser represented TCDD at the 2011 National Conference of State Legislatures Legislative Summit in San Antonio on August 9-11. Conference attendees included legislators, legislative staff, and agency representatives. TCDD distributed resources on grants and People First Language.
- The New York State Office for People with Developmental Disabilities requested the use of information from TCDD’s People First Language Handout for a handbook distributed to faith and community leaders for the purpose of supporting individuals with intellectual and developmental disabilities to help them become valued and productive members of congregations.
- A professor with the University of North Dakota contacted TCDD about their use of a grant project video called the ABCs of Inclusive Childcare for an early childhood course.
- Academic book publisher Cengage Learning requested and was granted permission to reprint TCDD’s People First material in its college-level textbook: Exceptional Children & Youth, 5e (Eliminating Stereotypes: Words Matter!).

## Public Information Update (July - Sept 2011)

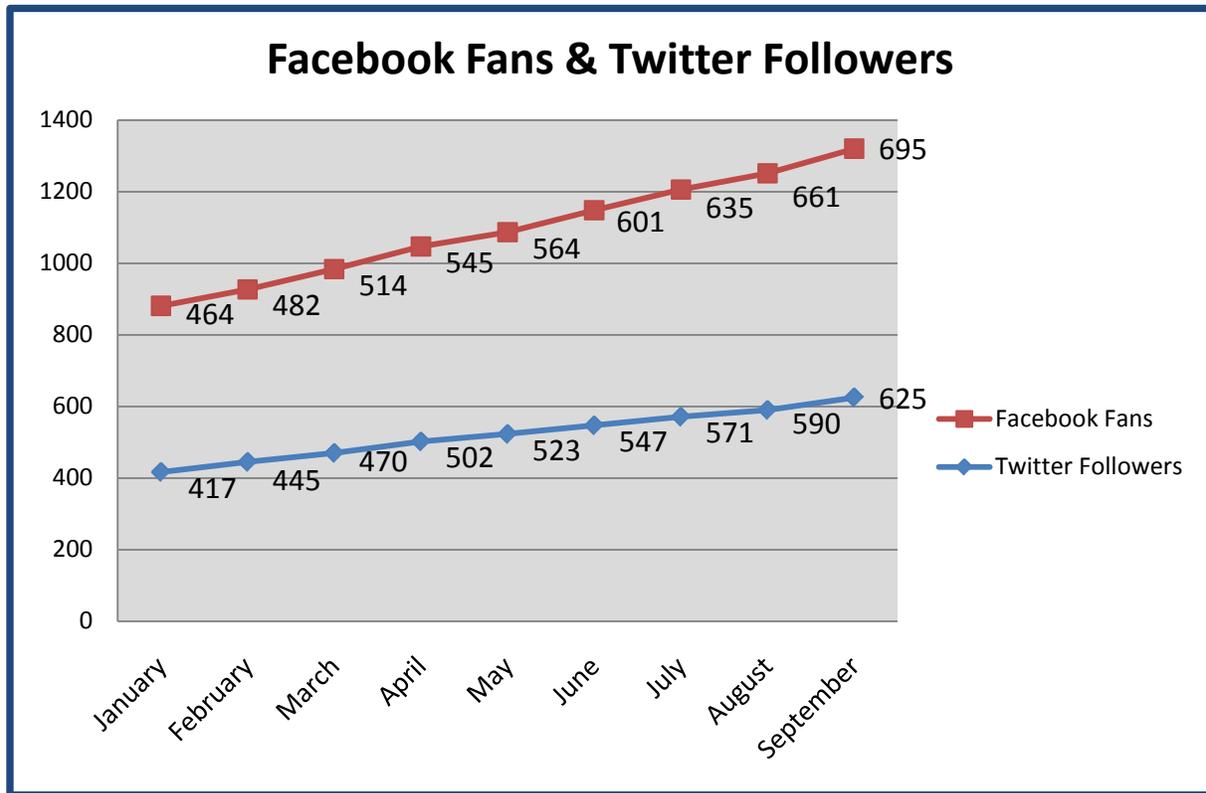


### Social Media Update

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.



## Public Information Update (July – Sept 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.

- As of October 2011, there are 1,097 recipients signed up to receive TCDD emails.
- As of April 2011, there are 735 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.

### TCDD Website Update

Staff continue to audit content for each section of the TCDD website. Website data, including page visits, clicks on links and PDF downloads, is guiding content updates and changes to layout. Updated site elements are being moved to a new web platform with the intent of launching a new website in 2012.

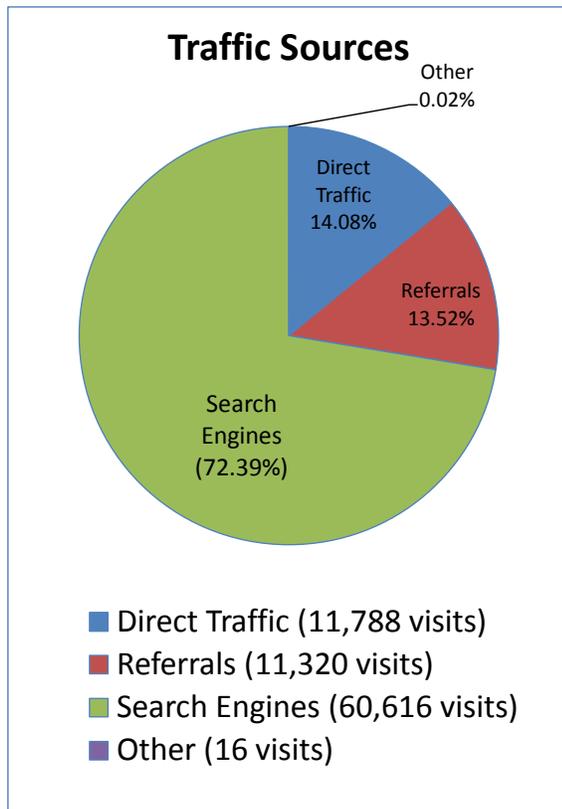
### Website Traffic Metrics

October 1, 2010 – September 30, 2011

- 68,501 absolute unique visitors
- 83,740 visits
- 169,304 page views
- 131,717 unique views
- 1:32 average time on site
- 67.17% bounce rate

More information and statistics regarding the TCDD website is included on the following pages.

## Traffic Sources



Top 25 Referral Sources (Referring sites sent 11,320 visits via 855 sources)	Visits
google.com *	1,978
texas.gov	1,429
TX State Library & Archives (tsl.state.tx.us)	364
U.S. Admin. For Children & Families (acf.hhs.gov)	259
TEA (tea.state.tx.us)	241
facebook.com	240
search.mywebsearch.com (google resource)*	239
TX State Library & Archives (www2.tsl.state.tx.us)	158
Enterline Foundation (enterlinefoundation.org)	155
Autism Society (autism-society.org)	153
dads.state.tx.us	133
en.wikipedia.org	124
Nat.Dissemination Center for Children with Disabilities	115
My Info Quest Librarian (data52.data3m3.com)	114
Morningside College, Iowa (moodle.morningside.edu)	114
search.usa.gov	107
NACDD (nacdd.org)	104
TX Project First (texasprojectfirst.org)	92
Google Mexico (google.com.mx) *	91
Google Canada (google.ca) *	89
Google UK (google.co.uk) *	87
Google Spain (google.es) *	85
Bid Ocean Network (bidocean.com)	83
Disability Rights TX (disabilityrightstx.org)	81
912 Project Fort Worth (912ftw.org)	77

\* Google referrals come from a variety of sources (Google group static pages, Google group posts, etc.) and not from Google keyword searches.

## Top 10 Keywords Used in Word Searches

Keyword	Visits	Pages/Visit	Avg. Time on Site	Bounce Rate
Texas Legislature 2011	3,100	2.09	1:15	60.90%
People First Language	1,814	1.24	0:50	83.79%
Texas Council for Developmental Disabilities	1,354	4.70	4:41	23.04%
Texas Legislature 2011 Session	995	2.23	1:24	55.78%
Texas Legislative Session 2011	797	1.79	1:03	70.51%
TCDD	446	3.87	3:17	46.19%
82nd Texas Legislature	412	1.82	1:11	71.36%
Person First Language	370	1.11	0:44	88.65%
Facebook	355	1.35	0:21	80.56%
Person First Language Examples	349	1.09	0:24	92.26%

## Public Information Update (July – Sept 2011)

### Top 10 Visited Pages

Page	Page Views	% of Total	Unique Page Views	% of Total	Avg. Time on Page	Bounce Rate
<b>Total website</b>	<b>169,304</b>	<b>100.00%</b>	<b>131,717</b>	<b>100.00%</b>	<b>1:32</b>	<b>67.17%</b>
Public Policy/Texas Legislature	28,981	17.12%	22,211	16.86%	1:46	64.29%
Home Page (default.asp)	13,698	8.09%	11,033	8.38%	1:13	42.44%
Resources/People First Language	11,690	6.90%	10,355	7.86%	4:20	87.52%
Public Policy/82 <sup>nd</sup> Texas Legislative Session (2011)	7,949	4.70%	5,552	4.22%	1:10	54.82%
Resources/College Guide	5,673	3.35%	3,940	2.99%	3:11	72.13%
Grants Projects/RFP Announcements	3,927	2.32%	2,605	1.98%	0:49	60.77%
Home Page (index.asp)	2,910	1.72%	2,278	1.73%	1:24	54.70%
Grants Projects/Applying for Grants	2,896	1.71%	1,952	1.48%	0:52	45.11%
About Us/Jobs	2,064	1.22%	1,739	1.32%	0:38	73.05%
Grants Projects/Grants	2,000	1.18%	1,479	1.12%	1:09	34.21%

### Top Downloaded Documents

September 8 – 30, 2011

Document	# Times downloaded
People First Language	165
2011 Higher Ed Guide	35
Grants Projects	9
September FYI	8
2010 Annual Report	5
Shouldn't School be Safe (from Internet Resources Page)	2

\* Tracking code was added to PDFs and DOCs on September 8, 2011.

**Background:**

TCDD discussed strategies to improve Early Childhood Services during the August 2011 Council meetings. The Council recommended that additional information be obtained regarding whether the National Early Childhood Technical Assistance Center (NECTAC) wanted the Councils assistance in implementing their strategic plan.

NECTAC may meet on their strategic plan later this year and will let the Council know if or when there is a need for additional collaboration.

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

The Council will review information and provide guidance to staff as appropriate.

**Council****Agenda Item 12.****Expected Action:**

The Council will receive a report on this item from the Committee and may provide additional guidance and/or determine appropriate action.

**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 Texas. This report is to be provided to the Governor, Lieutenant Governor, Speaker of the House of Representatives, and the Executive Commissioner of Health and Human Services no later than December 1<sup>st</sup> of even-numbered years, prior to the beginning of each regular session of the Texas Legislature. The next report is therefore due by December 1, 2010.

The Council has approved a special focus for the 2012 Biennial Report on: *The interconnectivity of education with employment for individuals with developmental disabilities, including measures of consumer satisfaction.*

An initial outline of specific activities planned to complete this special focus topic will be discussed with the Committee as outlined in the meeting materials.

**Public Policy Committee**

**Agenda Item 9.**

**Expected Action:**

The Committee will review proposed activities for the 2012 Biennial Disability Report and provide guidance as appropriate.

**Council**

**Agenda Item 13. C.**

**Expected Action:**

The Council will receive a report from the Committee concerning activities to complete the 2012 Biennial Report and provide guidance as appropriate.

**Background:**

The Council will review the minutes from the August 4-5, 2011 Council meeting.

**Council**

**Agenda Item 3. A.**

**Expected Action:**

The Council will review, revise as appropriate, and approve the minutes from the August meetings.

**COUNCIL MEETING  
DRAFT MINUTES  
AUGUST 4-5, 2011**

**Thursday, August 4, 2011**

**COUNCIL MEMBERS PRESENT**

Brenda Coleman-Beattie,  
Council Chair  
Hunter Adkins  
Kristine Bissmeyer  
Kristen Cox  
Mateo Delgado  
Kevin Estes, HHSC

Mary Faithfull, DRT  
Kathy Griffis-Bailey, DSHS  
Cindy Johnston  
Jeff Kaufmann, DADS  
Sara Kendall, DARS  
Diana Kern  
John Morris

Dana Perry  
Joe Rivas  
Amy Sharp, A&M CDD  
Cindy Swain, TEA  
Richard Tisch  
Susan Vardell

**COUNCIL MEMBERS ABSENT**

Kimberly Blackmon  
Andrew Crim

Mary Durheim  
Marcia Dwyer

Penny Seay, UT CDS  
Lora Taylor

**STAFF MEMBERS PRESENT**

Roger Webb,  
Executive Director  
Jeri Barnard  
Martha Cantu

Joanna Cordry  
Belinda Carlton  
Cynthia Ellison  
Wendy Jones

Melissa Loe  
Melissa Rosser  
Koren Vogel  
Lucy Walker

**GUESTS PRESENT**

Kathy Bales, Arc of GTC  
Kimberly Cox  
Kathy Doty, Arc of GTC

Amanda Dunnavant  
Erin Hall, Arc of GTC  
Kathy Horton, DADS

Stacy Maher  
Cynthia Peacock, MD,  
Baylor College of Medicine

**CALL TO ORDER**

The Texas Council for Developmental Disabilities convened on Thursday, August 4, 2011 in the Del Valle room of the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. Council Chair Brenda Coleman-Beattie called the meeting to order at 9:45 AM.

**1. INTRODUCTIONS**

Council members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

The Council received public comments from Stacey Mather of SIBscape. Mather founded this organization because she has three siblings with intellectual disabilities and wants to unite siblings of individuals with developmental disabilities to increase support and advocacy for their family members.

**3. CONSENT ITEMS**

Chair Coleman-Beattie discussed the schedule for this quarter's meeting and requested feedback from members regarding the extended Council meeting and lack of committee meetings.

Coleman-Beattie asked for a motion to approve the May 2011 Council and respective Committee minutes. Amy Sharp requested that the minutes be emended to reflect that he was absent.

**MOTION:** To approve the minutes of the May 5, 2010, Committee of the Whole, Project Development Committee and Public Policy Committee Meetings and the May 6, 2011 Council Meeting.

**MADE BY:** John Morris

**SECOND:** Mateo Delgado

The motion **passed** unanimously.

Coleman-Beattie indicated that requests for excused absences for these meetings were received from seven members: Deneesa Rasmussen, who has resigned; Penny Seay and Sandy Graham, UT CDS; Kimberly Blackmon; Andy Crim; Mary Durham; Marcia Dwyer; and Lora Taylor.

#### 4. **CHAIR'S REPORT**

Coleman-Beattie indicated that the Governor's appointments staff hope to finalize appointments of new members and reappointments during September. Council Vice-Chair John Morris was recently elected to the NACDD Board of Directors. John welcomes input regarding issues that should be addressed by NACDD.

Coleman-Beattie discussed national conferences that members might want to attend including the 2011 Southwest Conference on Disability in Albuquerque, NM, in October; the NACDD Fall Conference in Washington, DC, in November; and the Alliance for Full Participation 2011 Summit in Washington, DC, in November. Coleman-Beattie indicated that although TCDD's travel budget is limited, it is important for members to have these educational opportunities.

Coleman-Beattie indicated that Public Policy Committee Chair Rick Tisch asked to step aside as Chair after the November meeting. She has talked to various members about chairing the committee and welcomes suggestions and offers from others. Project Development Committee Chair Susan Vardell indicates she is happy continuing to chair that Committee.

#### 5. **EXECUTIVE DIRECTOR'S REPORT**

Vice-Chair John Morris and Planning Coordinator Joanna Cordry attended the ADD Technical Assistance Institute July. Morris indicated that this event offers a great deal of information for DD Council staff but is not as interesting for Council members. Webb agreed that this year's Institute was focused on state plan development and is geared toward staff. Cordry indicated that it was valuable to be part of discussions about the new format for federal reporting and accountability. She explained that ADD has increased its expectations for Councils in terms of business practices and measuring goals. There were also presentations on supporting people with DD without Medicaid fund by building communities to support those individuals.

Webb updated members that former Public Policy Director Angela Lello is moving to Washington, DC, to begin a Kennedy fellowship for the next year and expects to work on education issues within the Senate Health, Education, Labor and Pensions Committee. Web Administrator Rosalinda Lopez retired from TCDD on June 30<sup>th</sup> and Grants Management Director Patrice LeBlanc retired on July 31<sup>st</sup>. Webb hopes to post for both director positions in

September. Public Policy Specialist Cassie Laws-Fisher is on maternity leave following the birth of her son, Eamon in July 2011. Senior Grants Management Specialist Sonya Hosey is serving as interim Grants Management Director and is currently attending the Gulf Coast Community African American Family Support Conference in Houston hosted by a TCDD grantee and is delivering the welcoming address for the Chair and Executive Director. Web administrator functions are being covered by a part-time contract employee, Annette Berksan.

The Sunset Review for TCDD and all health and human service agencies was delayed by the Legislature and will now occur in 2015 beginning with agency self-evaluations that are expected to begin during the summer of 2013.

**6. PRESENTATION: ARC OF GREATER TARRANT COUNTY**

Representatives of the Arc of Greater Tarrant County provided a presentation on the Leadership Development and Advocacy Skills Training project. This TCDD grant project provided training to self-advocates and family members from Tarrant, Johnson, Parker, Hood and Wise counties. Planning Coordinator Cordry introduced self-advocates Kathy Doty and Kathy Bales, and project director Erin Hall who recently became Executive Director of the Arc of Greater Tarrant County. Cordry commented that Ms. Bales was a resident of a state supported living center until her mid-twenties and now lives independently and teaches others about living in the community.

Doty, Bales and Hall provided a summary of the project. Over 600 individuals, including 400 self-advocates, were trained through the project. Participants who were trained by the project visited the state Capitol 11 times during the recent legislative session to meet with state leaders and advocate for state services for people with intellectual and developmental disabilities (IDD). Doty addressed 110 attendees of a luncheon hosted by the Tarrant County IDD Needs Council. Advocates made contacts with legislators and celebrities; attended local events such as Race for the Cure; attended conferences such as TALAC and SABE; conducted voter registration efforts; provided education in college-level social work classes on diversity and IDD; and hosted financial independence classes for individuals with intellectual and developmental disabilities. Hall noted that although the TCDD grant project is ending, many elements of the program are being incorporated into other Arc programs.

**7. TCDD FY 2012-2016 STATE PLAN GOALS AND OBJECTIVES**

Project Development Committee Chair Susan Vardell reviewed the work to date on the Goals and Objectives for the Council's FY 2012-2016 State Plan. TCDD is required to submit the new State Plan electronically to the Administration on Developmental Disabilities (ADD) by August 15, 2011. Vardell reminded members that the goals and objectives were approved at the May 2011 meeting in order to solicit public comments. The Council will review comments received and consider if revisions are warranted. Vardell noted that if the Council decides to make any substantive changes to the draft Goals and Objectives, further public comment would be required. Any revisions of that nature could be submitted later as an amendment.

Planning Coordinator Cordry reviewed comments received on the draft State Plan. No changes were suggested for Goals 1 & 2 or the objectives related to those goals. During the review of Goal 3 and its objectives, members discussed adding language regarding "culturally representative" community organizations to specific objectives but decided that language should be consistent through the entire goal. Members agreed to revise the goal to read: "Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable the, to better support, include, and/or provide services to people with developmental disabilities *in a culturally representative manner* by

9/30/2016.” No changes were suggested for Goal 4. Members agreed with the suggestion to add language to Goal 5 and Objectives 2 and 4 regarding “community services”. Members also agreed with public comments to add “and prevent institutionalization” within Objective 3. No changes were suggested by members to Goals 6 & 7.

**MOTION:** To approve the FY 2012 – 2016 State Plan Goals and Objectives as revised.

**MADE BY:** Amy Sharp

**SECOND:** Mateo Delgado

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

**8. PRESENTATION: BAYLOR COLLEGE OF MEDICINE**

TCDD Grants Management Specialist Cynthia Ellison introduced Dr. Cynthia Peacock, project director of the Transition Medicine Program at Baylor College of Medicine, Houston. This TCDD grant project works with patients ages 14 - 25 with chronic medical conditions as they transition from pediatric to adult health care. Dr. Peacock is director of the “Med-Peds” residency program which dually trains residents in pediatrics and internal medicine. She is also the assistant director of the Internal Medicine residency program so that both groups of residents benefit from the TCDD Transition Medicine project. The program began in 2005 to address concerns that many young adults with chronic illness and disabilities were being treated in the pediatric emergency rooms because they could not find adult health-care. The Transition Medicine program provides a medical home for patients including case-management and coordination services. Patients are assisted with preventative care, coordination of specialist services, and social work services. TCDD funding began in 2006 and the Baylor College of Medicine now funds the program in part with philanthropic donations. The program works collaboratively with mental health and other services and currently has 326 patients. Peacock indicated that social workers often provide phone consultations about transition issues to patients who are not eligible for the program because they do not live in Harris County. A future goal of the program is to train current adult health care providers in the principles of medical transition. Council members asked Dr. Peacock about replicating the program in other areas of the state and suggested that the project should offer a presentation at a NACDD national conference.

**9. DADS UTILIZATION REVIEW PROCESS**

Executive Director Webb introduced Kathy Horton, Utilization Review Section Director, Department of Aging and Disability Services (DADS). Horton provided information on the utilization review program’s objectives, expansion activities, methods, expected outcomes and activities. Current and prospective consumers of Medicaid Waiver programs are subject to a review of their services and supports through a desk review and/or face to face interviews. Utilization Review considers cost effectiveness and helps ensure that consumers receive the services and supports they need. Cases will be reviewed through random and non-random samples and cases that have reached the cost threshold. Assessment tools are currently under development and will be piloted for the first several months determine appropriateness. Following a review, consumers may see services increase, decrease or stay the same.

**10. CONSIDERATION OF TCDD 2012 BIENNIAL REPORT SPECIAL FOCUS**

Public Policy Committee Chair Rick Tisch reviewed requirements for TCDD to prepare, jointly with the Office of Prevention of Developmental Disabilities, a biennial report on the state of

services to persons with disabilities in Texas. The report is due to the governor, lieutenant governor, speaker of the House of Representatives and the commissioner of the Health and Human Services Commission by December 1 prior to each legislative session. Tisch reviewed the special focus of the past six biennial reports and highlighted discussions of the Public Policy Committee about the possible a special focus for the 2012 report. Suggestions for the next report included health care, education (at all stages of life), looking at the effect of education on employment prospects, improving the availability of direct-support workers, and examining the effect of budget cuts on services for people with disabilities.

Webb noted that staff reviewed these discussions and propose focusing on the interconnectivity between education and employment and a review of how recent funding decisions have impacted those services and others such as health care and transportation. Webb reviewed the types of information that might be included for these focus as well as the methods and estimated costs to collect data for a report. Webb noted that the Florida DD Council conducted town hall and focus group meetings throughout the state to gather information about the impact of funding reductions. That can be an effective but costly means of gathering data. Members suggested that the staff suggested topic may be too broad. In response to a comment, Webb agreed that personal stories illustrate the impact of budget cuts but that the timing for doing interviews to include for the next report would require interviews to be conducted before the impact of the cuts is fully evident.

Members discussed the topic of “reduced funding and its effect on programs” and agreed that this topic is also too broad. Members also discussed the format and depth of the report. Webb noted that the state law requires the report to address specific topics, but the Council can determine the level of background detail to include, and can decide whether or not to include any special focus. If the Council prefers a special focus on the interconnectivity between education and employment, that data could be obtained. Since the impact of the recent budget cuts won’t be apparent until closer to the next Legislative session, the Council could consider other ways to provide that information later.

Members discussed estimated funding required for the report and agreed that the Council Chair and Committee Chair can approve specific activities and funds as the report moves forward. The Chairs can determine if specific activities and funding amounts are reasonable and meet the intent of the Council’s guidance. Members recommended producing the report primarily as an e-version to save printing expenses. Webb noted that the 2012 Biennial Report was done with minimal print costs and no photographs to save money.

**MOTION:** To focus the 2012 Biennial Report on the interconnectivity between education and employment.

**MADE BY:** John Morris

**SECOND:** Cindy Johnston

Tisch and Public Policy Committee members agreed they supported this topic.

The motion **passed** unanimously.

#### 11. **82<sup>nd</sup> TEXAS LEGISLATURE**

Webb reviewed the FY 12–13 state budget recently approved by the Texas Legislature which includes an 8.2% reduction (\$15 billion) from the previous two-year budget. Many of the

reductions are from health and human services programs. The approved budget does not fund caseload growth for Medicaid entitlement programs, and funds Medicaid for only 18 months with the intent to provide supplementary funding when the legislature next convenes in January 2013. Webb summarized reductions to other programs and referred members to other materials and the TCDD website. Webb and Public Policy Specialist Belinda Carlton discussed bills that passed during the 82<sup>nd</sup> Texas Legislature and their impact on people with disabilities. Additional information was provided in Council materials.

**12. UPDATE ON STATE SUPPORTED LIVING CENTER MONITORING ACTIVITIES**

Webb indicated that the second round of State Supported Living Center Compliance monitoring visits of most facilities have been completed and summaries of those monitoring reports were included in the meeting materials. Council member and DADS representative Jeff Kaufmann indicated that an additional summary is available from DADS that shows progress on measures in addition showing those measures for which a facility is in substantial compliance. Kaufmann agreed to provide that information to members.

**13. OTHER STATE AND FEDERAL POLICY ISSUES**

Webb provided brief updates on federal policy issues and noted that Congress has not determined the federal budget for FY 2012. The Work Investment Act (including vocational rehabilitation funding), No Child Left Behind, and the Individuals with Disabilities Education Act (IDEA) are all scheduled for reauthorization during this session of Congress but it is not known if those bills will be addressed.

**14. STAFF REPORTS AND UPDATES**

Communications Coordinator Melissa Loe noted that the Public Information Report was included in meeting materials which provides updates on strategic communications, outreach and social media efforts. A live feed of the TCDD Facebook page has been added to the main page of TCDD website. Grants Management Specialist Cynthia Ellison reviewed the TCDD Projects' Training Schedule and a project highlights of the Baylor College of Medicine Transition Medicine Project and Syracuse University "Advocacy U" Project. Operations Director Martha Cantu reviewed current projections of funds available for grants.

**15. CONSIDERATION OF FUTURE PROJECTS**

Planning Coordinator Cordry discussed the need for grantees to develop sustainability after DD grant support concludes, and noted that the State Plan includes this as an activity. Cordry reviewed a staff proposal to engage a contractor to provide training and technical assistance for Leadership Development and Advocacy Skills Training (LDAST) grantees about fund raising, grant writing, and building collaborations. LDAST projects are being targeted because they have the lowest rate of sustainability and the Council has established those projects as a long-term priority.

**MOTION:** To approve funding of up to \$25,000 to provide training to TCDD grantees to increase the capacity of projects to be continued without grant support.

**MADE BY:** John Morris

**SECOND:** Mateo Delgado

Members suggested that the contract should include "deliverables".

The motion **passed** unanimously.

Cordry next reviewed TCDD Cultural Outreach Activities which include the Outreach and Development Grants and the Inclusive Faith Based Symposium Project. Funds authorized for these projects collectively have now reached the totally amount originally approved by the Council for this multi-year initiative. Members agreed to hold on further activities at this time.

Cordry provided information on Employment Activities including staff discussions with Project Search regarding an unsolicited idea to expand that program. Cordry and Webb also discussed an opportunity for a collaboration of Texas agencies including TCDD to apply for a grant from the Administration on Developmental Disabilities to focus on employment options for youth and young adults. Webb coordinated a workgroup of agency representatives who determined after a series of discussions that it was not feasible to submit an application at this time. TCDD staff offered to provide support for that group to continue discussions about employment issues.

Communications Coordinator Loe provided updates on strategies to improve early childhood services. She reminded members that this topic is the result of an unsolicited idea reviewed at the May Council meeting. Following that meeting, TCDD Public Policy Specialist Cassie Laws-Fisher and former TEA representative Margaret Christen determined that an advisory council focusing on this issue is established and operating in Texas. However, a number of actions within that council's strategic plan have not been implemented. Loe suggested any further discussion on this topic could focus on collaboration with this organization to implement its goals. TEA representative Cindy Swain offered to continue the work on this effort in coordination with TCDD staff.

Webb reviewed the history of TCDD financial support for public members of various agency advisory committees over the past 10+ years that assists self-advocates and family members of individuals with disabilities to participate on state agency advisory committees when the agency is not authorized to reimburse for travel expenses. TCDD awards funds to the UT Center for Disability Studies to coordinate these travel supports and has provided approximately \$31,000 for this activity over the last two years. TCDD asked HHSC to include funding for these advisory committees in their Legislative Appropriations Requests but concurred with HHSC that it was not realistic to include that request this past session given the state's fiscal concerns. Council Chair Coleman-Beattie agreed to approve funds for the 2012-2013 biennium prior to the beginning of the 82<sup>nd</sup> Texas Legislature in order to allow state agencies to focus their efforts on the more crucial aspects of the budget discussions. She provided this action and related information to the Council at its August 2010 meeting.

Webb reviewed Executive Committee discussions on financial support for individuals to provide public input to the Council and referred members to meeting materials. Executive Committee members discussed the effectiveness of this strategy compared to other means of obtaining public input such as conducting Council meetings in other areas of the state, town hall meetings or technology-based methods such as video streaming, etc. Staff will provide additional information at the next Council meeting.

Cordry noted that two unsolicited ideas were received and reviewed by the sub-committee. There were no further recommendations from the work-group.

## **RECESS**

Chair Coleman-Beattie recessed the meeting at 5:00 PM.

**Friday, August 5, 2011**

**COUNCIL MEMBERS PRESENT**

Brenda Coleman-Beattie, Council Chair	Mary Faithfull, DRT	Joe Rivas
Hunter Adkins	Kathy Griffis-Bailey, DSHS	Amy Sharp, A&M CDD
Kristine Bissmeyer	Cindy Johnston	Cindy Swain, TEA
Kristen Cox	Jeff Kaufmann, DADS	Richard Tisch
Mateo Delgado	Sara Kendall, DARS	Susan Vardell
Kevin Estes, HHSC	Diana Kern	
	Dana Perry	

**COUNCIL MEMBERS ABSENT**

Kimberly Blackmon	Marcia Dwyer	Lora Taylor
Andrew Crim	John Morris	
Mary Durham	Penny Seay, UT CDS	

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Belinda Carlton	Melissa Rosser
Martha Cantu	Cynthia Ellison	Koren Vogel
Joanna Cordry	Sonya Hosey	Lucy Walker
	Melissa Loe	

**GUESTS PRESENT**

Amanda Dunnavant

**RECONVENE**

Chair Coleman-Beattie reconvened the meeting on Friday, August 5, 2011 at 8:38 AM.

**16. EXECUTIVE COMMITTEE REPORT**

Coleman Beattie reviewed the continuation grant funding approved by the Executive Committee to the Arc of Texas for the Microboard Collaboration project for \$69,893 for the fourth year of a 5 year project. Council member Susan Vardell spoke of her experiences in establishing a microboard for her son Michael and the benefits their family has received from this process.

Coleman-Beattie recognized TCDD Senior Grants Management Specialist Sonya Hosey for 10 years of service to TCDD and noted that she had just returned from a TCDD grant funded conference in Houston. Hosey thanked the Council and provided comments on the Gulf Coast African American Family Support Conference. 150 participants attended the conference and heard key-note addresses by King Davis and Texas State Representative Garnet Coleman on mental health issues for African Americans.

Coleman-Beattie reminded members that this conference was modeled on the Central Texas African American Family Support Conference that began with a focus on mental health issues but has progressed into total health and wellness for African Americans. As the sponsor for the Central Texas conference, Austin Travis County Integral Care worked with TCDD grantee Parents Anonymous on the Gulf Coast conference.

Coleman-Beattie provided information on Executive Committee discussions regarding continuation grant funding for the project grantee, Parents Anonymous. The Committee decided to not approve a continuation grant award to Parents Anonymous. Even though the

conference was successful, this decision was based on the difficulties of the grantee. As conference facilitators, the grantee, based in California, did not have a local presence to work with the various stakeholder groups in the Houston area as outlined in their initial proposal. This project also required an unusual amount of TCDD staff time to ensure the grantee was meeting the timelines and expectations of the approved grant workplan, and to provide clarification of various workplan activities. Coleman-Beattie noted that Hosey devoted additional time to work with the Houston area groups to ensure the success of the conference. Due to these issues, the Executive Committee did not wish to continue funding the grantee but asked staff to present options in November that are in accordance with state and TCDD procurement policies for continuing to provide funds to support the conference in Houston.

Coleman-Beattie reviewed decisions of the Executive Committee to approve grant funding for three *Higher Education for Students with Developmental Disabilities* projects. Funds of up to \$225,000 per year for up to five years were approved to the Department of Assistive and Rehabilitative Services in Hidalgo County, Texas A&M University, and Texas Tech University Burkhart Center for Autism Education. Council members discussed the importance of these projects and encouraged coordination and discussion between the projects.

The Executive Committee also approved funding for five projects that responded to the Request for Proposals for *Expansion of Leadership Development and Advocacy Skills Training* projects. Funding of up to \$40,000 for the first year and up to \$20,000 for the second year was approved for the Brighton Center, Region 19 Education Service Center, Imagine Enterprises, Paso del Norte Children's Development Center, and SER-Jobs for Progress on the Gulf Coast providing that concerns noted in the review process are appropriately addressed. .

The Executive Committee discussed the process for reviewing grant proposals related to provisions in current Council policies and procedures that do not allow applicants to respond to any questions or concerns about the proposals before decisions are finalized. The Committee asked staff to review and propose revisions to the policies and procedures for discussion during February meetings.

Council members and staff were asked to review the Conflict of Interest disclosure reports and provide updates or acknowledge that no updates are necessary at this time.

TCDD Operations Director Martha Cantu provided information on the Quarterly Financial Report. No concerns were noted. Members clarified amounts that are available for grant funding including funds not expended from the administrative operations budget.

#### **17. TCDD FY 2012 OPERATING BUDGET**

Coleman-Beattie and Cantu reviewed the operating expense budget for FY 2012. Coleman-Beattie noted that the Committee decided to not include funding for an 18<sup>th</sup> staff position in the budget at this time but intends to hold authorization for that position without funding. The Committee also agreed to not increase funds budgeted for travel over amounts budget in FY 11. Those items reduced the operating budget by approximately \$23,000 from the prior year.

**MOTION:** To approve the FY 2012 Operating Expense Budget with the revisions as noted.

**MADE BY:** Brenda Coleman-Beattie

**SECOND:** Hunter Adkins

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

#### **18. AMENDMENTS TO TCDD POLICIES**

Coleman-Beattie noted that the Council previously discussed proposed amendments to Council Policies. Amendments to Council Policies require 10-day written notice to Council members. That notice was provided to members prior to this meeting recommending approval of the following amendments:

- To authorize the Council Chair to approve a one-time monetary adjustment to grant awards provided the amount is no more than 10% or \$10,000;
- To allow Council staff to serve as the review panel for grant proposals of \$15,000 or less; and
- To limit internal auditing contracts to no more than 10 consecutive years.

**MOTION:** To approve the Amendments to Council Policies as presented.

**MADE BY:** Kathy Griffis-Bailey

**SECOND:** Cindy Johnston

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

#### **19. MEMORANDUM OF UNDERSTANDING WITH TEXAS EDUCATION AGENCY**

Coleman-Beattie provided background about the Memorandum of Understanding (MOU) with Texas Education Agency (TEA) that outlines the duties of TEA as the designated state agency for TCDD and authorizes TEA to receive up to \$50,000 yearly for those efforts.

**MOTION:** To approve the Memorandum of Understanding between Texas Education Agency and the Texas Council for Developmental Disabilities as presented.

**MADE BY:** Brenda Coleman-Beattie

**SECOND:** Kris Bissmeyer

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

#### **20. TCDD COMMITTEE STRUCTURE**

Chair Coleman-Beattie led a discussion of the Council's standing committees and asked for input from members regarding the structure of this quarter's meetings with all business conducted as a full body. Members felt that this format did not encourage all members to participate, and that smaller committees provide for more interaction between members. Members noted that typical work of the Project Development Committee would be difficult to conduct as only a large group. Thursday's meeting in the Committee of the Whole format was lengthy and impacted Council members' ability to stay attentive to the agenda issues. Further, many members indicated that Committee work is important and beneficial to the Council.

Members and staff discussed structures used by other Councils such as issue-based committees. Members felt it would be difficult to choose topic areas as a preference for committee assignment, and noted that ad-hoc issue based workgroups in addition to

committees are at times useful. Most members expressed an interest in maintaining the current standing committees.

**21. ANNOUNCEMENTS AND UPDATES**

Members discussed options for November 2011 and May 2012 meetings outside of Austin and agreed to meet in Austin for the November meeting. Staff were asked to pursue other options for the May 2012 meeting. Members indicated their willingness to hold Council meetings in addition to “town-hall” type events in cities such as Houston, San Antonio and Dallas.

**22. STATE PLAN IMPLEMENTATION**

Planning Coordinator Joanna Cordry provided information on activities related to the State Plan. She reminded members of current projects and efforts related to each goal.

Council members reviewed the Future Funding Priorities and no changes were made to the current priorities.

**ADJOURN**

Chair Coleman-Beattie adjourned the Council meeting at 11:07 AM.

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Roger A. Webb  
Secretary to the Council

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Date

# **Attachment 1**

**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)<sup>i</sup> 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 IDEAL<sup>ii</sup> 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 ESC 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)<sup>iii</sup> regional leadership teams and Texas Advocacy Training Network (TATN)<sup>iv</sup> 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)<sup>v</sup> 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 4:** Implement plan.

**Activity 5:** 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<sup>vi</sup>.

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

**Activity 5:** Evaluate and refine as necessary.

**Activity 6:** Determine next steps.

**Objective 5:** Demonstrate how appropriate assistive technology can enable students with developmental disabilities to reach their educational goals, 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.

**Goal 2: Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of 3-5 years of TCDD funding, 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<sup>vii</sup> 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 assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-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<sup>viii</sup>, 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: Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least 1 HHS Region to increase their capacity 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<sup>ix</sup>, 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<sup>x</sup> grantees, PBIS<sup>xi</sup> projects, Baylor College of Medicine<sup>xii</sup>), other interested partners, and organizations from the selected 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 reallocation and/or more efficient use of existing resources, necessary policy changes, and/or increased funding to enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, and respite in the communities in which they wish to live and to prevent unnecessary institutionalization.

**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 are able to provide culturally appropriate training for people with developmental disabilities without ongoing 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.

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

<sup>ii</sup> 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>

<sup>iii</sup> 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.

<sup>iv</sup> 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.

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

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

<sup>vii</sup> 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/>

<sup>viii</sup> To see a map of the Texas HHS regions: [http://www.hhs.state.tx.us/aboutHHS/HHS\\_Regions.shtml](http://www.hhs.state.tx.us/aboutHHS/HHS_Regions.shtml)

<sup>ix</sup> 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](http://www.dads.state.tx.us/news_info/publications/legislative/ltssqr2010/ltssqr-2010.pdf)

<sup>x</sup> 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.

<sup>xi</sup> 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.

<sup>xiii</sup> 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.

# **Attachment 2**

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
PROPOSED FY 2012 BUDGET**

	BUDGETED FY 2011  (10/10-9/11)	% OF WHOLE	PROJECTED YEAR END EXPENDITURES FY 2011  (10/10-9/11)	% OF WHOLE	PROPOSED BUDGET FY 2012  (10/11-9/12)	% OF WHOLE	VARIANCE	NOTES
<b>Revenues</b>								
<i>Federal Allotment</i>	\$5,095,817	100.0%	\$5,095,817	100.0%	\$5,095,817	100.0%	\$0	1
		0.0%		0.0%				
<b>Total Revenues</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$0</b>	
<b>Expenses</b>								
<i>Council Operations</i>	<b>18 FTE</b>		<b>18 FTE</b>		<b>17 FTE</b>			
Salaries	\$1,020,785	20.0%	942,975	18.5%	\$960,403	18.8%	(\$60,382)	
Benefits	290,028	5.7%	255,885	5.0%	287,138	5.6%	(2,890)	
Professional Services	87,680	1.7%	41,396	0.8%	97,000	1.9%	9,320	2
Travel - Council	59,500	1.2%	32,007	0.6%	61,500	1.2%	2,000	3
Travel - Staff	22,000	0.4%	10,546	0.2%	24,000	0.5%	2,000	3
Supplies	12,000	0.2%	8,409	0.2%	10,000	0.2%	(2,000)	
Utilities	41,700	0.8%	35,403	0.7%	41,700	0.8%	0	4
Rent - Building - Space	79,546	1.6%	58,621	1.2%	79,618	1.6%	72	5
Rent - Computers - Equip	64,220	1.3%	37,572	0.7%	64,220	1.3%	0	6
Capital Expenditures	0	0.0%	0	0.0%	0	0.0%	0	
Other Oper. Expenses	85,580	1.7%	50,146	1.0%	168,650	3.3%	83,070	7
<b>Total Operating Expenses</b>	<b>\$1,763,039</b>	<b>34.6%</b>	<b>\$1,472,960</b>	<b>28.9%</b>	<b>\$1,794,229</b>	<b>35.2%</b>	<b>\$31,190</b>	
Admin. Reimb. To TEA	\$50,000	1.0%	\$50,000	1.0%	\$50,000	1.0%		
Available for Grants	\$3,282,778	64.4%	\$3,572,857	70.1%	\$3,251,588	63.8%	(\$31,190)	
<b>TOTAL EXPENSES</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$0</b>	

**NOTES:**

<sup>1</sup> Level funding with FY 2011

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$10,000; Legal Services - \$3,000; Facilitator/Tech Writer - \$3,000; Review Panelist - \$8,000; DD Suite - \$3,000; Temp. Employment Agencies - \$0; Web Hosting - \$2,000; Computer Programming w/TEA \$15,000; Other contracted \$3,000

<sup>3</sup> Travel - In-State Council - \$50,500; Out-of-State Council - \$15,500  
Travel - In-State Staff - \$12,500; Out-of-State Staff - \$9,500

<sup>4</sup> Utilities -\$9,660; Telecommunications - \$21,180; Dedicated Circuit - \$10,860

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$44,546; Meeting Rooms - \$35,000

<sup>6</sup> Rent-Machine - Rental of laptops - \$22,800; Rental of AV for meetings - \$35,000; Rental of copier - \$6,420

<sup>7</sup> Other OE: Membership - \$21,000; Printing - \$8,000; Contingency for 18th FTE - \$50,400, Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, Phone and Awards - \$87,750

# **Attachment 3**

# Texas Council for Developmental Disabilities

## Council Policies

### Proposed Amendments

#### 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 \$15,000 or less yearly.**
3. **All reviewers shall disclose any conflicts of interest with individuals associated with applications to be reviewed.**
4. The Executive Director shall submit recommendations for Review Panel members to the Executive Committee for approval. Council members and staff will be asked for suggestions of professionals and public citizens to evaluate proposals. Reviewers may not evaluate proposals in which there is, or is an appearance of, a conflict of interest.
5. Council staff shall provide written instructions and training for all Review Panel members.
6. Council staff shall convene a meeting with each Review Panel and shall record the summary evaluation of the review of each proposal.

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.
  - e. **Ensure that an entity selected to provide internal audit services not contract for a period, including renewals, longer than ten (10) consecutive years.**
  - 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.

# **Attachment 4**

# Memorandum of Understanding

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

### I. PURPOSE

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

### II. GENERAL AGREEMENTS

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

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

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

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

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

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

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

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

### **IV. HUMAN RESOURCES**

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

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

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

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

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

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

## **VI. OTHER ADMINISTRATIVE SERVICES**

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

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

## **VII. OTHER UNDERSTANDINGS**

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

- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

### **VIII. COMPENSATION FOR ADMINISTRATIVE SERVICES**

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

**IX. GENERAL PROVISIONS**

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

**X. TERM OF AGREEMENT**

This MOU shall commence on September 1, 2011 and shall terminate on August 31, 2012. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

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

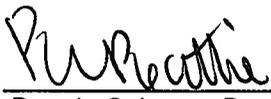
**THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient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

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

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

Texas Council for Developmental Disabilities

Texas Education Agency

By:   
Brenda Coleman-Beattie  
TCDD Chair

By:   
Shirley Beaulieu,  
Associate Commissioner for Finance and  
~~Operations~~/CFO (Acting)

Date: 8/5/11

Date: 9-14-11

**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 19<sup>th</sup>. No revisions are recommended by the Council’s internal auditor or staff.

**Council**

**Agenda Item 7.**

**Expected Action:**

The Council will review any recommendations from the Audit Committee and approve the Internal Audit Charter for 2012.



**TEXAS COUNCIL FOR  
DEVELOPMENTAL DISABILITIES**

**INTERNAL AUDIT CHARTER**

**Fiscal Year 2012**

Prepared by:  
Rupert & Associates, P.C.  
Certified Public Accountants

## INTRODUCTION

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.<sup>1</sup>

The internal audit charter is a formal document that establishes the internal audit activity's position within the organization; authorizes access to records, personnel, and physical properties relevant to any function under review; free and unrestricted access to the Council and the Audit Committee; 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.

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<sup>1</sup> 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 1<sup>st</sup> 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.

**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).

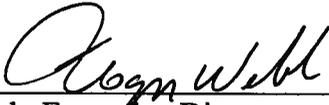
**STANDARDS OF AUDIT PRACTICE**

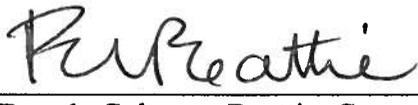
The internal auditing activity shall be governed by adherence to the following standards:

- *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.
- *Government Auditing Standards* of the United States Government Accountability Office.

**SIGNATURE SECTION**

The Internal Audit Charter was adopted by the Texas Council for Developmental Disabilities on this 19th day of October, 2011.

  
\_\_\_\_\_  
Roger Webb, Executive Director

  
\_\_\_\_\_  
Brenda Coleman-Beattie, Council Chair

  
\_\_\_\_\_  
John Morris, Audit Committee Chair

  
\_\_\_\_\_  
Jaye Stepp, Chief Audit Executive

**Background:**

The Audit Committee has reviewed the TCDD FY 2011 Annual Internal Audit Report, the TCDD FY 2011 Audit Report on Grant Monitoring, the TCDD FY 2011 Quality Assurance Plan, and the FY 2012 Internal Audit Plan at the Committee meeting October 19<sup>th</sup> 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. TCDD Policies allow the Audit Committee to approve submittal on behalf of the Council by the required submission date of November 1<sup>st</sup> of each year subject to review by the Council. Should the Council choose to make revisions; revised reports can be submitted.

**Council Meeting****Agenda Item 8.****Expected Action:**

The Council will review, revise as appropriate, and approve the TCDD FY 2011 Annual Audit Reports.



# **TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

## **Internal Audit Report #2011-1**

### **Grantee Monitoring**

**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 .....	4
Controls .....	4
Data Management and Safeguarding .....	5
Follow Up on Prior Audit Recommendations .....	7
Report Distribution Page.....	9

## **Acronyms and Abbreviations**

- CPA           Comptroller of Public Accounts, Texas
- DSA           Designated State Agency
- GAO           Government Accountability Office, US
- IIA            Institute of Internal Auditors, International
- OMB           Office of Management & Budget, US
- OP            Operating Procedures
- SAO           State Auditor’s Office, Texas
- TAC           Texas Administrative Code
- TCDD          Texas Council for Developmental Disabilities
- TEA           Texas Education Agency
- TGC           Texas Government Code
- UGMS          Uniform Grants Management Standards, Texas



## Internal Audit Report

July 15, 2011

Audit Committee and Council 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 2011. 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 2011 consisted of the following objectives:

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 audit recommendations.

### **Key Observations**

1. TCDD has policies and procedures in place to ensure that their grantee monitoring procedures comply with federal and state guidance.
2. The controls over the monitoring procedures were tested and were found to be effective. Some oral recommendations were made to staff for minor opportunities for improvement – i.e., naming conventions for files and folders.
3. Data management and safeguarding responsibilities are in place and staff members are aware of their individual responsibilities in this regard.
4. All prior audit recommendations have been addressed by TCDD.

### **Significant Recommendations**

# 2011-1-1    Develop a process to ensure completeness of grantee files. A checklist that identifies expected documentation could be developed as a template, included in each grantee's file, where staff can initial and date when they add documents to the files. Exceptions could quickly be recognized and followed up on.

## **Audit Results and Recommendations**

### **BACKGROUND & PURPOSE**

The Texas Council for Developmental Disabilities awards the majority of their funds to grantees to promote independence, productivity, and community integration for people with disabilities. Based on the significance of grants to the overall TCDD budget, mission, goals and objectives, grant administration processes, including grant management and grantee monitoring, have always been high on the risk radar at TCDD and closely monitored. This year's audit focus was on grantee monitoring processes.

### **CRITERIA**

#### OMB Circulars

- A-87 "Cost Principles for State, Local, and Indian Tribal Governments," for cost principles (relocated to 2 CFR, Part 225);
- A-102 "Grants and Cooperative Agreements with State and Local Governments" – for administrative requirements;
- A-133 "Audits of States, Local Governments and Non-Profit Organizations" – for audit requirements;

#### Texas Administrative Code

- TAC 5.141 thru 5.147 Uniform Grant Management Standards

### **SCOPE, METHODOLOGY, & OBJECTIVES**

The scope of the audit included an evaluation of the TCDD's processes, policies, and procedures to ensure compliance with federal and state guidance and tests of controls and details to evaluate the effectiveness and efficiency of those processes. The scope was limited to considering current processes in place for grants awarded during the past three fiscal years.

The audit methodology included interviews, questionnaires, and discussions with various personnel at TCDD as well as sampling of current grants and tests of controls and details. Criteria for compliance were developed by reviewing the OMB's and UGMS for monitoring requirements and comparing these requirements to monitoring activities at TCDD. TCDD's operating procedures and the TCDD Grants Manual were also used to identify procedures related to grantee monitoring for tests of controls and tests of details.

The agreed-upon audit objectives were to –

- A.Evaluate compliance with state grant monitoring requirements.
- B.Evaluate the effectiveness of processes and controls over grantee monitoring.
- C.Evaluate the processes and controls for data management and safeguarding of data.

**AUDIT RESULTS BY OBJECTIVE**

**Audit Objective A:** To determine if current processes and controls in place and in use by TCDD staff for monitoring grantees comply with identified monitoring requirements.

**Results and Conclusions:**

TCDD's grantee monitoring processes were found to be in compliance with Federal and State guidance, as well as with TCDD's internal written procedures. Test procedures included the development of a compliance worksheet, where grantee monitoring requirements of the various OMBs and UGMS were identified. These requirements were then compared to TCDD's written policies and procedures. The TCDD processes as well as management's assertions about monitoring performance were tested in substantive tests of controls and details by sampling grantees and reviewing their file folders, both electronic and hard copies, to support performance of stated processes. The grantee files supported TCDD monitoring activities performed and documented. Minor changes discussed with staff included naming conventions for files and document storage for improving overall organization of grantee files.

**Audit Objective B:** Through substantive testing, determine if TCDD is following their procedures and if these processes and controls provide an adequate level of monitoring of grantees as identified in the Compliance section of this audit.

**Results and Conclusions:**

A random sample of grantees was selected for testing of controls and details. Criteria for testing were TCDD's procedures and management assertions, and the grantees' records – both electronic and hard copy – were reviewed for elements that support performance as identified. File content was present as expected, mostly in electronic format and some hard copies; often both, as the agency continues the transition to electronic files. In addition, several new activities have been implemented that reflect a proactive monitoring program at TCDD:

- The Onsite Review forms reflect a revision date of 6/17/10, evidencing recent review and update.
- An Onsite Log has been initiated to track all projects, identify specialist, project period, monitoring requirements, scheduled dates and completed dates.
- The grantee risk assessment process is reviewed, updated, and reported to Council annually.
- An Audit Log has been initiated to track audit reports received.
- The Desk Review checklist for internal review of grantee audit reports is in use.
- The Audit Requirements section of the TCDD Grants Manual was updated to add language for grantees to request their auditor's peer review report, and for TCDD to request the grantees' management letter along with their audit report.
- A Match / Waiver Report was initiated for the Council meetings.
- An exceptions report was developed for reporting grantee issues to the Council.

TCDD's grantee monitoring processes and controls are being followed and are effective, based on our tests of details in the hard copy and electronic grantee files tested. There were minimal errors noted, clerical errors and one missing audit report. These errors or omissions are within a tolerable level.

**Audit Objective C:** Evaluate the data management processes and controls for safeguarding of data.

**Results and Conclusions:**

Through interviews with management and the test work performed during other fieldwork, it was determined that processes and controls are in place to ensure data is appropriately managed and safeguarded. Responsibilities have been assigned for maintaining the grantee files, both electronic and hard copies. Access to electronic files is limited to staff whose job prescribes that they have access. Electronic files are backed up on the TEA servers, according to TEA policies. Hard files are kept in a file cabinet, locked, within the locked TCDD offices. Keys are assigned to appropriate staff and processes are in place to allow access when the key-holder is out of the office.

Responsibilities have been assigned for an annual review of hard copy and e-files to determine which ones are ready to archive / warehouse and which ones have exceeded record retention requirements and are ready for disposal.

TCDD's processes and controls to safeguard and adequately maintain the grantee files are in place, are followed, and are effective based on minimal missing grantee data.

**AUDIT RECOMMENDATIONS & MANAGEMENT RESPONSES**

**Recommendation 2011-1-1:**

Develop a process to ensure completeness of grantee files. A checklist that identifies expected documentation could be developed as a template, included in each grantee's file, where staff can initial and date when they add documents to the files. Exceptions could quickly be recognized and followed up on.

**Management Response 2011-1-1:**

The TCDD Acting Grants Management Director, Systems Support Specialist, Grants Specialists and Project Development Assistant are the designated staff for implementing the following action plan within 90 business days and no later than November 18, 2011.

Texas Council for Developmental Disabilities (TCDD)  
Internal Audit Report FY-2011

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The designated staff will:

- 1) Meet to discuss the Audit recommendations no later than August 30, 2011.
- 2) Identify processes to improve grantee filing systems and a process to ensure grantee files have all required documentations no later than September 30, 2011.
- 3) Develop a grantee file checklist to track all expected grant-related documents, date received, and staff initials; to be completed no later than October 31, 2011.
- 4) Implement a grantee filing system and checklist to ensure all grantees files are complete no later than November 18, 2011.

We believe that these processes and internal tracking will effectively improve TCDDs Grants data management system.

**TCDD - Internal Audit Report FY-2011**

**Follow Up on Prior Audit Recommendations**

<i>Rpt #</i>	<i>Rpt Date</i>	<i>High-Level Audit Objective(s)</i>	<i>Rec #</i>	<i>Observations/Findings and Recommendations</i>	<i>Current Status</i>
2010-01	8/31/2010	<b>TAC 202 - Information Security Audit</b>			
	<b>Objective A</b>	Determine the roles and responsibilities of TCDD and TEA related to TAC 202 compliance.	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. 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.	<p><b>Implemented:</b> TCDD has adopted OP 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.</p> <p>TCDD IT functions are included in the TEA Business Continuity Plan version 1.0 dated January 2010.</p> <p><u>UPDATE 07/11:</u> TCDD met with TEA Business Continuity Project Manager and TEA has updated their BCP to incorporate TCDD into their recovery process. TCDD has completed material that has become part of the Appendix. Further some TCDD staff have been included on BCP planning committees. Revisions are proposed to the TCDD / TEA Memorandum of Understanding (section VI) stating that TEA will include TCDD in their BCP for systems and business recovery.</p>
	<b>Objective B</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. 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.	<p><b>Implemented:</b> 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.</p> <p><u>UPDATE 07/11:</u> TCDD continues to encourage TCDD staff to take security classes offered by TEA. Operations Director Martha Cantu has completed the Series X classes and has shared curriculum information with staff at staff meetings. Professional Development opportunities has been added to Section VI of the MOU. The MOU clarifies the responsibilities of TEA IT Security.</p>

**TCDD - Internal Audit Report FY-2011**

**Follow Up on Prior Audit Recommendations**

<i>Rpt #</i>	<i>Rpt Date</i>	<i>High-Level Audit Objective(s)</i>	<i>Rec #</i>	<i>Observations/Findings and Recommendations</i>	<i>Current Status</i>
2010-01	8/31/2010	<b>TAC 202 - Information Security Audit</b>			
	<b>Objective C</b>	Evaluate monitoring and oversight of TCDD information security control processes.	2010-3	TCDD should work with the TEA ISO to identify the level of IT 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.	<p><b>Implemented</b></p> <p>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.</p> <p><u>UPDATE 07/11</u>: As discussed above, the MOU with TEA has been revisited with proposed revisions regarding the BCP.</p>

**REPORT DISTRIBUTION PAGE**

Texas Council for Developmental Disabilities, Audit Committee

John Morris, Chair  
Andrew Crim, Member  
Jeffrey Kaufmann, Member  
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director  
Martha Cantu, Operations Director  
Patrice LeBlanc, Grants Management Director

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**TEXAS COUNCIL FOR  
DEVELOPMENTAL DISABILITIES**

**INTERNAL AUDIT ACTIVITY REPORT**  
**on**  
**Quality Assurance and Improvement Program**

**Fiscal Year 2011**

Presented to  
TCDD Audit Committee  
October 19, 2011

Prepared by:  
Rupert & Associates, P.C.  
Certified Public Accountants

Rupert & Associates, PC  
INTERNAL AUDIT ACTIVITY  
**QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

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Internal Audit's Quality Assurance and Improvement Program (QAIP) is designed to provide reasonable assurance to the various stakeholders of the Internal Audit activity that Internal Audit:

- (1) Performs its work in accordance with its Charter, which is consistent with The Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (*Standards*), Definition of Internal Auditing and Code of Ethics;
- (2) Operates in an effective and efficient manner; and
- (3) Is perceived by stakeholders as adding value and improving Internal Audit's operations. To that end, Internal Audit's QAIP covers all aspects of the Internal Audit activity (IAA). In this regard, the factors considered for the QAIP include:
  - ✓ Monitors the Internal Audit activity to ensure it operates in an effective and efficient manner.
  - ✓ Assures compliance with the *Standards*, Definition of Internal Auditing and Code of Ethics.
  - ✓ Helps the Internal Audit activity add value and improve organizational operations.
  - ✓ Includes both periodic and ongoing internal assessments.
  - ✓ Includes an external assessment at least once every three years, the results of which are communicated to the Council through the Audit Committee.

The Chief Audit Executive (CAE) is ultimately responsible for the QAIP, which covers all types of Internal Audit activities, including consulting.

### **INTERNAL ASSESSMENTS**

- **Ongoing Reviews** – Ongoing assessments are conducted through:
  - Supervision of engagements
  - Regular, documented review of work papers during engagements by appropriate Internal Audit staff
  - Audit Policies and Procedures used for each engagement to ensure compliance with applicable planning, fieldwork and reporting standards
  - Feedback from customer survey on individual engagements
  - Analyses of performance metrics established to improve the IAA effectiveness and efficiency
  - All final reports and recommendations are reviewed and approved by an independent partner
- **Periodic Reviews** – Periodic assessments are designed to assess conformance with Internal Audit's Charter, the *Standards*, Definition of Internal Auditing, the Code of Ethics, and the efficiency and effectiveness of internal audit in meeting the needs of its various stakeholders. Periodic assessments will be conducted through:
  - Annual risk assessments for purposes of annual audit planning
  - Work paper reviews for performance in accordance with internal audit policies and with the *Standards* using the State Agency Internal Audit Forum (SAIAF) Working Paper Review Tool
  - Review of internal audit performance metrics and benchmarking of best practices, prepared and analyzed in accordance with Audit Policies and Procedures
  - Periodic activity and performance reporting to the Agency Administrator and the Audit Committee

## **EXTERNAL ASSESSMENTS**

- A. General Considerations** – External assessments will appraise and express an opinion about internal audit’s conformance with the Standards, Definition of Internal Auditing and Code of Ethics and include recommendations for improvement, as appropriate.
- B. Timing** – An external assessment will be conducted every three years.
- C. Scope of External Assessment** – The external assessment will consist of a broad scope of coverage that includes the following elements of Internal Audit activity:
- Conformance with the Standards, Definition of Internal Auditing, the Code of Ethics, and internal audit’s Charter, plans policies, procedures, practices, and any applicable legislative and regulatory requirements.
  - Expectations of Internal Audit as expressed by the Council, executive management, and operational managers.
  - Integration of the Internal Audit activity into the agency’s governance process, including the audit relationship between and among the key groups involved in the process.
  - Tools and techniques used by Internal Audit.
  - The mix of knowledge, experiences, and disciplines within the staff, including staff focus on process improvement.
  - A determination whether Internal Audit adds value and improves the agency’s operations.
- D. Considerations** – The qualifications and considerations of external reviewers as noted in The IIA’s Practice Advisory 1312-1 will be considered when contracting with an outside party to conduct the review.

## **REPORTING ON QUALITY PROGRAM**

- A. Internal Assessments** – Results of internal assessments will be reported to the Audit Committee and to the senior management at least annually.
- B. External Assessments** – Results of external assessments will be reported to the senior management and the Audit Committee as completed. The external assessment report will be accompanied by a written action plan in response to significant comments and recommendations contained in the report.
- C. Follow-up** – The CAE will implement appropriate follow-up actions to ensure that recommendations made in the report and action plans developed are implemented in a reasonable timeframe.

## **R&A PERFORMANCE METRICS for FY 2011**

### **INTERNAL ASSESSMENTS**

Internal Audit Charter – updated for FY-11; approved by the Audit Committee at the October 2010 meeting

Audit Plan for FY-11 on Grantee Monitoring – successfully completed on schedule and within budget

Follow up on prior year open audit recommendations – all prior audit recommendations have been implemented

Audit Recommendations – #2011-1 – Grantee Monitoring

One recommendation made and accepted; implementation is in process

Working Paper Review Tool – review completed; no significant deficiencies identified

Auditee Survey Responses – all responses received were positive; minor improvement opportunities identified

### **EXTERNAL ASSESSMENTS**

Quality Assurance Review (QAR) – 6/23/09 – overall opinion of ‘generally complies’ with:

- the Institute of Internal Auditors (IIA) *International Professional Practices Framework (IPPF)* including 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).

No significant weaknesses were identified during the review. Opportunities for improvement identified were –

1. Consider the revision of the Audit Committee Charter to include other typical responsibilities.  
Status: Implemented. The TCDD policy on Audit Committee Duties and Composition was revised in October of 2009.
2. Plan future internal audit projects evaluating organizational governance.  
Status: Implemented: Elements of organizational governance will be included in future audit projects.

**REPORT DISTRIBUTION PAGE**

Texas Council for Developmental Disabilities, Audit Committee

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Andrew Crim, Member  
Jeffrey Kaufmann, Member  
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director  
Martha Cantu, Operations Director



# **TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

## **INTERNAL AUDIT PLAN**

**Fiscal Year 2012**

**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



September 27, 2011

Members of the Council,  
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2012 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 2012 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 2012, 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 2011. 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-2012 is:

1. Monitoring of Funding Obligations and Liquidations: Review and evaluate current monitoring procedures and controls over funding obligations and liquidations.
2. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
3. 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**

2011	Grantee Monitoring
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

**Attachment 1:**  
**FY12 Risk Footprint**

# RISK ASSESSMENT FOOTPRINT - Texas Council for Developmental Disabilities

ACTIVITY/PRIORITY	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS	IMPACT RATING		RISKS	PROBABILITY RATING		RISKS
	CONSOLIDATED ACTIVITY		1	2		3	4		5	6		7	8																	
5	Grant Administration	H	M	Insufficient monitoring of grant expenditures	H	L	Providing inadequate or inappropriate guidance to grantees	H	L	Non-compliance with federal or state regulations (OMB / UGMS)	H	L	Fraud and/or inappropriate use of federal funds																	
1	Executive and Administrative	H	M	Violation of state and/or federal rules or regulations	M	M	Inadequate monitoring of funding obligations and liquidations	M	M	Inadequate monitoring of fiscal reporting system	M	L	Insufficient succession planning for executive management	L	L	Ineffective governance functions														
4	Public Policy and Information	H	M	Violation of state or federal rules	M	L	Inaccurate policy interpretations provided to constituents	M	M	Negatively impact relationships	M	M	Communications mis-information; lack of control																	
6	Information Technology	H	L	Unauthorized access to data set	H	L	Loss of data / data integrity	M	M	Inadequate oversight in design and implementation of DD Suite	M	L	Unauthorized access to TCDD website	L	M	Increased vulnerability from social networking														
8	DSA Administrative Support: Finance & Accounting, Human Resources, Purchasing	M	L	Inadequate contract administration & management	M	L	HR: Hiring unqualified employees; inadequately addressing employee performance / productivity	M	L	HR: Non-compliance with current HR policies & reporting requirements	L	L	Overspend or under spend budget	L	L	Inaccurate reports to management and board	L	L	Purchasing: Improper / unauthorized procurements; incorrect postings	L	L	Lack of segregation of duties	L	L	Inadequate infrastructure support: mail services, supplies, property management	L	L			
7	Council Support	M	L	Non-compliance with state and federal requirements	M	L	Non-compliance with Council policies and procedures	M	L	Insufficient logistical support																				
2	Planning, Evaluating and Reporting	M	L	Non-compliance with state or federal requirements	M	L	Poorly planned	M	M	Documentation processes are insufficient for reporting requirements	L	M	Negatively impact relationships																	
3	Project Development	M	M	Non-compliance with approved procedures	M	L	Poorly planned																							
9	Designated State Agency (DSA) Operational Relationship	M	L	DSA / Council Separation of Authority	L	L	Fair reimbursement for DSA support	L	L	Inaccurate accounting information reported to State and/or Federal Government	L	L	Inadequate or inappropriate guidance from DSA																	

**Report Distribution Page**

Texas Council for Developmental Disabilities, Audit Committee

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Andrew Crim, Member  
Jeffrey Kaufmann, Member  
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director  
Martha Cantu, Operations Director

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Governor's Office of Budget, Planning, and Policy

[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Legislative Budget Board

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Internal Audit Coordinator

State Auditor's Office

[iacoordinator@sao.state.tx.us](mailto:iacoordinator@sao.state.tx.us)

Sunset Advisory Commission

[sunset@sunset.state.tx.us](mailto:sunset@sunset.state.tx.us)

**Quarterly Council and Committee Meetings**

**Tentative Dates**

**February 8-10, 2012**

**May 2-4, 2012**  
*Sheraton Downtown Dallas*

**August 1-3, 2012**

**October 24-26, 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

November 2011

### **Public Policy Committee**<sup>1</sup>

Joe Rivas, 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), Disability Rights Texas (DRT)  
Jeff Kaufmann, Department of Aging & Disability Services (DADS)  
Cindy Johnston  
Penny Seay (Sandy Graham-Alternate), UT-Austin Center for Disability Studies  
Lora Taylor  
Rick Tisch

### **Project Development Committee**<sup>1</sup>

Susan Vardell, Chair  
Dana Perry, Vice-Chair  
Kimberly Blackmon  
*Gladys Cortez\**  
Kristen Cox  
Andrew Crim  
Diana Kern  
John Morris  
Vacant (Kathy Griffis-Bailey-Alternate), Department of State Health Services (DSHS)  
Vacant, Texas Education Agency (TEA)

*\* New Members assigned to Committees on Interim basis for November meeting.*

### **Audit Committee**

John Morris, Chair  
Andrew Crim  
Mary Durham  
Jeff Kaufmann  
Brenda Coleman-Beattie (non-voting ex officio)

### **Executive Committee**

Brenda Coleman-Beattie, Chair  
John Morris, Vice-Chair  
Susan Vardell, Project Development Committee Chair  
Joe Rivas, Public Policy Committee Chair  
Hunter Adkins, Consumer Member-at-Large

<sup>1</sup> The Chair (Brenda Coleman-Beattie) and Vice Chair (John Morris) 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 1<sup>st</sup>

2011	2013	2015	2017
Mary Durham Vacant	Brenda Coleman-Beattie Andrew Crim Mateo Delgado Cindy Johnston John Morris Lora Taylor Susan Vardell	Hunter Adkins Kimberly Blackmon Kristen Cox Diana Kern Dana Perry Vacant (Rasmussen) Richard Tisch	Kris Bissmeyer Gladys Cortez Joe Rivas

### **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)  
Vacant  
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-**

<b>AAA</b>	Area Agency on Aging
<b>AAIDD-TX</b>	American Association on Intellectual and Developmental Disabilities
<b>AARP</b>	American Association of Retired Persons
<b>ACA</b>	Patient Protection and Affordable Care Act (federal health care reform approved March 2010)
<b>ACF</b>	Administration for Children and Families
<b>ADA</b>	Americans with Disabilities Act
<b>ADAAG</b>	Americans with Disability Act Accessibility Guidelines
<b>ADD</b>	Administration on Developmental Disabilities, Office of Human Development Services, U.S. Department of Health and Human Services
<b>DD</b>	Attention Deficit Disorder
<b>ADHD</b>	Attention Deficit/Hyperactivity Disorder
<b>ADL</b>	Activities of Daily Living
<b>ADRC</b>	Aging and Disability Resource Center
<b>AEP</b>	Alternative Education Program
<b>AFDC</b>	Aid to Families with Dependent Children (now called TANF)
<b>AI</b>	Advocacy, Inc. (name changed to Disability Rights Texas, March 2011)
<b>AIRS</b>	Accessibility Internet Rally (Accessible website building competition)
<b>APS</b>	Adult Protective Services (Division of DFPS)
<b>APSE</b>	Association for Persons in Supported Employment
<b>ARD</b>	Admission, review and dismissal
<b>Arc-Texas</b>	The Arc of Texas
<b>AT</b>	Assistive Technology
<b>ATW</b>	Aging Texas Well (DADS program)
<b>AUCD</b>	Association of University Centers on Disabilities

### **-C-**

<b>CAP</b>	Client Assistance Program (related to voc rehab, federally funded, under DRTx/state P&As)
<b>CBA</b>	Community Based Alternatives (Medicaid waiver)
<b>CCAD</b>	Community Care for the Aged and Disabled
<b>CDBG</b>	Community Development Block Grant
<b>CDC</b>	Centers for Disease Control
<b>CDD</b>	Center for Disability and Development, TX A&M University
<b>CDS</b>	Texas Center for Disability Studies, University of Texas/Austin
<b>CDS</b>	Consumer Directed Services
<b>CHIP</b>	Children's Health Insurance Program
<b>CHODO</b>	Community Housing Development Organization
<b>CIL</b>	Center for Independent Living
<b>CLASS</b>	Community Living Assistance and Support Services (Medicaid waiver in Texas)
<b>CLASS</b>	Community Living Assistance Services and Supports program (a component of federal health care reform)
<b>CLOIP</b>	Community Living Options Information Process
<b>COG</b>	Council of Government

<b>COLA</b>	Cost of Living Adjustment
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>CP</b>	Cerebral Palsy
<b>CPPP</b>	Center for Public Policy Priorities
<b>CPS</b>	Child Protective Services (Division of DFPS)
<b>CRCG</b>	Community Resource Coordination Group
<b>CRCGA</b>	Community Resource Coordination Group for Adults
<b>CSHCN</b>	Children with Special Health Care Needs
<b>CTD</b>	Coalition of Texans with Disabilities
<b>CMPAS</b>	Consumer-Managed Personal Assistance Services
<b>CW/CWP</b>	Consolidated Waiver/Program (Medicaid waiver)

## **-D-**

<b>DADS</b>	Texas Department of Aging and Disability Services
<b>DARS</b>	Texas Department of Assistive and Rehabilitative Services
<b>DBS</b>	Division for Blind Services (DARS)
<b>DBMD</b>	Deaf Blind/Multiple Disability
<b>DD</b>	Developmental Disabilities
<b>DD Act</b>	Developmental Disabilities and Bill of Rights Act
<b>DDS</b>	Disability Determination Services
<b>D&amp;E</b>	Diagnosis and Evaluation
<b>DAEP</b>	Disciplinary Alternative Education Program
<b>DFPS</b>	Texas Department of Family and Protective Services
<b>DHHS</b>	Office for Deaf and Hard of Hearing Services (DARS)
<b>DME</b>	Durable medical equipment
<b>DOCC</b>	Delivery of Chronic Care
<b>DPC</b>	Texas Disability Policy Consortium
<b>DRS</b>	Division for Rehabilitation Services (DARS)
<b>DRTx</b>	Disability Rights Texas (name changed from Advocacy, Inc., March 2011)
<b>DSA</b>	Designated State Agency
<b>DSHS</b>	Texas Department of State Health Services

## **-E-**

<b>ECI</b>	Early Childhood Intervention
<b>EEOC</b>	Equal Employment Opportunity Commission
<b>EMS</b>	Emergency Medical Services
<b>EPSDT</b>	Early and Periodic Screening, Diagnosis and Treatment
<b>ESC</b>	Education Service Center
<b>ESY</b>	Extended School Year ("summer school"; formerly EYS)

## **-F-**

<b>F2F</b>	Family to Family Network (TCDD grantee, Houston)
<b>FAPE</b>	Free Appropriate Public Education
<b>FAQs</b>	Frequently Asked Questions
<b>FEMA</b>	Federal Management Emergency Agency
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>FFY</b>	Federal fiscal year (Begins Oct. 1)

<b>FHA</b>	Fair Housing Act 1968
<b>FHAA</b>	Federal Housing Act Amendments of 1988
<b>FHEO</b>	Fair Housing and Equal Opportunity
<b>FMAP</b>	Federal Medicaid Assistance Percentages
<b>FNS</b>	Food and Nutrition Service, U.S. Department of Agriculture (administers SNAP/Food Stamps, etc.)
<b>FPL</b>	Federal poverty level
<b>FTE</b>	Full-time equivalent (equal to one staff person working full-time for one year)
<b>FY</b>	Fiscal Year (The state FY begins Sept. 1. The federal FY begins Oct. 1.)
<b>FYI</b>	For your information

## **-G-**

<b>GCPD</b>	Governor's Committee for People with Disabilities
<b>GOBPP</b>	Governor's Office Budget, Planning & Policy Division
<b>GR</b>	General Revenue

## **-H-**

<b>HAVA</b>	Federal Help America Vote Act of 2002
<b>HB</b>	House Bill
<b>HCS</b>	Home and Community-based Services (Medicaid waiver/Texas)
<b>HCBS</b>	Home and community-based services (Medicaid waiver program/U.S.)
<b>HCFA</b>	Health Care Financing Administration (now called CMS)
<b>HHS</b>	Health and Human Services
<b>HHSC</b>	Texas Health and Human Services Commission
<b>HICAP</b>	Health Information Counseling and Advocacy Program
<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>HMO</b>	Health Maintenance Organization
<b>HOME</b>	HOME Investment Partnerships Program
<b>HOYO</b>	Home of Your Own program
<b>HRC</b>	Human Resources Code (state)
<b>HUB</b>	Historically underutilized business
<b>HUD</b>	U.S. Department of Housing and Urban Development

## **-I-**

<b>IAC</b>	Interagency Contract
<b>ICF/MR (ICFs/MR)</b>	Intermediate Care Facility for Persons with Intellectual and Developmental Disabilities (previously called Intermediate Care Facility for Persons with Mental Retardation)
<b>ICM</b>	Integrated care management
<b>ID/DD</b>	Intellectual Disability / Developmental Disability
<b>IDD</b>	Intellectual and Developmental Disabilities
<b>IDEA</b>	Individuals with Disabilities Education Act
<b>IDEIA</b>	Individuals with Disabilities Education Improvement Act of 2004
<b>IDT</b>	Interdisciplinary Treatment Team
<b>IEP</b>	Individual Education Program
<b>IFSP</b>	Individual Family Service Plan
<b>IHFS</b>	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  
**JTPA** Job Training Partnership Act

## **-L-**

**LAN** Local Advocacy Network  
**LAR** Legally authorized representative  
**LAR** Legislative Appropriations Request  
**LBB** Legislative Budget Board  
**L-HHS-ED** Labor, Health and Human Services and Education Committee in U.S. House  
of Representatives  
**LMHA** Local Mental Health Authority  
**LMRA** Local Authorities (previously called Mental Retardation Authorities)  
**LOC** Level of care  
**LON** Level of need  
**LRE** Least restrictive environment  
**LTC** Long-term care  
**LTCR** Long Term Care Regulatory  
**LTSS** Long Term Services and Supports  
**LVN** Licensed Vocational Nurse  
**LWDB** Local Workforce Development Board (under Texas Workforce Commission)

## **-M-**

**MBI** Medicaid Buy-In  
**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:** Makes 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  
**MFP** Money Follows the Person  
**MH** Mental Health  
**MHA** Mental Health Authority  
**MMA** Medicare Modernization Act  
(Medicare Prescription Drug Improvement and Modernization Act of 2003)  
**MR** Mental Retardation (*Outdated term*)  
Preferred term is: intellectual and developmental disabilities

<b>MRA</b>	Mental Retardation Authority ( <i>Outdated term</i> ) Preferred term is: Local Authority
<b>MTP</b>	Medical Transportation Program
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MSA</b>	Metropolitan Statistical Areas

## **-N-**

<b>NACDD</b>	National Association of Councils on Developmental Disabilities
<b>NAMI</b>	National Alliance on Mental Illness
<b>NAMI Texas</b>	National Alliance on Mental Illness of Texas
<b>NASDDDS</b>	National Association of State Directors of Developmental Disabilities Services, Inc.
<b>NASDSE</b>	National Association of State Directors of Special Education
<b>NCLB</b>	No Child Left Behind Act
<b>NDRN</b>	National Disability Rights Network (national organization of state P&As)
<b>NF</b>	Nursing facility (commonly called a nursing home)
<b>NOFA</b>	Notice of Funding Availability
<b>NPRM</b>	Notice of Proposed Rulemaking

## **-O-**

<b>OAA</b>	Older Americans Act
<b>OAG</b>	Office of the Attorney General
<b>OCD</b>	Obsessive Compulsive Disorder
<b>OCR</b>	Office of Civil Rights
<b>OCTS</b>	Office of Community Transportation Services
<b>ODEP</b>	Office of Disability Employment Policy in U.S. Department of Labor (DOL)
<b>OSEP</b>	Office of Special Education Programs (in OSERS)
<b>OSERS</b>	Office of Special Education and Rehabilitative Services (U.S. Dept. of Education)
<b>OT</b>	Occupational therapy

## **-P-**

<b>P2P</b>	Texas Parent to Parent organization (TCDD grantee)
<b>P&amp;As</b>	Protection and Advocacy agencies (state-level, e.g. Disability Rights Texas)
<b>PAC</b>	Project Advisory Committee
<b>PACE</b>	Program of All-inclusive Care for the Elderly (DADS)
<b>PACER</b>	Parent Advocacy Coalition for Educational Rights
<b>PACSTX</b>	Providers Alliance for Community Services of Texas
<b>PART</b>	Parent Association for the Retarded of Texas
<b>PAS</b>	Personal Assistance Services
<b>PASARR</b>	Preadmission Screening and Resident Reviews
<b>PASS</b>	Plan for Achieving Self-Support (an SSI work incentive provision)
<b>PBIS</b>	Positive behavioral interventions and supports
<b>PCCM</b>	Primary care case management
<b>PCP</b>	Primary care physician or Primary care provider
<b>PDD</b>	Pervasive Developmental Disorder
<b>PDL</b>	Preferred Drug List
<b>PDP</b>	Person-Directed Planning

<b>PEIMS</b>	Public Education Information Management System (computer-based)
<b>PHA</b>	Public Housing Authority
<b>PHC</b>	Primary Health Care Program (also Primary Home Care)
<b>PIAC</b>	Promoting Independence Advisory Committee
<b>P.L.</b>	Public Law
<b>PMSA</b>	Primary Metropolitan Statistical Areas – Bureau of the Census term
<b>PNS</b>	Projects of National Significance
<b>PPAT</b>	Private Providers Association of Texas (intellectual and developmental disabilities)
<b>PPO</b>	Preferred provider organization
<b>PT</b>	Physical therapy
<b>PTAC</b>	Public Transportation Advisory Committee

## **-Q-**

<b>Q&amp;A</b>	Questions and Answers
<b>QAIS</b>	Quality Assurance and Improvement System
<b>QMB</b>	Qualified Medicare Beneficiary
<b>QMRP</b>	Qualified MR Professional ( <i>Outdated term</i> ) Preferred terminology for MR is: intellectual and developmental disabilities

## **-R-**

<b>RAR</b>	Request for advance or reimbursement (for TCDD grantees)
<b>RFI</b>	Request for ideas
<b>RFP</b>	Request for proposals
<b>RN</b>	Registered Nurse

## **-S-**

<b>SABE</b>	Self Advocates Becoming Empowered
<b>SABR</b>	Statewide Architectural Barrier Removal Program
<b>SB</b>	Senate Bill
<b>SBOE</b>	State Board of Education
<b>SCR</b>	Senate Concurrent Resolution
<b>SDA</b>	Service delivery area
<b>SFY</b>	State fiscal year
<b>SGA</b>	Substantial gainful activity
<b>SHIP</b>	State Health Insurance Program
<b>SILC</b>	Texas State Independent Living Council
<b>SNAP</b>	Supplemental Nutrition Assistance Program (previously called Food Stamps)
<b>SNF</b>	Skilled Nursing Facility
<b>SRO</b>	Shared Responsibility Option
<b>SSA</b>	Social Security Administration
<b>SSDI</b>	Social Security Disability Insurance
<b>SSI</b>	Supplemental Security Income
<b>SSLC</b>	State Supported Living Center (previously called a State School)
<b>STAP</b>	Specialized Telecommunications Assistance Program
<b>STAR</b>	State of Texas Access Reform (Texas Medicaid managed care program)

<b>STAR+PLUS</b>	(Texas Medicaid managed care program designed to provide health care, acute and long-term services and support through a managed care system)
<b>STARRTM</b>	State of Texas Assessments of Academic Readiness (to replace the TAKS program, Spring 2012)

**-T-**

<b>TA</b>	Technical Assistance
<b>TAAS</b>	Texas Assessment of Academic Skills achievement test
<b>TAC</b>	Texas Administrative Code
<b>TAKS</b>	Texas Assessment of Knowledge and Skills (to be replaced with STAAR program, Spring 2012)
<b>TALAC</b>	Texas Advanced Leadership and Advocacy Conference
<b>TANF</b>	Temporary Assistance for Needy Families
<b>TASA</b>	Texas Association of School Administrators
<b>TAS</b>	Texas Accessibility Standards
<b>TASB</b>	Texas Association of School Boards
<b>TASP</b>	Texas Academic Skills Program
<b>TBI</b>	Traumatic brain injury
<b>TBIAC</b>	Texas Traumatic Brain Injury Advisory Council
<b>TBPC</b>	Texas Building and Procurement Commission
<b>TBRA</b>	Tenant Based Rental Assistance
<b>TCASE</b>	Texas Council of Administrators of Special Education
<b>TCDD</b>	Texas Council for Developmental Disabilities
<b>TCDS</b>	Texas Center for Disability Studies, University of Texas/Austin
<b>TCIC</b>	Texas Community Integration Collaborative
<b>TCOOMMI</b>	Texas Correctional Office on Offenders with Medical or Mental Impairments
<b>TDD</b>	Telecommunication device for persons with hearing impairments (also TTY)
<b>TDHCA</b>	Texas Department of Housing and Community Affairs
<b>TDI</b>	Texas Department of Insurance
<b>TEA</b>	Texas Education Agency
<b>TEC</b>	Texas Education Code
<b>TEFRA</b>	Tax Equity and Fiscal Responsibility Act of 1982 (allows states to extend Medicaid coverage to certain children with disabilities)
<b>TEKS</b>	Texas Essential Knowledge and Skills
<b>THECB</b>	Texas Higher Education Coordinating Board
<b>THSteps</b>	Texas Health Steps (known nationally as the EPSDT Program)
<b>TIERS</b>	Texas Integrated Eligibility Redesign System
<b>TIRN</b>	Texas Information and Referral Network (operates 2-1-1 Texas)
<b>TIRR/ILRU</b>	The Institute for Rehabilitation and Research/Independent Living Research Utilization
<b>Title XIX</b>	Medicaid Program (federal)
<b>Title XX</b>	Social Services Block Grant Program (federal)
<b>TMHP</b>	Texas Medicaid and Healthcare Partnership
<b>TSTA</b>	Texas State Teachers Association
<b>TTAP</b>	Texas Technology Access Program
<b>TTY</b>	Teletypewriters (also see TDD)
<b>TWC</b>	Texas Workforce Commission
<b>TWIC</b>	Texas Workforce Investment Council

**TxHmL** Texas Home Living Medicaid waiver program  
**TxDOT** Texas Department of Transportation  
**TxP2P** Texas Parent to Parent (TCDD grantee)

**-U-**

**UCEDD** University Center for Excellence in Developmental Disabilities

**-V-**

**VAC** Vocational Adjustment Coordinator  
**VR** Vocational Rehabilitation  
**VSATX** VSA Texas (organization on arts and disability)

**-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 (TCDD Grant)