SAN ANDREAS REGIONAL CENTER
BOARD OF DIRECTORS MEETING
MEETING NOTICE/AGENDA

Date: Monday, May 18, 2020
Time: 4:30 - 6:30 p.m.
Phone #: 669 900 9128
Passcode: 936 1973 6800

Location: Via Zoom
https://zoom.us/j/93619736800
Meeting ID: 936 1973 6800

AGENDA

4:30 — 4:32 I. Call to Order & Introduction ................. Pamela Kerman

4:32 — 4:35 II. Vision Statement .............................. Jon Drennan

4:35 — 4:39 III. Approval of Minutes
1. Board Meeting Minutes - 2/19/20
2. Fiscal Committee Meeting Minutes - 2/19/20
3. Service Provider Advisory Committee Meeting Minutes - 2/26, 4/22/20
4. Program Policy Committee Meeting Minutes - 3/4, 5/5/20
5. Board Development Committee Meeting Minutes - 3/4, 5/5/20
6. Executive Committee Meeting Minutes - 3/4, 5/5/20
7. Quality Assurance Advisory Committee Meeting Minutes- 3/10, 5/12/20
8. People’s Advisory Committee Meeting Minutes–

4:39 — 4:50 IV. State Council on Developmental Disabilities Central Coast ...D Grady

Note: Time is allowed for public input on all agenda items prior to board action on that item. Time is also allowed for public input on any issue not included on the agenda. (Welfare and Institutions Code Section 4660 (c)). People wishing to give input are invited to use the lectern or remain at their seats while speaking.
4:50 — 5:05 V. Presidents Report . . . . . . . . . . . . . . . . Pamela Kerman
   1. Staying Strong Together

5:05 — 5:30 VI. Executive Director’s Report . . . . . . . . . Javier Zaldivar
   1. Budget Update
   2. Diversity Outreach Update
   3. Employment Programs Update
   4. CRPD (Community Resource Development Plan)

5:30 — 5:50 VII. Director of Consumer Services Report . . . . . . . . Mike Keeley
   1. New and Closing Programs
   2. Self-Determination Update
   3. Services Update

5:50 — 6:15 VIII. Committee Reports
   1. Fiscal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mary Le
   2. Board Development . . . . . . . . . . . . . . . . . . . . . . . . Kim Yen Nguyen
   Action Item: Recommendation to approve the election of Mr. Jock Mayes to his first two-year term on the Board.
   3. People’s Advisory Committee . . . . . . . . . . . . . Christine Gianola
   4. Quality Assurance Advisory . . . . . . . . . . . . . Christine Gianola
   5. Service Provider Advisory . . . . . . . . . . . . . . . . . Beth Prentiss
   6. Program Policy . . . . . . . . . . . . . . . . . . . . . . . Martha Johanson

6:15 — 6:20 IX. Public Comment

6:20 — 6:25 X. Board Comment

6:25 — 6:30 XI. Announcements

6:30 XII. Adjournment
CALL TO ORDER
Ms. Pamela Kerman Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 6:03 p.m. Ms. Kerman also called attention to the note on the agenda stating that time is allowed for public input on any issue not included on the agenda, with a five minute limit. (Welfare and Institutions Code Section 4660 (c)). Self-introductions were made and the mission statement was read by Ms. Nefte Couttolenc

APPROVAL OF MINUTES
M/S/C Moved to approve the January 2020 meeting minutes. (Johanson/Manguray) No further discussions. All in favor, Motion carries.
7. Quality Assurance Advisory Committee Meeting Minutes – (2/11/20)
8. People’s Advisory Committee Meeting Minutes – None

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST
None

PRESIDENT’S REPORT
Ms. Pamela Kerman in honor of Black History month highlighted some accomplished people that had a disability:
- Harriet Tubman freed slaves and suffered from epilepsy
- Maya Angelou writer that had selective mutism (couldn’t speak for 5 years)
- Dr. Nathie Marbury a teacher and advocate for the deaf
- Lois Curtis who had mental-health disabilities and sued the state of Georgia to be integrated into the community

EXECUTIVE DIRECTOR’S REPORT:
Mr. Javier Zaldivar Executive Director discussed the following topics:
- He urged the audience to advocate for the system by voting for legislators that align with their values because their voice matters in keeping the promise of the Lanterman Act
- The Fiscal Year 2020-21 Budget update was to prepare for the May hearings
  - Talk to legislators and advocate for the system
  - Caseload ratio will be out of compliance again, in order to become compliant SARC needs to hire 75 more service coordinators plus administrative staff
- HCBS (Home and Community Based Services) individualized services and priority of funds
- Public Charge and families that might be affected
- Diversity Outreach Update:
  - Addressing disparity and the grants allotted:
    - FCSN received $364K
    - PHP (Parents Helping Parents) received $320K
    - Special Kids Connect received $64K
    - Housing Choices Coalition received $102K
  - SARC's annual conferences:
    - Vietnamese Conference 2/29/2020
    - Chinese Conference coming up
    - Spanish Conference 8/8/2020
    - African American Conference 8/22/2020
    - Filipino Conference 10/3/2020
- Employment Programs Update
  - Individual served produced a film and as a result he was hired as an instructor
• Regional centers are working with ARCA on an education campaign and talking points to address incoming legislators, a graphic on what a service coordinator does has been developed

Ms. Arushie Nugapitiya shared a mission moment from the Early Start program where a mother was a static after hearing her daughter’s voice for the first time reciting ‘twinkle, twinkle little star’ all due to the daily heroes that support her.

DIRECTOR OF CONSUMER SERVICES REPORT:
NEW AND CLOSING PROGRAMS – Saskia Vandekamp

2 New
– Occupational Therapy Santa Cruz County
– Supportive Living Services Santa Clara County

0 Closed
– None this month

Self-Determination (SDP) Update– Arushie Nugapitiya
Ms. Nugapitiya gave the following update:
• SDP by the numbers:
  o Up to 126 individuals can be selected
  o 101 completed orientations
  o 120 participants
  o 8 working on budget plan
  o 11 spending plans completed

Mr. Zaldivar shared that Supervisor Dave Cortese would visit the Self Determination Advisory Committee on 2/20/20.

Health Update
Ms. Julie Lussier Health Care Services Manager gave a presentation on the Coronavirus things such as:
• What we need to know
• What CoVID-19 is
• Symptoms of a cold versus a flu from the CoVID -19
• What to do to prevent the spread
  o WASH YOUR HANDS
  o Don’t touch your eyes, nose, or mouth
  o Avoid contact with sick people
  o Cover your cough or sneeze with a tissue then throw it away
  o Follow standard precautions always
COMMITTEE REPORTS:
FISCAL
Ms. Mary Le Committee chair gave the report.

POS (Non-CPP only)
The Purchase of Service Expense for the month of December 2019 was $30.3 Million and the year to date was $201 Million. The current allocation is $438.6 Million and the projection for FY 19/20 is $430.8 Million. The surplus is $7.8 Million.

Individuals Served
The number of individuals served as of December 2019 was 16,952 this is an increase of 81 since December 2018.

Operations (OPS)
Expenses for the month of January 2020 were $3.42 Million and Year-to Date were $23.4 Million. The Fiscal Year Projection is $41.215 Million. The allocation is $41.248 Million leaving a surplus of $32.7K which is an increase of $19.6K since December.

Current Year Cash Flow
The cash position through the end of January was $72.4 Million, a decrease of $2 Million.

Donations Account
The balance in the Donation Fund through the end of January 2020 was $191.6K a net increase of $889 for the month. This change consisted of, donations totaling $889.

Medicaid Waiver Enrollment
The Medical Waiver enrollments for SARC at the end of October were 8,581 a net increase of 61 enrollments for September. Statewide was 134,266 a net increase of 183 enrollments since the month of September November numbers were not available at the time of this report.

Ms. Le recommended two contracts to the Board for approval.

M/S/C Moved to approve the New Perspective Contract amendment for FY 2019-22 totaling $2,134,294.20. (Johanson/Pitre) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

M/S/C Moved to approve the UNH, Institute on Disability (center for START Services) Contract amendment for FY 2018-22 totaling $1,034,351.00. (Stickney/Gianola) No further discussions. Nine in favor. Two Abstentions (Johanson & Prentiss) Motion carries.
BOARD DEVELOPMENT
Ms. Kim Yen Nguyen recommended that Mr. Daniel Stickney be re-elected to Board.

M/S/C Moved to re-elect Mr. Daniel Stickney to his second two-year term in the Board (Johanson/Couttolenc) No further discussions. All in favor. Motion carries.

PEOPLE’S ADVISORY COMMITTEE (PAC)
The Committees have met in Salinas and San Jose and a common concern of the groups is what is happening in the news and the presidency.

QUALITY ASSURANCE ADVISORY COMMITTEE
Minutes are in the packet.

SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Ms. Beth Prentiss committee chair informed that they are recruiting new members.

PROGRAM POLICY COMMITTEE
Minutes are in the packet.

PUBLIC COMMENT
None

BOARD COMMENT
None

ANNOUNCEMENTS
Mr. Valenzuela gave the following announcements:
3/9/20 Disparity Presentations in San Jose, Salinas, and Watsonville
3/14/20 FCSN Talent Show
5/15/20 Legislative Breakfast
5/30/20 Inaugural SARC Prom

ADJOURNMENT
Meeting adjourned at 7:18 p.m.

Recording Secretary, Ms. Lourdes González

Submitted by,

Ms. Martha Johanson
San Andreas Regional Center  
Board of Directors  
Fiscal Committee - Meeting Minutes  
February 19, 2020

Committee Members Present:  Nefte Couttolenc  Elisabeth Einaudi  
Martha Johanson  Pamela Kerman  
Mary Le  Daniel Stickney

Committee Member Absent:  Jon Drennan  Virginia Manguray

Staff Present:  Lourdes Gonzalez  Greg Hoffman  
Saskia Vandekamp  Javier Zaldivar

Meeting called to order at 5:00 pm. by Ms. Mary Le Committee Chair.

1. Purchase of Services (Non-CPP only)  
The Purchase of Service Expense for the month of December 2019 was $30.3 Million and the year to date was $201 Million. The current allocation is $438.6 Million and the projection for FY 19/20 is $430.8 Million. The surplus is $7.8 Million.

2. Individuals Served  
The number of individuals served as of December 2019 was 16,952 this is an increase of 81 since December 2018.

3. Operations (OPS)  
Expenses for the month of January 2020 were $3.42 Million and Year-to Date were $23.4 Million. The Fiscal Year Projection is $41.215 Million. The allocation is $41.248 Million leaving a surplus of $32.7K which is an increase of $19.6K since December.

4. Cash Position  
The cash position through the end of January was $72.4 Million, a decrease of $2 Million.

5. Donation Fund  
The balance in the Donation Fund through the end of January 2020 was $191.6K a net increase of $889 for the month. This change consisted of, donations totaling $889.
6. Medicaid Waiver Enrollment
The Medical Waiver enrollments for SARC at the end of October were 8,581 a net increase of 61 enrollments for September. Statewide was 134,266 a net increase of 183 enrollments since the month of September November numbers were not available at the time of this report.

7. Contract Review
The committee reviewed two contract amendments and agreed to recommend them to the full Board for approval.

M/S/C Moved to recommend to the full Board approval of the New Perspective Contract amendment for FY 2019-22 totaling $2,134,294.20. (Kerman/Stickney) No further discussions. All in favor. Motion carries.

M/S/C Moved to recommend to the full Board approval of the UNH, Institute on Disability (center for START Services) Contract amendment for FY 2018-22 totaling $1,034,351.00. (Kerman/Stickney) No further discussions. All in favor. One Abstention (Martha Johanson) Motion carries.

8. Other
Mr. Javier Zaldivar shared with the committee the results of the FY 2017-18 audit.

9. Next Meeting Date
March 16, 2020

9. Adjournment
With no further discussion the meeting was adjourned at 6:02 p.m.
San Andreas Regional Center
Board of Directors
Fiscal Committee - Meeting Minutes
March 24, 2020

Committee Members Present: Nefte Couttolenc    Jon Drennan
                           Elisabeth Einaudi    Virginia Manguray
                           Mary Le              Daniel Stickney

Committee Member Absent: Martha Johanson    Pamela Kerman

Staff Present: Lourdes Gonzalez    Mike Keeley
               Saskia Vandekamp    Javier Zaldivar

Meeting called to order at 3:00 pm. by Ms. Mary Le Committee Chair.
The Fiscal Committee met via teleconference to review 5 Contracts.

1. Contract Review
The committee reviewed five contracts and agreed to recommend them to the full Board for approval via e-mail.

   1. M/S/C Moved to recommend to the full Board approval of the Aim Higher Inc.
      Transportation Contract FY 2020-2023 totaling $6,838,617.60.
      (Einaudi/Couttolenc)  No further discussions. All in favor. Motion carries.

   2. M/S/C Moved to recommend to the full Board approval of the Greater 
      (Manguray/Einaudi)  No further discussions. All in favor. Motion carries

   3. M/S/C Moved to recommend to the full Board approval of the Santa Clara
      County Office of Education (SCCOE) Assessment Contract FY 2020-2021 
      totaling $1,260,971.48. (Couttolenc/ Einaudi)  No further discussions. All in 
      favor. Motion carries

   4. M/S/C Moved to recommend to the full Board approval of the Stars Bay Area
      Assessment Contract FY 2020-2021 totaling $625,248.22. (Manguray/Einaudi)  
      No further discussions. All in favor. Motion carries

   5. M/S/C Moved to recommend to the full Board approval of the Young Adult
      Institute, Inc. Startup funding Contract FY 2019-2020 totaling $256,538.00.
      (Couttolenc/Manguray)  No further discussions. All in favor. Motion carries

2. Next Meeting Date
   April 2020

3. Adjournment
With no further discussion the meeting was adjourned at 3:36 p.m.
Ms. Beth Prentiss Committee Chair called the meeting to order at 10:10 a.m. beginning with introductions.

Committee Updates
Ms. Prentiss informed that:
• That the committee is recruiting new members to fill the vacancies.

Provider Input
− Mr. Jasper from PHP informed that the Ault Transition Fair will be 3/5/2020
  o PHP Gala on 4/25/2020
− FCSN Sylvia talent show will be on 3/14/20
− PHP shared upcoming conferences:
  o 3/14/2020 Spanish conference in Gilroy
  o Person Centered Thinking Training 3/25-26/20 & 5/6-7/20
− Ms. Prentiss announced that the Independent Living Services Roundtable in Santa Cruz is doing well and they focus mostly in mileage.

New and Closing Programs
Ms. Ann Sieber HCBS Manager gave the report.

6 New
− Occupational Therapy Santa Clara
− Supportive Living Services in Santa Clara County
− 2 Residential homes in Santa Clara County
− Community integration program in Santa Clara
− Respite for All Counties

1 Closed
− Transportation Company in Monterey County
Ms. Ann Sieber manager for the Community Services Department gave the report:

- DDS has emailed the self-evaluation to be completed ASAP
  - Deadline to complete is March 24, 2020
  - Non completed agencies will go to the top of the list for visitations
- Next HCBS Roundtable is on 3/11/20
- For any questions contact Ms. Sieber

**Employment**
Ms. Katherine Sanders Employment Specialist gave the report:

- Supported Employment means embracing the Employment First Policy and connecting with vendors to see what their needs are to place the right individual
  - There must be a discovery of the individuals wants and abilities to place him with the correct employer
- The goal of paid internships is so it leads to permanent employment, volunteer work that does not lead to paid employment is not supported
- Local Partnership Agreement (LPA) meetings:
  - Santa Cruz 4/13/20
  - Monterey / San Benito 4/16/20
  - Santa Clara 4/27/20
- Ms. Sanders recommended that if there is no intention of hiring the individual the case should be reviewed based on the IPP
- SARC has 450 individuals in Supported Employment
  - 270 are in paid internships and 30% have been hired
- Employment Roundtable 3/17/20
- Stanford Neurodiversity Summit 3/14/20

**SCDD Central Coast**
Mr. David Grady informed on the following topics:

- SARC will have the Disparity Presentations on March 9, 2020 in Salinas, Watsonville, and San Jose; SCDD helps the families navigate the information
- SARC is doing good and on track with the Self-Determination Program

Ms. Sieber explained that “HCBS certified” means that the program chosen by a self-determination selectee is complaint with HCBS.

SCDD helps families be ready for integration, be health and safe, as it is the individuals wish

- SCDD has been partnering and working with:
  - SARC in Santa Cruz Behavioral Health Community
  - Law enforcement
  - Probation Officers
  - 2020 Census groups
- The insert to the Mercury newspaper is finally ready it will provide information on and enhance the community we serve
**Director Update**
Mr. Javier Zaldivar Executive Director discussed the following topics:
- SARC will host a Census training on 3/24/2020
- Be aware of AB 2083 – It recommends the integration and collaboration of the different parties that care for Foster Kids such as regional centers and DFCS (Department of Family Children Services)
- Regional centers must now add another category to the caseload ratio report, those of 3 to 4 years old which should be 1:45
  - SARC will be out compliance once again because there is no budget to hire enough service coordinators to become compliant
- If the Rate Study is approved it must adjust the rates to have a sustainable system
  - Our legislators must hear the personal stories of the vendors so they know their needs and can vote accordingly; make your voice be heard

**SARC Events**
Mr. Valenzuela announced the following events:
3/25/20 Premier will have a training on new Time Card
6/13/20 Hope Concert in Saratoga

He advised the committee to be mindful of the upcoming new legislators and be ready to educate them in our system

**California Disabilities Services Association (CDSA) Presentation**
Mr. Barry Jardini of CDSA shared with the committee tips and talking points on how to advocate for the system, he discussed these topics:
- Current DDS Budget
- Proposed Budget 2020-21
  - Flow of Funding for Children and adults with Developmental Disabilities
- The Cost of the Rate Gap
  - Impact to people served
  - Impact to system
  - Services in crisis
- The DD System’s need for investment now
- Implementation of the Rate models
- Fixing the minimum wage mechanism

**Next SPAC Committee Meeting:**
March 25, 2020 in the Big Sur Room at 10:00 am.

**Adjournment**
The meeting was adjourned at 12:00 p.m.
San Andreas Regional Center Board of Directors
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Meeting Minutes (via zoom)
April 22, 2020

Members Present
Deanna Corpuz
Doug Pascover
Beth Prentiss (Chair)
Sylvia Yeh

Members absent
Tade Akintade
Sharmean Heffernan

Staff Present
Lourdes Gonzalez
Mike Keeley
Katherine Sanders
Ann Sieber
Javier Zaldivar

Ms. Beth Prentiss Committee Chair led the meeting via zoom.

Committee Updates
Ms. Prentiss informed that:
• SARC does weekly Q&A calls with the providers and she sends an email summarizing the meeting right after

Provider Input
– Mr. Jasper from PHP urged providers to write letters of support for the Block 15 housing project in Sunnyvale
  o PHP Gala has been postponed

Director Update
Mr. Javier Zaldivar Executive Director discussed the following topics:
• SARC will remain closed until the Shelter in Place has lifted on 5/3/2020
• With so many unknowns a soft opening is anticipated
• SARC has been reaching out to families to check if they are safe and if they need services to meet their needs
• Mr. Zaldivar announced that we are to be prepared for a rough upcoming fiscal year:
  o The rainy fund has been depleted
  o Unemployment is the new reality
  o It is unknown what the revenue will be as taxes have been delayed
  o We will be facing deficits and rough years ahead of us
• Check the Coronavirus page in SARC’s Website for:
  o Latest information
  o Directives
  o Billing
  o DDS Training modules
  o How to clean and disinfect
• Remember to keep a clear and concise audit trail
• The parental fees are waived. Retroactive to March 12, 2020, the Department will not conduct assessments and families will not be required to pay monthly parental fees.
• Day Programs are doing Virtual programing and have to consider that approach into 2021 because even if Shelter in place is lifted it is expected that Social distancing protocols will continue
• Provider must ensure that their staff is protected with PPE (Personal Protective Equipment), SARC can help with a limited amount of face masks and sanitizers send an email to soe@sarc.org for support.
• Providers should collaborate with each other by forming partnerships and sharing resources
• COVID-19 status update:
  o 2 individual have died from COVID-19
  o 1 individual infected went to the hospital, has recuperated, been released, and is at home quarantined now
  o 4 infected and being monitored
  o 1 Direct Service professional passed away
• SARC must report all cases and any changes to DDS
• Workers in Congregate settings must follow the CDC guidelines

Announcements:
• SARC hosts Facebook lives on a bi-weekly basis in English, Spanish, and Vietnamese
• Families are encouraged to check the resource centers for support (PSP, SPIN, Special Kids Connect)
• Parent support groups will reconvene virtually
• IEP Facebook presentation has been scheduled for 5/1/20 with Tony Nguyen Special Education attorney
• Providers are welcome to host a Facebook Live with SARC Topic Specific

New and Closing Programs
Ms. Saskia VandeKamp Director of Community Services gave the report.

2 New
  – Infant program in Santa Clara County
  – Transportation in Monterey County

0 Closed

(Home & Community Based Services)
Ms. Ann Sieber manager for the Community Services Department gave the report:
• There will be a reprieve to the deadline due to COVID-19
• Surveys are due 6/30/20
• Visits are on hold for now
• Working on the Surge homes and the staffing dilemma

Employment
Ms. Katherine Sanders Employment Specialist gave the report:
  1. Competitive Integrated Employment (CIE) Incentive Payments - participants that experience a break in employment as a result of COVID-19 when they return to
work for the same employer, the date the consumer last worked and the date the consumer resumes working shall be counted as consecutive days.

2. Still connecting and working with the LPAs

**SCDD Central Coast**
Mr. David Grady informed on the following topics:
- SCDD with the Silicon Valley independent Center hold a monthly meeting with the Self Advocates

**SARC Events**
Mr. Valenzuela announced the following events:
- 3/25/20 Premier will have a training on new Time Card
- 6/13/20 Hope Concert in Saratoga

He advised the committee to be mindful of the upcoming new legislators and be ready to educate them in our system

**California Disabilities Services Association (CDSA) Presentation**
Mr. Barry Jardini of CDSA shared with the committee tips and talking points on how to advocate for the system, he discussed these topics:
- Current DDS Budget
- Proposed Budget 2020-21
  - Flow of Funding for Children and adults with Developmental Disabilities
- The Cost of the Rate Gap
  - Impact to people served
  - Impact to system
  - Services in crisis
- The DD System’s need for investment now
- Implementation of the Rate models
- Fixing the minimum wage mechanism

**Next SPAC Committee Meeting:**
**May 27, 2020 via zoom at 10:00 am.**

**Adjournment**
The meeting was adjourned at 12:00 p.m.
The meeting was called to order at: 4:36 p.m. by Ms. Martha Johanson Committee Chair.

1. The committee reviewed the Health Care, In-Home Skilled Nursing, and the Independent Living Skills Training Policies.

Revisions to the Health Care are:

**Health Care Policy**

I. **Purpose:** It is the intent of San Andreas Regional Center to ensure, preserve and protect the health of regional center individuals, in compliance with all state and federal laws, regulations, and court decisions. The individuals of San Andreas Regional Center may have special health care needs in addition to routine health maintenance. Optimal health is a function of the individual, the environment, and appropriate health care.

II. **Definitions:**

- **Consumer, individual, and person served** are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.

- **Conditions Which Are a Developmental Disability** include intellectual disability, cerebral palsy, epilepsy, autism and other handicapping conditions closely related to intellectual disability or requiring treatment similar to that required for intellectually disabled individuals, but do not include conditions that are solely physical or psychiatric in nature or solely learning disability.

- **Medical Conditions Related to the Developmental Disability** are conditions which arise as a direct result of the developmental disability and the health status of the individual changes. They frequently require multi-disciplinary team involvement and medical/nursing monitoring of their health status. Examples of these include conditions which necessitate such things as wound care, urinary catheters, tube feeding, tracheotomy, ventilator support, intravenous lines and apnea monitors.

- **Routine Health Care Maintenance** includes routine medical, hearing, vision, and dental evaluations; treatment; follow-ups; and immunizations; and specialty clinic or physician consultation.

III. **Policy:** San Andreas Regional Center will assist individuals and families in obtaining health care services through referral and advocacy and monitoring of for existing generic, public and private resources. Routine health care maintenance is the responsibility of the individual, the parents, the guardians (of minors), conservators (of adults), and caregivers. The regional center is not responsible for funding diagnostic or treatment services related to routine health care maintenance of the individual when generic resources are available. The regional center will assist the individual in obtaining generic services...
Program Policy Committee

IV. **Purchase of Service Standard:** Health care needs that are directly related to an individual’s developmental disability may become the responsibility of the regional center if no other generic, public or private resource is available. This may include evaluation, treatment, medication, equipment, long-term skilled nursing care, and appliances durable medical equipment. The purchase must be a recommendation of the planning team and identified in the individuals’ program plan (IPP), must be a cost-effective use of public resources, and must use available providers.

The regional center will purchase only those services that are generally recognized by clinical professionals as safe, effective, and which are intended to maximize the individuals’ potential.

V. **Exception Process:** The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director’s stead; these individuals are referred to as director’s designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A timeline for the director’s exception review is set by agreement between the individual/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director’s exception may be warranted. At the scheduled planning team meeting the decision will be made. The director’s designee will attend the planning team meeting if necessary. If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the individual/family, and gives a copy of the amended plan to the individual/family.

VI. **Notice of Action:** If the exception is not granted, the service coordinator promptly informs the individual/family that it has not been granted, informs the individual/family of their appeal rights, and sends a notice of action and a fair hearing form.

If a decision is made to deny, reduce, or cancel the service without the agreement of the individual or the individual’s representative, a Notice of Action will be sent.

**IN-HOME SKILLED NURSING SERVICES POLICY**

VII. **Purpose:** It is the intent of San Andreas Regional Center to assist families to secure needed skilled nursing care for individuals living in their family home, in compliance with all state and federal laws, regulations, and court decisions.

VIII. **Definitions:**
• **Consumer, individual, and person served** are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.

• **Skilled Nursing Services** are services provided by a registered nurse or a licensed vocational nurse. Nursing services are provided to a patient under the direction or supervision of a physician registered to practice in this state.

• **Licensed Vocational Nurse (LVN)** is a nurse licensed by the California State Board of Vocational Nurses and Psychiatric Technician Examiners who must have periodic supervision by a Registered Nurse or Medical Doctor.

• **Registered Nurse (RN)** is a nurse licensed by the California State Board of Registered Nurses.

• **Shift Nursing** is hourly skilled nursing service for ongoing intermittent nursing care for shifts of no less than eight (8) hours to assist families with medically fragile individuals who remain in the family home.

• **Independent Nurse Practitioner (INP)** is a registered nurse, working under a licensed physician, who is a certified Medi-Cal provider and is able to bill Medi-Cal directly for payment.

• **Home Health Agency** is a licensed and certified private for- or not-for-profit organization that provides, or arranges for the provision of, skilled nursing services to persons in their place of residence.

• **Early Periodic Screening, Diagnosis and Treatment (EPSDT)** is a Medi-Cal service which funds in-home shift nursing care that is deemed medically necessary for individuals under the age of 21.

• **Nursing Facility Waiver (NF Waiver)** is a Medi-Cal service that funds medically necessary in-home shift nursing services for individuals over the age of 18.

• **Financial Management Services (FMS) / Nursing** is a service established by the Department of Developmental Services that permits regional center funding of a family member to hire and otherwise arrange for skilled nursing services for a individuals in a family home with the use of a Financial Management Services (FMS). Through the Financial Management Services (FMS) process the family can secure skilled nursing services through a nurses’ registry or other private source.

IX. **Policy:** San Andreas Regional Center recognizes that funding for in-home nursing services is generally available from generic sources.

The regional center shall assist families and individuals to obtain and coordinate such services from generic sources.

The regional center may authorize funding for in-home skilled nursing services

• when an application for a generic service and funding is in process;
• when an application for a generic service has been denied;
• when an appeal of a generic service decision is in process;
• Or when services are not available through a home health agency.

X. **Purchase of Service Standard:** When identified as a need by the planning team, San Andreas Regional Center shall assist families to secure in-home skilled nursing services. The regional center nursing staff, in consultation with the primary care physician, will determine the level of nursing care (LVN/RN) required by the individual. An Order from the primary care physician is also required.
All provision of in-home shift nursing services, regardless of funding source, must first be sought from a home health agency. If services are not available through a home health agency or an Independent Nurse Practitioner (INP), the regional center may fund in-home skilled nursing services through the Financial Management Services (FMS) / Nursing.

XI. Exception Process. The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director's stead; these individuals are referred to as director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director’s exception review is set by agreement between the individual/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director’s exception may be warranted. At the scheduled planning team meeting the decision will be made. The director’s designee will attend the planning team meeting if necessary. If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the individual/family, and gives a copy of the amended plan to the individual/family.

XII. Notice of Action: If the exception is not granted, the service coordinator promptly informs the individual/family that it has not been granted, informs the individual/family of their appeal rights, and sends a notice of action and a fair hearing form.

If a decision is made to deny, reduce, or cancel the service without the agreement of the individual or the individual’s representative, a Notice of Action will be sent.

DDA Approved May 26, 2017
Adopted June 19, 2017
Revised March 4, 2020

3. Independent Living Skills Training Policy
There were no revisions to this policy.

4. Policy Tracking List
Policies to be reviewed next; May 5, 2020
• Therapeutic Services
• Recreation

5. Next Committee Meeting Date/Time
Tuesday May 5, 2020 at 5:00 p.m., San Jose Office

6. Adjournment
There being no further discussion, the meeting adjourned at 4:45 pm.
Committee Members Present: Christine Gianola Keith Forster
Martha Johanson (Chair) Mary Le
Kim Yen Nguyen

Committee Members Absent: Pamela Kerman

Staff Present: Jim Elliott Lourdes González
Irene De La Rosa Javier Zaldivar

The meeting was called to order at: 1:39 p.m. by Ms. Martha Johanson Committee Chair via Zoom.

1. The committee reviewed the *Therapeutic and Recreation Services* Policies. There were no changes to any of the policies they will stay the same until the next review date in three years or a new mandate from the Department.

2. Policy Tracking List
Policies to be reviewed next; June 2, 2020
- Early Intervention
- Competitive and Integrated Employment

5. Next Committee Meeting Date/Time
Tuesday June 2, 2020 via Zoom

6. Adjournment
There being no further discussion, the meeting adjourned at 2:00 pm.
The Board Development Committee Meeting was called to order at 5:00 p.m.; by Kim Yen Nguyen Committee Chair.

1. Confirm Board Education
There will be a Board education on March 16, 2020 at the San Jose Office. The topic will be on the “START Program Collaboration” Ms. Cheryl Kerran Program Director will do the presentation.

2. Applicants Update
The committee has invited Mr. Mayes to join the Board, he will be elected in March.

3. Vacancies
Two Vacancies in the Board
- 1 San Benito County
- 1 Santa Cruz County

4. Member Terms
Next members to be re-elected are:
  1. Jon Drennan

6. Next Committee Meeting Date/Time
Tuesday, May 5, 2020 at 5:30 p.m., San Jose Office

7. Adjournment:
There being no further discussion, the meeting adjourned a 5:40 p.m.
The Board Development Committee Meeting was called to order at 2:05 p.m.; by Kim Yen Nguyen Committee Chair.

1. Confirm Board Education
There will be a Board education on May 5, 2020 via Zoom. The topic will be on the “START Program Collaboration” Ms. Cheryl Kerran Program Director will do the presentation.

2. Applicants Update
The committee has invited Mr. Mayes to join the Board, he will be elected in May.

3. Vacancies
Two Vacancies in the Board
• 1 San Benito County
• 1 Santa Cruz County

4. Member Terms
Next members to be re-elected are:
   1. Jon Drennan

6. Next Committee Meeting Date/Time
Tuesday, June 2, 2020 via Zoom

7. Adjournment:
There being no further discussion, the meeting adjourned a 2:15 p.m.
Ms. Pamela Kerman Board President called the meeting to order at 5:48 p.m.

1. Risk Assessment Report
Ms. Saskia Vandekamp Associate Director of Community Services presented the SIR report for the month of February 2020.

Total Incidents 662
- 144 Incidents reportable to DDS.
- 518 Incidents not reportable to DDS.
- 15 Deaths
  - 9 Consumers reported missing with 0 not yet located
  - 11 Suspected Abuse/Exploitation
  - 2 Injuries Require Treatment Beyond First Aid
  - 36 Medical Need/Accident
  - 4 Victim of Crime
  - 2 Suspected Neglect
  - 64 Unplanned hospitalizations
  - 127 Aggressive Act

2. Development of the February 19, 2020 Board Meeting in Salinas. There will be a Board Education March 16, 2020 at the San Jose Office. The topic will be on the “START Program Collaboration” Ms. Cheryl Kerran Program Director will do the presentation.

Mr. David Grady will present the State Council on Developmental Disabilities Central Coast report.

a. President’s Report: Pamela Kerman
1. Celebrating Downs Syndrome Month
b. Executive Director’s Report: Javier Zaldivar
   1. Budget Update
   2. Diversity Outreach Update
   3. Employment Programs Update
   4. Recognize Social Workers Month

c. Directors of Consumer Services: Mike Keeley
   1. New and Closing Programs
   2. Self-Determination Update

d. Committee Reports:
   Fiscal – There will be a report.
   Board Development – There will be a report.
   **Action Item:** Recommendation to elect Mr. Jock Maze to his first two-year term in the Board
   Service Provider Advisory Committee – There will be a report.
   People’s Advisory Committee – There will be a report
   Quality Assurance Advisory – There will be a report
   Program Policy Committee – There will be a report

3. Property Management Update
   Mr. Greg Hoffman Chief Financial Officer gave the report.

   Watsonville Office – The lease is being reviewed and team is working out bank issues. The building’s tenants should be out in March. A temporary building will be set-up to do business while the renovations are complete.

   Salina Office – Dealing with homeless debris left near the office.

   San Jose Office – Elevators replacement work still on track for early April. Aanko the security consultants have begun training on the duress Alarm, Managers will be trained at the end of March, and the roll out will be in April through June.

4. Director’s Update
   Mr. Javier Zaldivar Executive Director updated the committee on the following topics:
   **4731 Complaints and Whistle Blowers submitted.**
   4731 is a client’s rights violation, SARC then has 20 days to respond and when the designee responds it goes to the department as well. Whistle Blower complaints are when anybody can report whatever they want they do not go to the department only to SARC.
Two 4731 complaints were submitted since last report; all are being investigated according to SARC policy.

One Whistle Blower report submitted and being investigated as procedure demands

- FCSN postponed their talent show presentation due to the Coronavirus precautions being observed
- The caseload compliance was discussed and SARC’s is up lightly, a new category has to be reported on years 3 to 4 it should be 1:25
- The committee was updated on the union negotiations, lawsuits, liabilities, and settlements

Mr. Zaldivar expressed that the information shared at the ARCA Academy for Board Members is very informative and some should be added to the Board member binder.

6. Announcements
3/9/20 Disparity Report Presentations
3/21/20 ASLA- DVU Independent Facilitator
4/18/20 Heroes for Autism Walk in Santa Cruz
4/25/20 PHP Gala
5/2/20 Autism Speaks Walk
5/15/20 Legislative Luncheon
6/27/20 SARC Guadalupe River Run
June/July Summer Festivals

The Vietnamese conference was a success and the families left feeling empowered.

7. Other
Ms. Beth Prentiss bade the committee to brainstorm with her on ideas to help those individuals that are parents and have mental health issues. She is interested in having a community of resources for those in need. The committee agreed to be part of the discussion.

8. Next committee/meeting date/time
Wednesday, May 5, 2020 at 6:00 p.m.

9. Adjournment
There being no further discussion, the meeting adjourned at 7:37 p.m.
Ms. Pamela Kerman Board President called the meeting to order at 2:34 p.m. via Zoom.

1. **Risk Assessment Report**
Ms. Saskia Vandekamp Associate Director of Community Services presented the SIR reports for the months of March and April 2020. She gave an update on the COVID-19 related cases:

- COVID-19 status update:
  - 2 individuals have died from COVID-19
  - 4 Infected:
    - 1 recovered and no more symptoms
    - 1 quarantined at home no symptoms
    - 1 in hospital & not returning to Canyon Springs
    - 1 in SNF doing okay
  - 2 Direct Service professionals have died

**Total Incidents 680** March
- 128 Incidents reportable to DDS.
- 552 Incidents not reportable to DDS.
- 11 Deaths
  - 8 Consumers reported missing with 0 not yet located
  - 16 Suspected Abuse/Exploitation
  - 1 Injuries Require Treatment Beyond First Aid
  - 37 Medical Need/Accident
  - 3 Victim of Crime
  - 10 Suspected Neglect
  - 43 Unplanned hospitalizations
  - 114 Aggressive Act

**Total Incidents 455** April
- 83 Incidents reportable to DDS.
- 372 Incidents not reportable to DDS.
14 Deaths
9 Consumers reported missing with 0 not yet located
6 Suspected Abuse/Exploitation
1 Injuries Require Treatment Beyond First Aid
20 Medical Need/Accident
2 Victim of Crime
1 Suspected Neglect
30 Unplanned hospitalizations
57 Aggressive Act

2. Development of the May 18, 2020 Board Meeting via Zoom. There will be a Board Education May 18, 2020 via Zoom. The topic will be on the “START Program Collaboration” Ms. Cheryl Kerran Program Director will do the presentation.

Mr. David Grady will present the State Council on Developmental Disabilities Central Coast report.

a. President’s Report: Pamela Kerman
   1.

b. Executive Director’s Report: Javier Zaldivar
   1. Budget Update
   2. Diversity Outreach Update
   3. Employment Programs Update
   4. CRPD (Community Resource Development Plan)

c. Directors of Consumer Services: Mike Keeley
   1. New and Closing Programs
   2. Self-Determination Update
   3. Services Update

d. Committee Reports:
   Fiscal – There will be a report.
   Board Development – There will be a report.
   **Action Item:** Recommendation to elect Mr. Jock Mayes to his first two-year term in the Board
   Service Provider Advisory Committee – There will be a report.
   People’s Advisory Committee – There will be a report
   Quality Assurance Advisory – There will be a report
   Program Policy Committee – There will be a report
3. Property Management Update
Mr. Greg Hoffman Chief Financial Officer gave the report.
All Offices: A second deep cleaning will be done, masks and sanitizers have been made available

Watsonville Office – Work moving along as much as possible due to the COVID-19 Pandemic. Working on lease and Tis currently

Salina Office – No issues

San Jose Office – Elevator one has been completed just needs inspection.
Aanko should have the safety policy completed soon
Managers will be trained via Zoom through the month of May

4. Director’s Update
Mr. Javier Zaldivar Executive Director updated the committee on the following topics:

4731 Complaints and Whistle Blowers submitted.
4731 is a client’s rights violation, SARC then has 20 days to respond and when the designee responds it goes to the department as well.
Whistle Blower complaints are when anybody can report whatever they want they do not go to the department only to SARC.

- 0 4731 complaints were submitted since last report
- 0 Whistle Blower reports submitted since last report

There have been 4 calls regarding staff that have been laid off even though the agency is billing, but it has been difficult to follow up since the callers did not identify themselves or gave more information.
- Current Billing Directive will expire on 5/11/20, no extension has been issued yet, SARC will notify you as soon any news is available
- Vendors have been advised to apply for small business’s loans to see if they qualify
- Be aware that we must brace for a tough fiscal year coming up:
  - The State Unemployment fund is nearly depleted
  - Insurances have been ballooning
  - Tax revenue numbers are unknown
- There will be significant cuts in system these services will probably be on the list of reductions since they are the most expensive:
  - Respite
  - Transportation
  - Day Program
• In time of crisis they always go for the entitlement in the Lanterman Act so it may impact these services as it has done in the past:
  o Control number of people coming into the program
  o Early Start prevention status requirements might be raised
  o Camp Suspension
  o Recreation
• The entire country will is in dire straits
• The big question is how Self Determination will be impacted since it was going to launch for everyone in 2021
• The vendors have been advised to make strategic plans and be creative on how they can provide services, they need to see what the minimum and maximum number of people is that they can serve. Programs with congregate settings are expected to be opened in stage 3.

Mr. Zaldivar briefed the committee on a news article were an ex-employee of a vendored home was arrested for child pornography by the Mountain View Policy, this person is also an individual served at SARC.

5. Other
A light orientation will be scheduled once Mr. Jock Mayes comes aboard.
Ms. Kerman requested that the Board work on a process for a Succession Plan for the Executive Director, she will lead the effort.

6. Next committee/meeting date/time
**Tuesday June 2, 2020 via Zoom**

7. Adjournment
There being no further discussion, the meeting adjourned at 3:45 p.m.
San Andreas Regional Center  
Quality Assurance Advisory Committee  
March 10, 2020

**Committee Members Present:**  
Veronica Contreras  
Elisabeth Einaudi  
Glenda Pitre  
Christine Gianola – Chair  
Martha Johanson

**Committee Members Absent:**  
Virginia Manguray Co-Chair

**Staff Present**  
Lourdes Gonzalez  
Hazel Jordan  
Julie Lussier  
Arushie Nugapitiya  
Saskia Vandekamp  
Martin Gonzalez  
Katie Magleby  
Irene De La Rosa

I. **Special Incident Reports:**

- **662** Total number of incidents.  
- **15** Total number of deaths.  
- **144** Incidents reportable to DDS.  
- **518** Incidents not reportable to DDS.  
- **64** Unplanned hospitalizations with **19** consumers remaining hospitalized.  
- **26** Planned hospitalizations.  
- **9** Consumers reported missing with **0** not yet located.

Breakdown of Incident Reports by Residence type:

- RCH - 278  
- ICF - 24  
- SNF/NF - 1  
- ILS - 24  
- SLS - 130  
- Family Home - 170  
- Foster Home - 5  
- Family Home Agency - 20  
- Psych Treat - 10

**Highlights:** Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. Mr. Keeley updated the committee on a trial that affected one of our individuals served.

II. **Quality Assurance (QA):**

A. **QA Facility Monitoring - Residential Care, Level 4I only**

- **4** Out of 7 scheduled FM’s completed.  
- **1** Facilities received recommendations  
- **0** Facilities received corrective action plans

B. **QA Unannounced Visits - Residential Care, Level 4I only**

- **12** Out of 1 nonscheduled QA completed.  
- **0** Facilities received recommendations  
- **0** Facilities received corrective action plans
C. Trainings:
Service Provider Facility Monitoring – 02/06/20 - 61 attendees
Service Coordinator Facility Monitoring – 02/24/20 - 12 attendees
Behavior Skills Training – no training scheduled
Residential Services Orientation – no training scheduled
New Employees Orientation – no training scheduled

D. Standing QA Meetings:
Quality Assurance around the Bay Quarterly meeting – no scheduled meeting
Let’s Talk QA: Salinas office 2/5/20 – 7 attendees – San Jose office - 10 attendees
DSP Inability to Communicate – as needed
QA Rap Session (Roundtable) Semi-annual meeting – no scheduled meeting

Mortality and Morbidity: 15 Number of deaths
0 Infant 1 Child 9 Adults and 5 Elderly

Ms. Jordan updated the committee on the specific details of the deaths, such as gender, age, living arrangement, and cause of death.

E. Highlights:
Certificate of Achievement:
No certificate of achievement was given in the month of February 2020.

III. Health Services: Dec.
A. Health-Related Trainings Presented by San Andreas Health Services Unit (HSU):

<table>
<thead>
<tr>
<th>Class (Max attendance)</th>
<th># Completed</th>
<th>Total Attendees</th>
<th>Test 1 Pass/Fail</th>
<th>Test 2 Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting with Medications – (24)</td>
<td>1</td>
<td>9</td>
<td>8/1</td>
<td>1/0</td>
</tr>
<tr>
<td>Basics of Behavior Management (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basics of Nutrition and Obesity (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difficulty Swallowing and Aspiration (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Planning (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Dementia – (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Health (20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressure Sore Prevention &amp; Recognition (24)</td>
<td>1</td>
<td>14</td>
<td>14/0</td>
<td>--</td>
</tr>
<tr>
<td>Psychopharmacology and DD (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognizing Signs of Abuse (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Health Conditions (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs/Symptoms of Illness/Injury (24)</td>
<td>1</td>
<td>20</td>
<td>16/4</td>
<td>2/0</td>
</tr>
</tbody>
</table>

2 no 2\textsuperscript{nd} test
B. Current projects/activities: Through education, HSU is making sure that SARC staff and their immediate family are remaining healthy and know how to protect themselves from Covid-19 or another airborne virus.

SARC will not offer training in April with exception of the oral health class to the providers

IV. Supported Living Services (SLS):
A. SLS QA’s: QA evaluations for SLS agencies are typically conducted once a month. There was no QA for the month of February 2020.

B. SLS Roundtable: Resource Specialist, Mary Lynn Rochlitz, presented the following information at the February 12, 2020 Roundtable held at the San Jose office.
   - SARC Policy/Procedure:
   - ILS and 8.2% increase in 2021
   - ILS & Transportation check in
   - Speaker: Maria Moreto, Fiscal Supervisor at SARC
   - Roundtable meetings in 2020
   - Biggest challenges in SLS/ILS
   - Community Information: Free trainings at SARC in San Jose:
     - 2/19 what is Epilepsy? from 9:30-12:30
     - 2/20 Pressure Injury Prevention and Skin Care from 9:30 to 12:30
     - 2/25 Signs and Symptoms of Illness and Injury from 9:30 to 12:30
     - 2/26 Healthy Relationships from 9:00 to 1:00
   - SPAC update: Upcoming meeting was Wednesday, 3/26 from 10 am to 12 noon at SARC in San Jose. The meetings are held the fourth Wednesday of every month. Anyone can attend.

Highlights:
The next Roundtable meeting will be held at the San Jose office on April 8, 2020.

Supported Living Orientation For Individuals and Families
   __1__ Completed,  __3__ Total attendees

SLS New Vendor Orientation
   __1__ Completed,  __9__ Total attendees
V. Community Services:
   Residential Service Orientation (RSO) 0 Completed, 0 Total attendees
   RSO (mini for FHA) 1 Completed, 3 Total attendees

VI. Emergency Response Plan Report
   A. Current projects/activities:
      The agency Emergency Operations Plan is being finalized with AANKO, the security consultants who continue to work with SARC. SARC Managers and supervisors had their first training from AANKO on Facility Safety.

      Highlights:
      SARC continues to work with Everbridge to develop a duress alarm system for employees for on- and off-site crisis situations. Training for Managers and Supervisors is scheduled for the end of the month.

      COVID-19:
      SARC is closely monitoring the Corona virus and Influenza and waiting for guidance from CDC and Public Health department of each county we serve.

VII. Other
   The committee discussed COVID-19 and ways to protect themselves and those individuals we serve

VIII. Next QAAC meeting is scheduled for:
   May 12, 2020 at 5:00 p.m. – 6:30 p.m. San Jose Office
San Andreas Regional Center
6203 San Ignacio Ave, San Jose, CA 95119

“People First Through Service, Advocacy, Respect, and Choice”

Date: May 1, 2020

To: SARC Community Members, including Staff, Service Providers and Interested Stakeholders

From: Ann Sieber, Community Services Manager

RE: Development Funding for Fiscal Year 2020/2021 and Ongoing

We are writing to ask for your assistance in making important decisions regarding funding requests for the development of new services and supports for individuals with developmental disabilities in the community. The California Budget Act of 2017 included the addition of Section 4679 to the Welfare and Institutions Code (“The Lanterman Act”) which provides direction with regards to the funding of new services and supports.

For the last 20 years, funding from the Department of Developmental Services (DDS) for the development of new services has been primarily directed through the Community Placement Plan, with the intention of developing services and supports to transition individuals from state developmental centers. With the remaining developmental centers scheduled to close in the next few years, the focus on development is now shifted toward better meeting the needs of our local community via the Community Resource Development Plan.

The Community Resource Development Plan (CRDP) process is driven by funding priorities as established by the state and the requirement that regional centers seek input from stakeholders representing the diversity of the regional center’s service area. The state-identified funding priorities include, but are not limited to, safety net services and supports to reduce reliance on the secure treatment program at Porterville Developmental Center, institutions for mental disease, other restrictive settings in the community that do not qualify for federal funding, and out-of-state placement. Our past CRDP projects have included Enhanced Behavioral Support Homes for Children and Adults, a Community Crisis Home, a Dementia Care Training as well as a restraint free training program for service providers.

We are seeking input from you on what you identify as SARC’s top local priorities for CRDP. We highly encourage your participation and input in this process. Please access the survey at: https://www.sanandreasregional.org/news/crdp-survey-2020/.

If you have any questions or would like further information, please feel free to contact Nathaniel Smith, CRDP Housing Specialist, at nsmith@sarc.org or (408) 341-3509.

Sincerely,

ORIGINAL SIGNED BY
Ann Sieber
Community Services Manager
I. Special Incident Reports: (April)

680  Total number of incidents.
11  Total number of deaths.
128 Incidents reportable to DDS.
552 Incidents not reportable to DDS.
43 Unplanned hospitalizations with 13 consumers remaining hospitalized.
16 Planned hospitalizations.
8 Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:
RCH - 231 ICF - 21 SNF/NF - 3 ILS - 30 SLS - 127
Family Home - 229 Foster Home - 1 Family Home Agency - 15 Psych Treat - 23

I. Special Incident Reports (May)

455 Total number of incidents.
14 Total number of deaths.
83 Incidents reportable to DDS.
372 Incidents not reportable to DDS.
30 Unplanned hospitalizations with 4 consumers remaining hospitalized.
7 Planned hospitalizations.
9 Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:
RCH - 158 ICF - 13 SNF/NF - 6 ILS - 31 SLS - 84
Family Home - 138 Foster Home - 1 Family Home Agency - 8 Psych Treat - 16

Highlights: Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. She explained that the April numbers are down due to the COVID-19 shelter in place individual are not out and about.
II. Quality Assurance (QA): (April)
A. QA Facility Monitoring - Residential Care, Level 4I only
   8 Out of 9 scheduled FM’s completed.
   4 Facilities received recommendations
   1 Facilities received corrective action plans

B. QA Unannounced Visits - Residential Care, Level 4I only
   8 Out of 1 nonscheduled QA completed.
   2 Facilities received recommendations
   0 Facilities received corrective action plans

C. Trainings:
   Service Provider Facility Monitoring – no scheduled training
   Service Coordinator Facility Monitoring – no scheduled training
   Behavior Skills Training – 03.05.20 - 22 attendees
   Residential Services Orientation – no training scheduled
   New Employees Orientation – no training scheduled

D. Standing QA Meetings:
   Quality Assurance around the Bay Quarterly meeting – no scheduled meeting
   Let’s Talk QA: Watsonville office 3/4/20 – 7 attendees – San Jose - Cancelled 03.18.20
   DSP Inability to Communicate – as needed
   QA Rap Session (Roundtable) Semi-annual meeting – no scheduled meeting

   Mortality and Morbidity: 11 Number of deaths
   0 Infant 2 Child 5 Adults and 4 Elderly

E. Highlights:
   Certificate of Achievement:
   Viniart Care Home – San Jose 03.03.20
   Aim Group Home – San Jose – 03.12.20
   Capitol Care Home – San Jose – 03.13.20

II. Quality Assurance (QA): (May)
A. QA Facility Monitoring - Residential Care, Level 4I only
   6 Out of 7 scheduled FM’s completed.
   1 Facilities received recommendations
   1 Facilities received corrective action plans

B. QA Unannounced Visits - Residential Care, Level 4I only
   6 Out of 7 scheduled QA completed.
   1 Facilities received recommendations
   1 Facilities received corrective action plans
C. Trainings:
Service Provider Facility Monitoring – no scheduled training
Service Coordinator Facility Monitoring – no scheduled training
Behavior Skills Training - no scheduled training
Residential Services Orientation – Cancelled 4/13/20
New Employees Orientation – no training scheduled

D. Standing QA Meetings:
Quality Assurance around the Bay Quarterly meeting – 04/17/20 – 30 attendees – Virtual meeting
Let’s Talk QA: Salinas office 4/1/20 – Cancelled – San Jose - Cancelled 04.15.20
DSP Inability to Communicate – as needed
QA Rap Session (Roundtable) Semi-annual meeting – 04/2/20 Cancelled

Mortality and Morbidity: 14 Number of deaths
0 Infant 2 Child 6 Adults and 6 Elderly

E. Highlights:
Certificate of Achievement:
No certificates given the month of April 2020.

III. Health Services: (April)

A. Health-Related Trainings Presented by San Andreas Health Services Unit:

<table>
<thead>
<tr>
<th>Class (Max attendance)</th>
<th># Completed</th>
<th>Total Attendees</th>
<th>Test 1 Pass/Fail</th>
<th>Test 2 Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting with Medications – (24)</td>
<td>1</td>
<td>18</td>
<td>18/0</td>
<td>--</td>
</tr>
<tr>
<td>Basics of Behavior Management (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basics of Nutrition and Obesity (24)</td>
<td>1</td>
<td>CANCELED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difficulty Swallowing and Aspiration (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Planning (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Dementia – (24)</td>
<td>1</td>
<td>21</td>
<td>21/0</td>
<td>--</td>
</tr>
<tr>
<td>Oral Health (20)</td>
<td>1</td>
<td>CANCELED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressure Sore Prevention &amp; Recognition (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychopharmacology and DD (24)</td>
<td>1</td>
<td>CANCELED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognizing Signs of Abuse (24)</td>
<td>1</td>
<td>18</td>
<td>18/0</td>
<td>--</td>
</tr>
<tr>
<td>Restricted Health Conditions (24)</td>
<td>1</td>
<td>10</td>
<td>10/0</td>
<td>--</td>
</tr>
<tr>
<td>RN Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs/Symptoms of Illness/Injury (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Incident Report (24)</td>
<td>1</td>
<td>17</td>
<td>17/0</td>
<td>--</td>
</tr>
<tr>
<td>Thinking Ahead (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is Epilepsy (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Totals                                                     | 8           | 84              | 84/0            | --              |
B. Current projects/activities:
Our Clinical Team is helping and supporting the Service Coordinators and our providers in developing a clinical transition plan intended to prevent the spread of COVID-19. The clinical team is involved in the planning process, and participating in the DDS placement review approval.

In partnership with the Department of Developmental Services, and San Andreas Regional Center (SARC) service providers, SARC has developed a Surge capacity plan to meet the needs of individuals served by us. These individuals may require residential care and supervision for the following reasons: 1) they may have been displaced from their current residence or living arrangement; 2) they may have had contact with someone who is COVID-19 positive; or 3) they may have a COVID-19 positive testing outcome.

Surge residential resources are provided with Personal Protective Equipment (PPE) and have agreed to follow SARC’s “Best Practices.”

HSU is involved in the creation of the Surge home requested by DDS.

A Surge home is a temporary placement.

Surge homes are NOT intended for long-term placement. It is expected that the individual served will transition from the Surge home to their original place of residence, once it is safe for him/her to do so.

HSU was involved in distributing N95 masks, hand sanitizer and cloth masks (donated).

HSU is actively following every consumer that is placed on Quarantine for 14 days after either a potential contact or after hospitalization or ER visit or consumer that were tested positive with Covid-19.

III. Health Services: (May)
A. Health-Related Trainings Presented by San Andreas Health Services Unit: (May)

<table>
<thead>
<tr>
<th>Class (Max attendance)</th>
<th>Completed</th>
<th>Attendees</th>
<th>Pass/Fail</th>
<th>Test 2 Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting with Medications – (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basics of Behavior Management (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basics of Nutrition and Obesity (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difficulty Swallowing and Aspiration (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Planning (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Dementia – (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Health (20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressure Sore Prevention &amp; Recognition (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychopharmacology and DD (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognizing Signs of Abuse (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Health Conditions (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs/Symptoms of Illness/Injury (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Incident Report (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thinking Ahead (24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. Current projects/activities:
Due to COVID-19 Shelter at Home orders, all in-person vendor trainings have been canceled until further notice. HSU Associate Coordinator Lisa will be coordinating with our IT department to develop online trainings for vendors that allow for interaction (questions, discussion, tests, and evaluations).

Arrangements are also being made for online training of interested RNs who are Consultants to the licensed homes and day programs. This training will be to certify them as approved trainers of lay staff for use of epinephrine auto-injectors. It will meet the conditions recently changed in state licensing requirements.

C. Highlights:
Health Services Coordinator and Associate are closely involved with development of COVID-19 “Surge Homes” per request of DDS. This involvement mostly has to do with staff training, development of Policies and Procedures for Infection Control, and Personal Protective Equipment. Training of home staff will take place, as well as any licensed nurses that will be working with the homes and residents.

IV. Supported Living Services (SLS): March & April
A. SLS QA’s: One QA evaluation for SLS agencies will be completed every month throughout the year. One QA was completed for the month of March 2020. The client and staff files were impeccably organized and all the information was accessible and easy to view and locate. It was shown that both clients and staff were well supported and felt positive about their placement and employment with the agency.

No QA was done for the month of April due to the COVID-19 pandemic and shelter in place orders.

B. SLS Roundtable: There was no Roundtable meeting scheduled for April due to the COVID-19 pandemic.

• Coronavirus Information & precautions. Discussed concerns by providers about COVID-19 and the repercussions we may be facing. Some of the concerns include lack of testing, shortage of supplies (masks, gloves, TP, hand sanitizer, cleaning supplies), the impact of Day Programs shutting down and how SARC will respond if Day Programs do close. Also concern if individuals we serve contract the virus and how they will be supported if quarantined. One suggestion is to have a weekly check-in with SARC and providers to get support, provide information and answer questions.

• Staffing due to the Coronavirus. Providers discussed the protocol around sick staff and when they can return to work. Also the impact of Day Programs closing on Supportive Living agencies since folks will need more support at home.
• Biggest challenges in SLS/ILS: Providers shared concerns about hiring staff, the availability and affordability of housing and the lack of vacancies and availability of Supported Living agencies in Santa Cruz County.

• Community Information: All SARC trainings canceled until future notice.

Highlights:
Upcoming Roundtable Meetings may be conducted remotely with vendors.

Supported Living Orientation For Individuals and Families
1 Completed, 5 Total attendees

SLS New Vendor Orientation
0 Completed, 0 Total attendees

V. Community Services:
Residential Service Orientation (RSO) 0 Completed, 0 Total attendees
RSO (mini for FHA) 0 Completed, 0 Total attendees

VI. Emergency Response Plan Report
A. Current projects/activities:
The agency Emergency Operations Plan is being finalized with AANKO, the security consultants who continue to work with SARC.

Highlights:
SARC continues to work with Everbridge to develop a duress alarm system for employees for on- and off-site crisis situations. Training for Managers and Supervisors was rescheduled for the end of May.

VII. Other:
Ms. Johanson asked if homes where giving help in cleaning and disinfecting, yes all providers have been advised to follow DDS instructions on that have been posted on our Coronavirus page.

VIII. Next QAAC meeting is scheduled for:
June 9, 2020 via zoom