



NOVEMBER MEETING OF THE BOARD OF TRUSTEES

TUESDAY, November 17, 2020 @ 6:30 p.m.

Via ZOOM Webinar

https://zoom.us/webinar/register/WN_Cu5TSrO6Tqy4QfWe40M_Ow

A G E N D A

1. **CALL TO ORDER & INTRODUCTIONS.....JOSEPH CZARSKE, President**
2. **PRESIDENT'S REPORT.....JOSEPH CZARSKE, President**
3. **MINUTESFU-TIEN CHIOU, Secretary
OF THE SEPTEMBER 15, 2020 MEETING**
4. **TREASURER'S REPORT.....RON BERGMANN, Treasurer**
5. **EXECUTIVE REPORT.....PATRICK RUPPE, Executive Director**
 ✚ **Presentation of the Alternative Service Delivery Model**
6. **COMMITTEE REPORTS:**
 - a) **ARCA.....JOE CZARSKE, LIAISON**
 - b) **AUDIT.....LA VELLE GATES, CHAIRPERSON**
 - c) **BOARD DEVELOPMENTRON BERGMANN, CHAIRPERSON**
 - d) **BOARD PLANNING*.....KIM VUONG, CHAIRPERSON**
 ✚ **Presentation of HRC's 2021 Performance Plan**
 - e) **CLIENT ADVISORYDAVID GAUTHIER, CHAIRPERSON**
 - f) **CLIENT SERVICES.....KIM VUONG, CHAIRPERSON**
 - g) **COMMUNITY RELATIONS.....DR. MONICA SIFUENTES, CHAIRPERSON**
 - h) **RETIREMENT.....FU-TIEN CHIOU, CHAIRPERSON**
 - i) **SELF-DETERMINATION.....TBD, LIAISON**
 - j) **SERVICE PROVIDER ADVISORY.....PAUL QUIROZ, CHAIRPERSON**
7. **PUBLIC INPUT/ANNOUNCEMENTS**
8. **EXECUTIVE SESSION.....JOSEPH CZARSKE, President**
9. **ADJOURNMENT – 8:00 p.m.**

***indicates “action”**

Welcome



HRC Board Meeting

November 17, 2020





Fu-Tien Chiou

MINUTES SEPTEMBER 15, 2020



**MINUTES OF THE SEPTEMBER 15, 2020 MEETING OF THE BOARD OF TRUSTEES OF
THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, <i>Treasurer</i> Mr. Fu-Tien Chiou, <i>Secretary</i> Mr. Joe Czarske, <i>President</i> Dr. James Flores, Board Advisor Mr. La Velle Gates, Board Member Mr. Jeffrey Herrera, Board Member Mr. Bob Irlen, Board Advisor Ms. Ann Lee, Ph.D, Board Member Mr. Christopher Patay, <i>Vice-President</i> Ms. Paul Quiroz, Board Member Dr. Monica Sifuentes, Board Member Ms. Latisha Taylor, Board Member Ms. Kim Vuong, Board Member</p> <p><u>BOARD ABSENT:</u> Dr. Bobbie Rendon-Christensen, Board Member</p> <p><u>STAFF PRESENT:</u> Ms. Patricia Del Monico, Executive Director Ms. Judy Wada, Chief Financial Officer Ms. Nancy Spiegel, Director of Information & Development Mr. Vincente Miles, Director of Community Services Ms. LaWanna Blair, Director of Early Childhood Services Mr. Patrick Ruppe, Director of Adult Services Mr. Mike Ikegami, Director of IT Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Executive Team Assistant</p> <p><u>GUESTS:</u> Ms. Adriana Copa Ms. Alejandra Parra Ms. Alma Hernandez Ms. Amelia Castellanos Ms. Anel Gonzalez Ms. Angelica Orellana</p>	<p><u>GUESTS (continued):</u> Ms. Blanca Hernandez Ms. Celia Pena Ms. Cendy Topete Ms. Denise Callender Ms. Dora Vasquez Ms. Dulce Serrano Ms. Elia Lopez Ms. Fabiola Medina Ms. Angela Robles Ms. Alicia Valerio Ms. Gilberta Castellanos Ms. Guadalupe Magdaleno Ms. Guadalupe Nolasco Ms. Hilda Jimenez Ms. Ivon Muniz Diaz Ms. Juliana Martinez Ms. Kathy Platnick Ms. Luz Maria Ortiz Ortega Ms. Maria Lopez Ms. Maria De Santiago Ms. Maria Zavala Ms. Maria Ortuno Ms. Martha De La Torre Ms. Mayra Jimenez Ms. Minerva Flores Ms. Monica Joya Ms. Nelida Gonzalez Ms. Oralia Varrendey Ms. Paula Martinez Ms. Raquel Brizuela Mr. Ronald Salda Mr. Russell Vakharia Ms. Silvia Cadena Ms. Silvia Lopez Ms. Socorro Valdivia Ms. Susana Luviano Ms. Teresa Hernandez Ms. Teresa Hernandez Ramirez Ms. Vianey Gomes Ms. Zaira Rodriguez Ms. Megan Mitchell, DDS</p>
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CALL TO ORDER

Mr. Czarske called the Board to order at 6:30 p.m.

PRESIDENT'S REPORT

Mr. Czarske welcomed Board members, guest and staff.

Mr. Czarske reviewed with visitors the various zoom instructions and how to use the interpretation feature.

Mr. Czarske encouraged any visitors who wish to address the Board at the end of our meeting during the time we have set aside for public comment to please make a request through the Chat.

Mr. Czarske announced that the Board would enter into an executive session to discuss a personnel matter following adjournment of the regular business meeting.

PRESENTATION OF MINUTES

Mr. Fu-Tien Chiou presented the minutes of the July 21, 2020 meeting of our Board which were included in the board packet provided to all Board members and posted for the general public on the HRC website.

The MINUTES OF THE JULY 21, 2020 BOARD MEETING were received and filed.

PRESENTATION OF FINANCIALS

Mr. Bergmann presented the financial statements for the months of July and August which had been included in the board packet provided to all Board members and posted for the general public on the HRC website.

Mr. Bergmann referred the Board to slide 6 of the board presentation and advised the Projected Annual Expenses for Regular POS is based on actual expenditures through July and estimated costs of new programs, growth, pending service provider rate changes, and COVID-19 related expenditures.

The FINANCIALS were received and filed.

EXECUTIVE REPORT

1. CARES ACT APPLICATION:

Ms. Del Monico advised that on June 9, 2020, the US Department of Health and Human Services (HS) announced the distribution of approximately \$1.5 billion from the Provider Relief Fund to eligible providers that participate in state Medicaid and Children's Health Insurance Program (CHIP) and have not received a payment from the Provider Relief Fund General Distribution. These funds may be used to cover lost revenue attributable to COVID-19 or health related expenses purchased to prevent, prepare for and respond to coronavirus. Currently HRC and at some of our service providers have applied to receive payment pursuant to the CARES ACT and we will keep the Board advised as to whether or not we are approved to receive these funds.

2. DDS COVID DATA:

Ms. Del Monico referred the Board to the various tables and charts of data compiled and provided to DDS by the 21 regional centers concerning various COVID-19 data as they relate to the developmental service system.

3. NON-RESIDENTIAL SERVICES:

Ms. Del Monico referred the Board to the latest DDS directive provided in the board packet and its guidelines for utilizing Alternative Nonresidential Services (Alternative Services). Mr. Vincente Miles, Director of Community Services and Ms. Judy Wada, Chief Financial Officer spoke on the purpose of this directive and the guidelines and advised they are to permit Alternative Services that meet the individual needs of clients, sustain the state's developmental services provider network and continue receipt of federal reimbursement for services provided to clients during the COVID-19 State of Emergency.

4. DS TASK FORCE:

Ms. Del Monico advised that the DS Task Force has met via zoom to discuss issues related to the COVID-19 pandemic and to receive updates from the Department of Developmental Services (DDS). DDS introduced two documents, the Family Member Engagement Guide and the draft Self-Advocate and Family Survey and advised that the Department was preparing to host a symposium to spotlight programs implementing new service delivery options due to COVID-19. A full DS Task Force meeting will be held in October.

5. HARBOR HELP FUND SUPPORTS FOR FAMILIES DURING THE COVID-19 SOE:

Ms. Del Monico announced that this year, in lieu of our annual holiday giving efforts, we will focus on food and necessities for our neediest families and for those most impacted by the economic fallout associated with the pandemic. Ms. Del Monico asked that the Board, as a whole, consider a gift from the Harbor Help Fund in the amount of \$40,000 to facilitate this effort. Ms. Del Monico thanked all in advance for their generosity in making their own individual contributions during these most trying times for so many.

Mr. Bergmann moved to approve a donation of \$40,000 from the Harbor Help Fund to purchase food and necessities for our neediest families impacted by the economic fallout associated with the COVID-19 pandemic and Mr. Chiou seconded the motion, which was unanimously approved by the Board.

6. ARCA ACADEMY:

Ms. Del Monico informed the Board that ARCA will provide another ARCA Academy training event that will be done as individual, single-topic trainings, provided via one webinar every two months, if possible. ARCA has requested that Board members provide his and her input on a survey that was distributed to all Board members.

7. PERFORMANCE CONTRACT MEETINGS:

Ms. Del Monico reported pursuant to Welfare & Institutions Code Section 4629, (a) the state shall enter into five-year contracts with regional centers, subject to the annual appropriation of fund by the Legislature, (b) the contracts shall include a provision requiring each regional center to render services in accordance with applicable provision of state laws and regulations; and (c) (1) the contracts shall include annual performance objectives that the department determines are necessary to ensure each regional center is complying with the requirement specified in subdivision (b). Ms. Del Monico stated that HRC has provided notice there will be a public meeting (via zoom teleconference) for the above purposes scheduled to take place on October 21, 2020 from 3:00 to 4:40 pm and encouraged all Board members to attend.

8. NATIONAL CORE INDICATORS SURVEY RESULTS:

Ms. Nancy Spiegel, Director of Information and Development provided a brief presentation and summary of key findings from the latest NCI Survey results, which, pursuant to Welfare & Institutions Code Section 4571 (h)(1) states: each regional center shall annually present data collected from, and the findings of, the quality assurance instrument for that regional center at a public meeting

of its governing board in order to assess the comparative performance of the regional center and identify needed improvements in services for consumers.

COMMITTEE REPORTS

A. ARCA

Mr. Czarske reported that we have been kept advised of all of the various activities taking place in Sacramento by the staff of our ARCA office, but all in-person meetings for the foreseeable future have been cancelled.

B. AUDIT

Mr. Gates reported that we had our second audit with AGT who are just starting the audit of FY 2019-20. AGT and HRC staff are working toward completing the audited financial statements for the January 2021 board meeting.

C. BOARD DEVELOPMENT

Mr. Czarske reported that there has been no meeting of the Board Development Committee.

D. BOARD PLANNING

Mr. Czarske reported that there has been no meeting of the Board Planning Committee.

E. CLIENT ADVISORY

Mr. Gauthier reported that the Client Advisory Committee met on August 15, 2020 and mainly discussed HCBS, status of the self-determination program and future desired trainings; the next meeting is scheduled for November 14, 2020.

F. CLIENT SERVICES

Mr. Czarske reported that there has been no meeting of the Client Services Committee.

G. COMMUNITY RELATIONS

Mr. Czarske reported that there has been no meeting of the Community Relations Committee

H. RETIREMENT

Mr. Chiou reported on the Retirement Plan Balances ending June 30, 2020.

I. SELF-DETERMINATION ADVISORY

In Ms. Perez's absence, Ms. Del Monico advised the Board that the Self-Determination Advisory continues to meet monthly via Zoom and provided an update on the July and August meetings.

J. SERVICE PROVIDER ADVISORY

Mr. Quiroz reported that the Service Provider Advisory Committee met on August 5, 2020 and discussed HRC's response to the COVID-19 pandemic and the many DDS Directives related to COVID.

PUBLIC COMMENT

Mr. Czarske advised that public input was next on the agenda. Mr. Czarske stated that he will call upon each person who has asked to address the Board and requested that he or she limit their comments to two minutes in order to accommodate everyone.

Mr. Czarske indicated that twenty-two attendees requested to address the Board through the Zoom Chat and invited each in turn to address the Board.

EXECUTIVE SESSION

Mr. Czarske advised that there will be an executive session to discuss a personnel matter.

ADJOURNMENT

Mr. Czarske thanked all those who participated in our Board meeting tonight. The next meeting of our Board will be on November 17, 2020 via Zoom Webinar. A link to the Webinar will be posted on our website one week prior to the meeting.

Submitted by: _____

Fu-Tien Chiou, Secretary

Board of Trustees

Harbor Developmental Disabilities Foundation

DRAFT



Ron Bergmann

FINANCIAL STATEMENTS

**HARBOR REGIONAL CENTER
MONTHLY FINANCIAL REPORT
FISCAL YEAR 2020-21
Aug-20**

	B-1 Allocation	Month Exp	Y-T-D Expenses	Proj. Annual Expenses*	Proj. Funds Available
Operations					
Salaries & Benefits	\$27,820,478	\$2,886,623	\$4,988,690	\$28,035,450	(\$214,972)
Operating Expenses	\$8,297,639	\$512,510	\$1,538,947	\$8,297,639	\$0
less other income	<u>(\$425,443)</u>	<u>(\$36,869)</u>	<u>(\$121,741)</u>	<u>(\$425,443)</u>	<u>\$0</u>
Total Operations	\$35,692,674	\$3,362,264	\$6,405,896	\$35,907,646	(\$214,972)
Purchase of Service					
Regular*	\$247,676,772	\$17,323,510	\$34,023,675	\$247,676,772	\$0
Compliance with HCBS Regulations	\$0	\$0	\$0	\$0	\$0
less other income	<u>(\$3,660,347)</u>	<u>(\$211,589)</u>	<u>(\$479,806)</u>	<u>(\$3,660,347)</u>	<u>\$0</u>
Subtotal Regular	\$244,016,425	\$17,111,921	\$33,543,869	\$244,016,425	\$0
CPP/CDRP**	<u>\$7,536</u>	<u>\$4,253</u>	<u>\$4,335</u>	<u>\$7,536</u>	<u>\$0</u>
Total Purchase of Service	\$244,023,961	\$17,116,174	\$33,548,204	\$244,023,961	\$0
TOTAL	\$279,716,635	\$20,478,437	\$39,954,099	\$279,931,607	(\$214,972)
% of Budget	100.00%	7.32%	14.28%	100.08%	

* The letter of intent for the B-1 amendment was received from DDS on August 7, 2020. The allocation for Regular Operations was increased from FY 2019-20 to FY 2020-21 by 5%. The allocation for Regular Purchase of Service (POS) was increased by 9%.

The initial POS Expenditure Projection (PEP) for FY 2020-21 will be based on October 2020 year-to-date actuals and is due to DDS in December 2020.

** The B-1 included an allocation for Community Placement Program (CPP)/Community Resource Development Plan (CRDP) for Operations based on the FY 2019-20 approved plan for the first six (6) month. POS funds were not allocated. The amounts will be adjusted once plans are submitted and approved.

**HARBOR REGIONAL CENTER
FUNCTIONAL EXPENDITURES
Aug-20**

	B-1	Purchase of Service		Salaries & Benefits		Operating Expenses		Total Expended	
	Allocation	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
PROGRAM SERVICES									
Intake	6,089,515			486,685	841,093	86,409	259,466	573,094	1,100,560
Case Management	23,426,211			1,872,263	3,235,665	332,414	998,161	2,204,677	4,233,825
Program Development	801,822			64,083	110,749	11,378	34,165	75,461	144,914
Other Client Services	1,823,965			145,774	251,929	25,882	77,717	171,656	329,646
Out-of-Home Living *	101,565,376	8,135,020	16,050,509					8,135,020	16,050,509
Day Programs	75,456,035	5,528,269	11,169,511					5,528,269	11,169,511
Transportation	10,958,365	776,228	1,591,635					776,228	1,591,635
Other Services	56,012,711	2,446,891	4,484,069					2,446,891	4,484,069
CPP/CDRP, Other	7,536	4,253	4,335					4,253	4,335
Total Program Services	276,141,535	16,890,661	33,300,059	2,568,805	4,439,436	456,082	1,369,509	19,915,549	39,109,003
SUPPORTING SERVICES									
Administration	3,976,605			317,817	549,255	56,427	169,438	374,244	718,693
SUBTOTAL	280,118,140	16,890,661	33,300,059	2,886,623	4,988,690	512,510	1,538,947	20,289,793	39,827,696
Revenue	(4,085,790)							(248,458)	(601,547)
TOTAL	276,032,350							20,041,335	39,226,149

*Net of Client Support

**HARBOR REGIONAL CENTER
LINE ITEM REPORT
Aug-20**

	FY 2020-21 B-1 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj Annual Expenses	Proj. Funds Available
PURCHASE OF SERVICE						
Regular						
320** Out-of-Home	101,565,376	8,135,020	16,050,509	85,514,867	101,565,376	0
430** Day Programs	75,456,035	5,528,269	11,169,511	64,286,524	75,456,035	0
6505* Transportation	10,958,365	776,228	1,591,635	9,366,730	10,958,365	0
650** Other Services	56,012,711	2,446,891	4,484,069	51,528,642	56,012,711	0
TBD COVID-19 Related	3,684,285	437,102	727,950	2,956,335	3,684,285	0
TBD HCBS Compliance	0	0	0	0	0	0
Subtotal Regular POS	247,676,772	17,323,510	34,023,675	213,653,097	247,676,772	0
Community Placement & Program Development						
32010 Start Up	0	0	0	0	0	0
TBD Surge Capacity Start Up	0	0	0	0	0	0
65*** Placement/Assessment	7,536	4,253	4,335	3,201	7,536	0
Subtotal CPP/CDRP	7,536	4,253	4,335	3,201	7,536	0
Revenue						
20090 ICF SPA Income	(3,660,347)	(211,589)	(479,806)	(3,180,541)	(3,660,347)	0
TOTAL PURCHASE OF SERVICE	244,023,961	17,116,174	33,548,204	210,475,757	244,023,961	0
OPERATIONS						
Salaries & Benefits						
2501- Salaries and Wages	21,696,987	2,315,827	3,696,378	18,108,095	21,804,473	(107,486)
2503- Benefits	6,123,491	570,796	1,292,312	4,938,665	6,230,977	(107,486)
Subtotal Salaries & Benefits	27,820,478	2,886,623	4,988,690	23,046,760	28,035,450	(214,972)
Operating Expenses						
30020 Equipment Maint	368,490	17,120	34,711	333,779	368,490	0
30030 Facility Rental	4,712,364	371,474	1,106,652	3,605,712	4,712,364	0
30035 Facility Rent Subleases	247,002	18,931	64,562	182,440	247,002	0
30040 Facility Maint	383,794	17,552	33,008	350,786	383,794	0
30050 Communication	478,223	27,518	81,149	397,074	478,223	0
30060 General Office Exp	151,725	8,397	11,696	140,029	151,725	0
30070 Printing	126,592	300	13,936	112,656	126,592	0
30080 Insurance	168,424	10,258	110,650	57,774	168,424	0
30090 Utilities	12,894	1,131	2,357	10,537	12,894	0
30110 Data Processing Maint	47,860	1,990	19,445	28,415	47,860	0
30123 Interest/Bank Expense	2,593	66	222	2,371	2,593	0
30140 Legal Fees	19,653	0	0	19,653	19,653	0
30150 Board of Dir. Exp	6,688	0	0	6,688	6,688	0
30160 Accounting Fees	55,800	0	0	55,800	55,800	0
30170 Equipment Purchases	125,759	0	7,018	118,741	125,759	0
30180 Contr/Consult Services	76,205	0	0	76,205	76,205	0
30184 Clinical Services	53,646	0	0	53,646	53,646	0
30185 Employee Conferences	22,260	0	0	22,260	22,260	0
30186 CalFresh	53,741	0	0	53,741	53,741	0
30220 Travel in State	13,020	0	116	12,904	13,020	0
30223 Staff Mileage	47,656	119	119	47,537	47,656	0
30230 ARCA Dues	86,492	0	0	86,492	86,492	0
30240 General Expenses	527,915	8,505	20,929	506,986	527,915	0
30241 Diversity Funding	2,469	0	0	2,469	2,469	0
30247 General Exp C19 SOE	400,000	29,149	32,378	367,622	400,000	0
TBD SDP Participant Supports	0	0	0	0	0	0
30183 Mental Health Services Fun	106,374	0	0	106,374	106,374	0
Subtotal Operating Expenses	8,297,639	512,510	1,538,947	6,758,692	8,297,639	0
Other Revenue						
20040 Interest Income	(187,335)	(10,422)	(63,495)	(123,840)	(187,335)	0
20050 Other Income	(8,483)	(200)	(3,527)	(4,956)	(8,483)	0
20055 Other Income-Subleases	(186,900)	(14,898)	(43,371)	(143,529)	(186,900)	0
20100 ICF SPA Admin Fee	(42,725)	(11,348)	(11,348)	(31,377)	(42,725)	0
Subtotal Other Revenue	(425,443)	(36,869)	(121,741)	(303,702)	(425,443)	0
TOTAL OPERATIONS	35,692,674	3,362,264	6,405,896	29,501,750	35,907,646	(214,972)
TOTAL	279,716,635	20,478,437	39,954,099	239,977,508	279,931,607	(214,972)
% of Budget	100.00%	7.32%	14.28%	85.79%	100.08%	-0.08%

**HARBOR REGIONAL CENTER
POS CONTRACT SUMMARY
Aug-20**

Fiscal Year	Contract	Fund	POS Budget	POS Claimed	Current Balance/ (Deficit)	Projected Expenses	Projected Balance/ (Deficit)
2020-21	B-1	Reg POS	\$244,016,433	\$33,508,031	\$210,508,402	\$210,508,394	\$8
		CPP/CDRP	\$7,536	\$4,335	\$3,201	\$3,201	\$0
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		TOTAL	\$244,023,969	\$33,512,366	\$210,511,603	\$210,511,595	\$8
2019-20	A-6	Reg POS	\$223,767,932	\$218,616,230	\$5,151,702	\$343,862	\$4,807,840
		CPP	\$2,750,450	\$246,370	\$2,504,080	\$2,545,738	(\$41,658)
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		TOTAL	\$226,518,382	\$218,862,600	\$7,655,782	\$2,889,600	\$4,766,182
2018-19	E-4	Reg POS	\$197,513,157	\$195,716,798	\$1,796,359	\$63,554	\$1,732,805
		PDF	\$77,443	\$0	\$77,443	\$77,443	\$0
		CPP	\$2,981,456	\$1,952,079	\$1,029,377	\$1,029,377	\$0
		HCBS Compliance	<u>\$50,001</u>	<u>\$0</u>	<u>\$50,001</u>	<u>\$50,001</u>	<u>\$0</u>
		TOTAL	\$200,622,057	\$197,668,877	\$2,953,180	\$1,220,375	\$1,732,805

**HARBOR REGIONAL CENTER
MONTHLY FINANCIAL REPORT
FISCAL YEAR 2020-21
Sep-20**

	B-1 Allocation	Month Exp	Y-T-D Expenses	Proj. Annual Expenses*	Proj. Funds Available
Operations					
Salaries & Benefits	\$27,820,478	\$2,015,248	\$7,003,939	\$28,035,450	(\$214,972)
Operating Expenses	\$8,297,639	\$527,097	\$2,066,044	\$8,297,639	\$0
less other income	<u>(\$425,443)</u>	<u>(\$24,816)</u>	<u>(\$146,557)</u>	<u>(\$425,443)</u>	<u>\$0</u>
Total Operations	\$35,692,674	\$2,517,529	\$8,923,425	\$35,907,646	(\$214,972)
Purchase of Service					
Regular*	\$247,676,772	\$16,363,113	\$50,386,787	\$247,676,772	\$0
Compliance with HCBS Regulations	\$0	\$0	\$0	\$0	\$0
less other income	<u>(\$3,660,347)</u>	<u>(\$251,842)</u>	<u>(\$731,648)</u>	<u>(\$3,660,347)</u>	<u>\$0</u>
Subtotal Regular	\$244,016,425	\$16,111,270	\$49,655,139	\$244,016,425	\$0
CPP/CDRP**	<u>\$7,536</u>	<u>\$2,686</u>	<u>\$7,020</u>	<u>\$7,536</u>	<u>\$0</u>
Total Purchase of Service	\$244,023,961	\$16,113,956	\$49,662,160	\$244,023,961	\$0
TOTAL	\$279,716,635	\$18,631,485	\$58,585,585	\$279,931,607	(\$214,972)
% of Budget	100.00%	6.66%	20.94%	100.08%	

* The letter of intent for the B-1 amendment was received from DDS on August 7, 2020. The allocation for Regular Operations was increased from FY 2019-20 to FY 2020-21 by 5%. The allocation for Regular Purchase of Service (POS) was increased by 9%.

The initial POS Expenditure Projection (PEP) for FY 2020-21 will be based on October 2020 year-to-date actuals and is due to DDS in December 2020.

** The B-1 included an allocation for Community Placement Program (CPP)/Community Resource Development Plan (CRDP) for Operations based on the FY 2019-20 approved plan for the first six (6) month. POS funds were not allocated. The amounts will be adjusted once plans are submitted and approved.

**HARBOR REGIONAL CENTER
FUNCTIONAL EXPENDITURES
Sep-20**

	B-1	Purchase of Service		Salaries & Benefits		Operating Expenses		Total Expended	
	Allocation	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
PROGRAM SERVICES									
Intake	6,089,515			339,771	1,180,864	88,869	348,335	428,639	1,529,199
Case Management	23,426,211			1,307,090	4,542,755	341,875	1,340,036	1,648,965	5,882,791
Program Development	801,822			44,739	155,487	11,702	45,866	56,440	201,354
Other Client Services	1,823,965			101,770	353,699	26,618	104,335	128,388	458,034
Out-of-Home Living *	101,565,376	8,595,924	24,646,433					8,595,924	24,646,433
Day Programs	75,456,035	5,706,636	16,876,148					5,706,636	16,876,148
Transportation	10,958,365	51,372	1,643,007					51,372	1,643,007
Other Services	56,012,711	1,282,247	5,766,315					1,282,247	5,766,315
CPP/CDRP, Other	7,536	2,686	7,020					2,686	7,020
Total Program Services	276,141,535	15,638,865	48,938,924	1,793,369	6,232,805	469,064	1,838,572	17,901,298	57,010,301
SUPPORTING SERVICES									
Administration	3,976,605			221,879	771,134	58,033	227,471	279,912	998,605
SUBTOTAL	280,118,140	15,638,865	48,938,924	2,015,248	7,003,939	527,097	2,066,044	18,181,211	58,008,906
Revenue								(276,658)	(878,205)
TOTAL	276,032,350							17,904,552	57,130,701

*Net of Client Support

HARBOR REGIONAL CENTER
LINE ITEM REPORT
Sep-20

	FY 2020-21 B-1 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj Annual Expenses	Proj. Funds Available
PURCHASE OF SERVICE						
Regular						
320** Out-of-Home	101,565,376	8,595,924	24,646,433	76,918,943	101,565,376	0
430** Day Programs	75,456,035	5,706,636	16,876,148	58,579,887	75,456,035	0
6505* Transportation	10,958,365	51,372	1,643,007	9,315,358	10,958,365	0
650** Other Services	56,012,711	1,282,247	5,766,315	50,246,396	56,012,711	0
TBD COVID-19 Related	3,684,285	726,933	1,454,884	2,229,401	3,684,285	0
TBD HCBS Compliance	0	0	0	0	0	0
Subtotal Regular POS	247,676,772	16,363,113	50,386,787	197,289,985	247,676,772	0
Community Placement & Program Development						
32010 Start Up	0	0	0	0	0	0
TBD Surge Capacity Start Up	0	0	0	0	0	0
65*** Placement/Assessment	7,536	2,686	7,020	516	7,536	0
Subtotal CPP/CDRP	7,536	2,686	7,020	516	7,536	0
Revenue						
20090 ICF SPA Income	(3,660,347)	(251,842)	(731,648)	(2,928,699)	(3,660,347)	0
TOTAL PURCHASE OF SERVICE	244,023,961	16,113,956	49,662,160	194,361,801	244,023,961	0
OPERATIONS						
Salaries & Benefits						
2501- Salaries and Wages	21,696,987	1,562,442	5,258,821	16,545,652	21,804,473	(107,486)
2503- Benefits	6,123,491	452,806	1,745,118	4,485,859	6,230,977	(107,486)
Subtotal Salaries & Benefits	27,820,478	2,015,248	7,003,939	21,031,511	28,035,450	(214,972)
Operating Expenses						
30020 Equipment Maint	368,490	33,107	67,818	300,672	368,490	0
30030 Facility Rental	4,712,364	371,474	1,478,126	3,234,238	4,712,364	0
30035 Facility Rent Subleases	247,002	18,931	83,493	163,509	247,002	0
30040 Facility Maint	383,794	18,780	51,789	332,005	383,794	0
30050 Communication	478,223	12,903	94,052	384,171	478,223	0
30060 General Office Exp	151,725	8,014	19,710	132,015	151,725	0
30070 Printing	126,592	7,145	21,081	105,511	126,592	0
30080 Insurance	168,424	9,980	120,630	47,794	168,424	0
30090 Utilities	12,894	1,369	3,726	9,168	12,894	0
30110 Data Processing Maint	47,860	2,094	21,539	26,321	47,860	0
30123 Interest/Bank Expense	2,593	2,166	2,388	205	2,593	0
30140 Legal Fees	19,653	1,050	1,050	18,603	19,653	0
30150 Board of Dir. Exp	6,688	146	146	6,542	6,688	0
30160 Accounting Fees	55,800	4,600	4,600	51,200	55,800	0
30170 Equipment Purchases	125,759	3,129	10,147	115,612	125,759	0
30180 Contr/Consult Services	76,205	0	0	76,205	76,205	0
30184 Clinical Services	53,646	0	0	53,646	53,646	0
30185 Employee Conferences	22,260	278	278	21,982	22,260	0
30186 CalFresh	53,741	0	0	53,741	53,741	0
30220 Travel in State	13,020	35	151	12,869	13,020	0
30223 Staff Mileage	47,656	0	119	47,537	47,656	0
30230 ARCA Dues	86,492	0	0	86,492	86,492	0
30240 General Expenses	527,915	20,509	41,438	486,477	527,915	0
30241 Diversity Funding	2,469	0	0	2,469	2,469	0
30247 General Exp C19 SOE	400,000	11,385	43,763	356,237	400,000	0
TBD SDP Participant Supports	0	0	0	0	0	0
30183 Mental Health Services Fun	106,374	0	0	106,374	106,374	0
Subtotal Operating Expenses	8,297,639	527,097	2,066,044	6,231,595	8,297,639	0
Other Revenue						
20040 Interest Income	(187,335)	(5,641)	(69,136)	(118,199)	(187,335)	0
20050 Other Income	(8,483)	(50)	(3,577)	(4,906)	(8,483)	0
20055 Other Income-Subleases	(186,900)	(13,549)	(56,920)	(129,980)	(186,900)	0
20100 ICF SPA Admin Fee	(42,725)	(5,576)	(16,924)	(25,801)	(42,725)	0
Subtotal Other Revenue	(425,443)	(24,816)	(146,557)	(278,886)	(425,443)	0
TOTAL OPERATIONS	35,692,674	2,517,529	8,923,425	26,984,221	35,907,646	(214,972)
TOTAL	279,716,635	18,631,485	58,585,585	221,346,022	279,931,607	(214,972)
% of Budget	100.00%	6.66%	20.94%	79.13%	100.08%	-0.08%

**HARBOR REGIONAL CENTER
POS CONTRACT SUMMARY
Sep-20**

Fiscal Year	Contract	Fund	POS Budget	POS Claimed	Current Balance/ (Deficit)	Projected Expenses	Projected Balance/ (Deficit)
2020-21	B-1	Reg POS	\$244,016,433	\$49,619,301	\$194,397,132	\$194,397,124	\$8
		CPP/CDRP	\$7,536	\$7,020	\$516	\$516	\$0
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		TOTAL	\$244,023,969	\$49,626,322	\$194,397,647	\$194,397,639	\$8
2019-20	A-6	Reg POS	\$223,767,932	\$219,016,253	\$4,751,679	\$981,221	\$3,770,458
		CPP	\$2,750,450	\$250,333	\$2,500,117	\$2,541,775	(\$41,658)
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		TOTAL	\$226,518,382	\$219,266,586	\$7,251,796	\$3,522,996	\$3,728,800
2018-19	E-4	Reg POS	\$197,513,157	\$195,730,485	\$1,782,672	\$63,554	\$1,719,118
		PDF	\$77,443	\$0	\$77,443	\$77,443	\$0
		CPP	\$2,981,456	\$2,379,308	\$602,148	\$602,148	\$0
		HCBS Compliance	<u>\$50,001</u>	<u>\$0</u>	<u>\$50,001</u>	<u>\$50,001</u>	<u>\$0</u>
		TOTAL	\$200,622,057	\$198,109,793	\$2,512,264	\$793,146	\$1,719,118

**Harbor Developmental Disabilities Foundation
Harbor Help Fund**

**Statement of Activities
Fiscal Year 2020-21**

	FY 2019-20 TOTAL	FY 2020-21 Qtr Ending Sept 30, 2020	FY 2020-21 YTD TOTAL
<u>Income</u>			
Donations			
Employee Donations	\$ 11,588	\$ 3,239	\$ 3,239
Employee Donations - masks	4,330	370	370
Gift cards - in kind	4,225	-	-
General Donations	12,080	16	16
Staff Appreciation Day	5,000	-	-
Holiday Donations	26,570	5,000	5,000
Needy Families Campaign	27,390	7,662	7,662
Total Donations	91,183	16,287	16,287
Interest	4,048	128	128
Total Income	95,231	16,414	16,414
<u>Expenses</u>			
Holiday Giving Campaign	39,997	-	-
Needy Families - Gift cards	17,525	27,700	27,700
Mask purchase	1,500	-	-
Grants to Clients	1,000	-	-
Total Expenses	60,022	27,700	27,700
Net Increase/(Decrease)	\$ 35,210	\$ (11,286)	\$ (11,286)
Beginning Balance	\$ 185,565	\$ 220,774	\$ 220,774
Income	95,231	16,414	16,414
Expenses	60,022	27,700	27,700
Ending Balance	\$ 220,774	\$ 209,488.72	\$ 209,489
Ending Balance Detail			
Cash	\$ 94,285	\$ 92,811	\$ 92,811
CD	100,939	100,827	100,827
Gift card inventory	25,200	15,500	15,500 A
Receivables	350	350	350
Total Balance	\$ 220,774	\$ 209,489	\$ 209,489

A Needy Families Campaign includes gift cards purchased but not yet distributed.



Patrick Ruppe

EXECUTIVE REPORT

NOVEMBER 17, 2020



Executive Report November 17, 2020

1. COVID-19

Table 5. Number of consumers reported as COVID-19 positive per 10,000 consumers, by regional center, 10/30/20

REGIONAL CENTER	NUMBER OF CONSUMERS REPORTED AS COVID-19 POSITIVE	TOTAL NUMBER OF CONSUMERS AT THIS REGIONAL CENTER	PER 10,000 CONSUMERS
SGPRC	255	13,665	186.6
CVRC	307	21,538	142.5
KRC	137	10,115	135.4
SCLARC	232	17,613	131.7
TCRC	195	15,194	128.3
VMRC	189	15,402	122.7
FDLRC	133	10,904	122.0
ELARC	138	12,393	111.4
WRC	91	9,123	99.7
NLACRC	261	26,701	97.7
GGRC	91	9,467	96.1
RCOC	195	22,287	87.5
NBRC	74	9,181	80.6
IRC	305	38,298	79.6
SDRC	236	31,791	74.2
ACRC	155	25,489	60.8
SARC	105	17,392	60.4
HRC	83	14,784	56.1
RCEB	119	21,489	55.4
FNRC	35	8,084	43.3
RCRC	15	4,015	37.4
Total	3,351	354,925	94.4

Source: DDS analysis of COVID-19 surveillance data provided by regional centers as of 11/02/20 and Client Master File data as of September 2020.

Table 1. Number of consumers reported as COVID-19 positive, by week and residence type

Week of	CCF	Other	ILS	Family	ICF	Own Home	SNF	Total
3/15/2020	2	0	0	2	0	1	0	5
3/22/2020	3	2	2	2	2	0	1	12
3/29/2020	11	7	0	6	2	1	2	29
4/5/2020	3	5	0	8	5	0	6	27
4/12/2020	6	6	2	6	2	0	13	35
4/19/2020	7	3	2	16	2	0	12	42
4/26/2020	5	4	0	20	6	1	17	53
5/3/2020	8	4	3	15	2	2	15	49
5/10/2020	2	4	1	18	9	0	7	41
5/17/2020	2	4	2	23	1	0	15	47
5/24/2020	7	5	3	28	6	0	11	60
5/31/2020	16	4	1	21	9	0	4	55
6/7/2020	16	2	1	26	7	0	7	59
6/14/2020	30	7	2	40	7	0	6	92
6/21/2020	22	10	5	54	19	0	14	124
6/28/2020	23	8	4	50	22	0	10	117
7/5/2020	29	16	7	69	44	0	12	177
7/12/2020	37	11	12	82	31	4	9	186
7/19/2020	25	21	7	109	41	0	17	220
7/26/2020	51	18	21	85	54	2	19	250
8/2/2020	51	15	16	96	38	0	22	238
8/9/2020	25	19	18	79	23	0	14	178
8/16/2020	28	14	5	72	7	3	13	142
8/23/2020	24	7	5	79	6	7	6	134
8/30/2020	31	6	6	83	16	5	11	158
9/6/2020	25	9	5	37	22	7	6	111
9/13/2020	16	2	3	61	16	1	1	100
9/20/2020	11	9	5	58	6	1	9	99
9/27/2020	15	15	4	59	7	2	5	107
10/4/2020	8	5	1	62	7	5	2	90
10/11/2020	18	6	8	64	9	1	1	107
10/18/2020	21	6	9	50	5	2	3	96
10/25/2020	27	8	7	54	7	1	7	111
Total	605	262	167	1,534	440	46	297	3,351

Table 2. Number of consumers reported as COVID-19-positive, by residence type, 10/30/20

RESIDENCE TYPE	NUMBER OF CONSUMERS REPORTED AS HAVING TESTED POSITIVE FOR COVID-19	THIS GROUP AS A SHARE OF ALL CONSUMERS REPORTED AS COVID-19 POSITIVE	FOR COMPARISON: NUMBER OF CONSUMERS AT ALL REGIONAL CENTERS	FOR COMPARISON: THIS GROUP AS A SHARE OF ALL CONSUMERS
Community Care Facility (CCF)	615	18%	23,674	7%
Intermediate Care Facility (ICF) or ICF for the Developmentally Disabled (ICF/DD)	106	3%	541	0%
ICF/DD-Habilitative (ICF/DD-H)	217	6%	3,718	1%
ICF/DD-Nursing (ICF/DD-N)	117	3%	2,166	1%
Family Home Agency (FHA)	19	1%	1,624	0%
Supported Living Services (SLS)	187	6%	9,278	3%
Independent Living Services (ILS)	167	5%	17,671	5%
Family	1,514	45%	287,400	81%
Own home	46	1%		
Skilled Nursing Facility (SNF)	297	9%	1,026	0%
Other	66	2%	7,827	2%
Total	3,351	100%	354,925	100%

Table 3. Number of deaths of consumers who tested positive for COVID-19, by residence type, 10/30/20

RESIDENCE TYPE	NUMBER OF CONSUMERS	THIS GROUP AS A SHARE OF ALL DECEASED CONSUMERS REPORTED AS COVID-19 POSITIVE	FOR COMPARISON: NUMBER OF CONSUMERS AT ALL REGIONAL CENTERS	FOR COMPARISON: THIS GROUP AS A SHARE OF ALL CONSUMERS
Community Care Facility (CCF)	25	14%	23,674	7%
Intermediate Care Facility (ICF) or ICF for the Developmentally Disabled (ICF/DD)	*	*	541	0%
ICF/DD-Habilitative (ICF/DD-H)	15	9%	3,718	1%
ICF/DD-Nursing (ICF/DD-N)	15	9%	2,166	1%
Family Home Agency	0	0%	1,624	0%
Supported Living Services (SLS)	13	7%	9,278	3%
Independent Living Services (ILS)	*	*	17,671	5%
Family	31	18%	287,400	81%
Own Home	*	*		
Skilled Nursing Facility (SNF)	60	34%	1,026	0%
Other	*	*	7,827	2%
Total	174	100%	354,925	100%

* In accordance with DDS Data De-Identification Guidelines, counts of one through ten and complementary cells have been suppressed.

Table 4. Number of deaths of consumers who tested positive for COVID-19, by ethnicity, 10/30/20

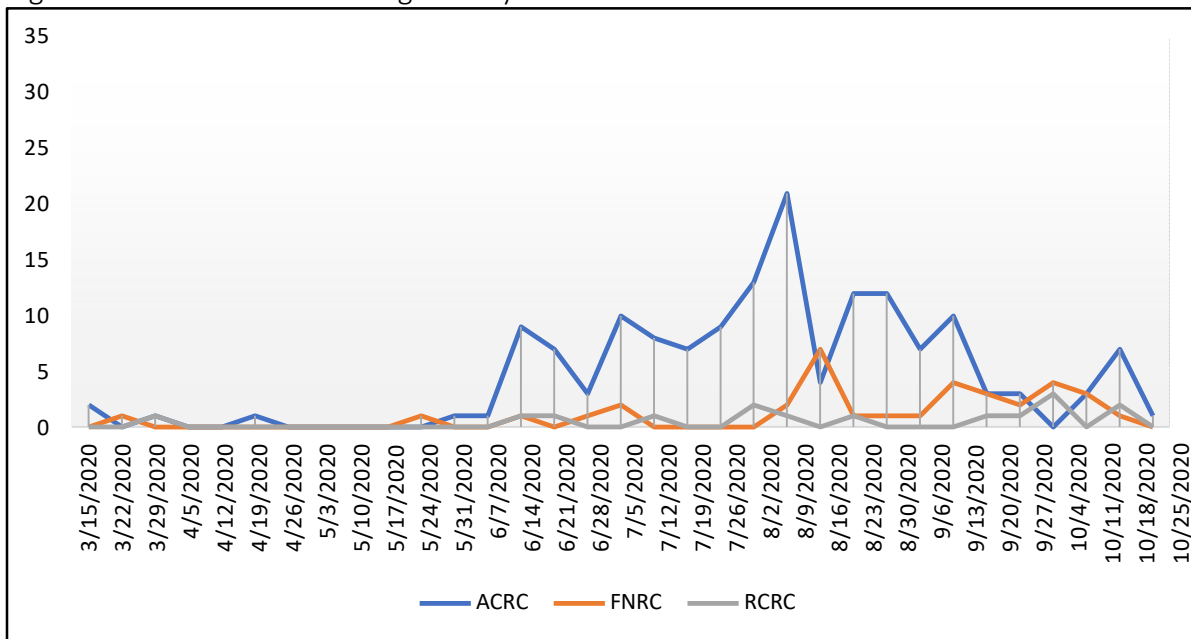
CONSUMER CHARACTERISTICS	NUMBER OF DEATHS IN CONSUMERS REPORTED AS HAVING TESTED POSITIVE FOR COVID-19	THIS GROUP AS A SHARE OF ALL DEATHS IN CONSUMERS REPORTED AS COVID-19 POSITIVE	FOR COMPARISON: NUMBER OF CONSUMERS AT ALL REGIONAL CENTERS	FOR COMPARISON: THIS GROUP AS A SHARE OF ALL CONSUMERS
Asian	*	*	33,169	9%
Black/African American	24	14%	30,400	9%
Hispanic	51	29%	141,589	40%
Other ¹	*	*	44,187	12%
White	87	50%	105,580	30%
Total	174	100%	354,925	100%

¹ "Other" includes multiple ethnicities and individuals with no recorded ethnicity.

* In accordance with DDS Data De-Identification Guidelines, counts of one through ten and complementary cells have been suppressed.

NUMBER OF CONSUMERS NEWLY REPORTED AS COVID-19 POSITIVE, BY WEEK AND REGION

Figure 3. Northern CA excluding the Bay Area



COVID-19

Figure 1. Number of consumers newly reported as COVID-19 positive, by week

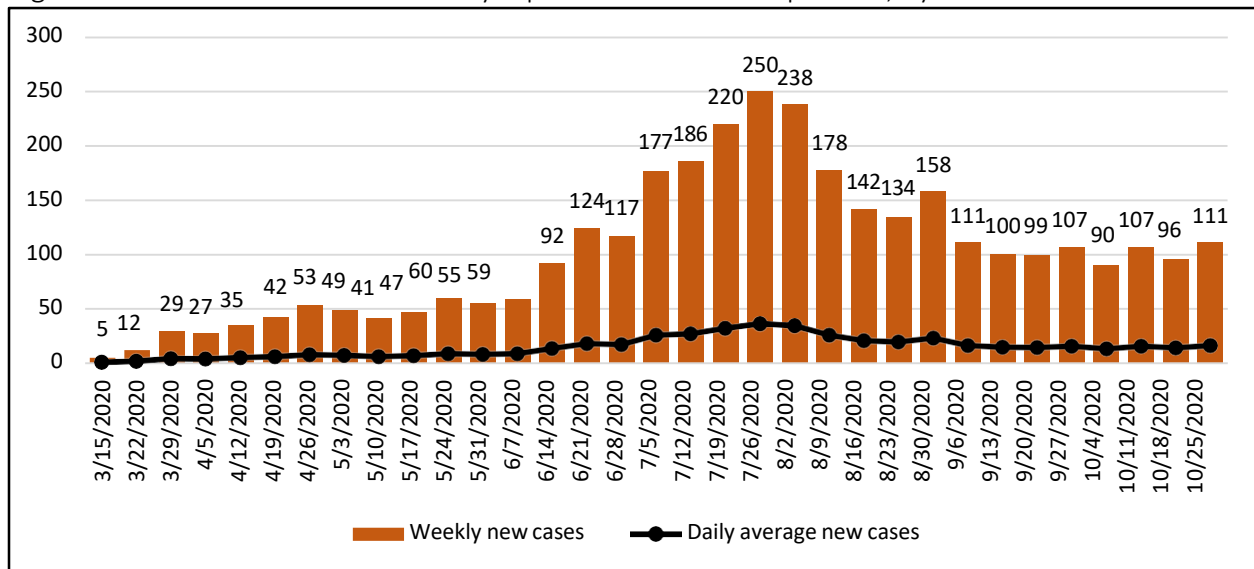
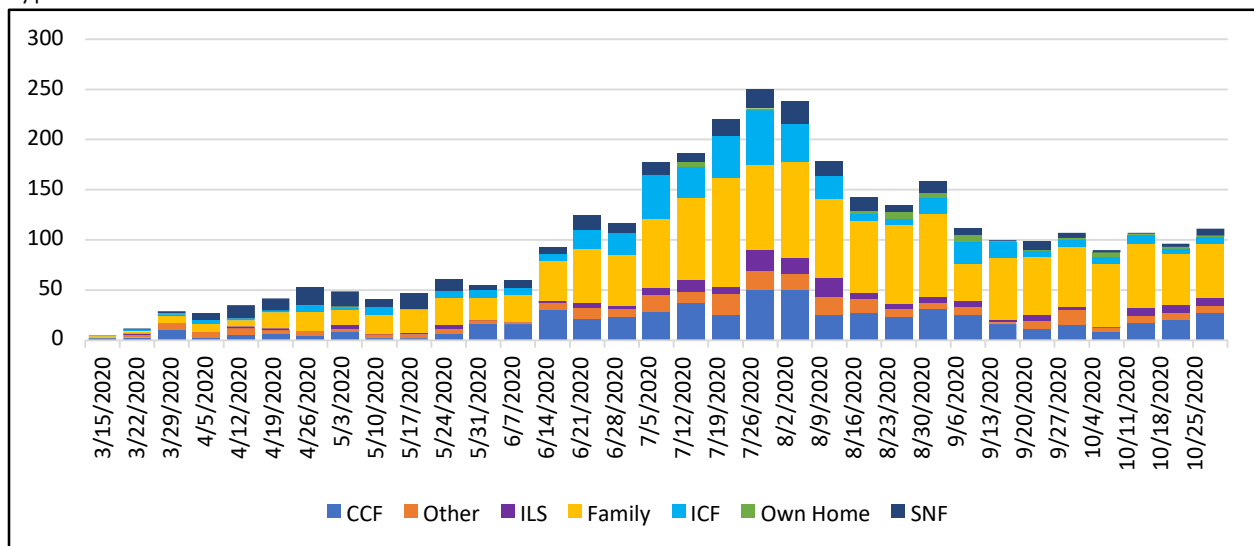


Figure 2. Number of consumers newly reported as COVID-19 positive, by week and residence type



Notes: CCF includes ARF, ARFPSHN, CCH, CCF-Level 3S/4I/113, RCFE, SRF; ICF includes ICF/DD-H, ICF/DD-N and ICF-DD. Family includes family, parent's home, group home, FFA, FHA; Other includes county child welfare placement, jail, homeless, EBSH, SLS. Consumers categorized in ILS may live with families or independently.

DDS continues to report weekly concerning various COVID-19 data as they relate to the developmental services system. The tables and charts below compile data provided to DDS by the 21 regional centers (RCs). Updates received from each regional center every business day includes information for individuals known to them to have tested positive for COVID-19; the data is provisional, and may change as regional centers provide updates. Weekly data reflects RC reports through Saturday for weeks that start on Sunday. DDS implemented a surveillance data tracking tool on March 16, 2020, and this report begins the week of March 15, 2020 and goes through the week of October 23, 2020.

Figure 6. Southern CA excluding Los Angeles

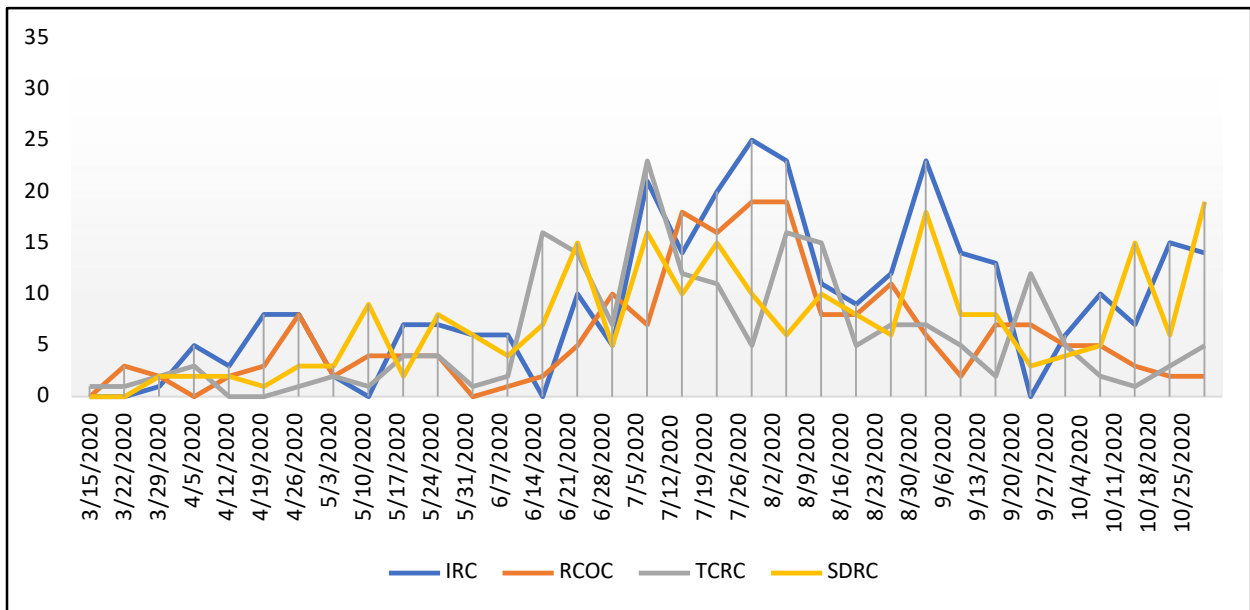
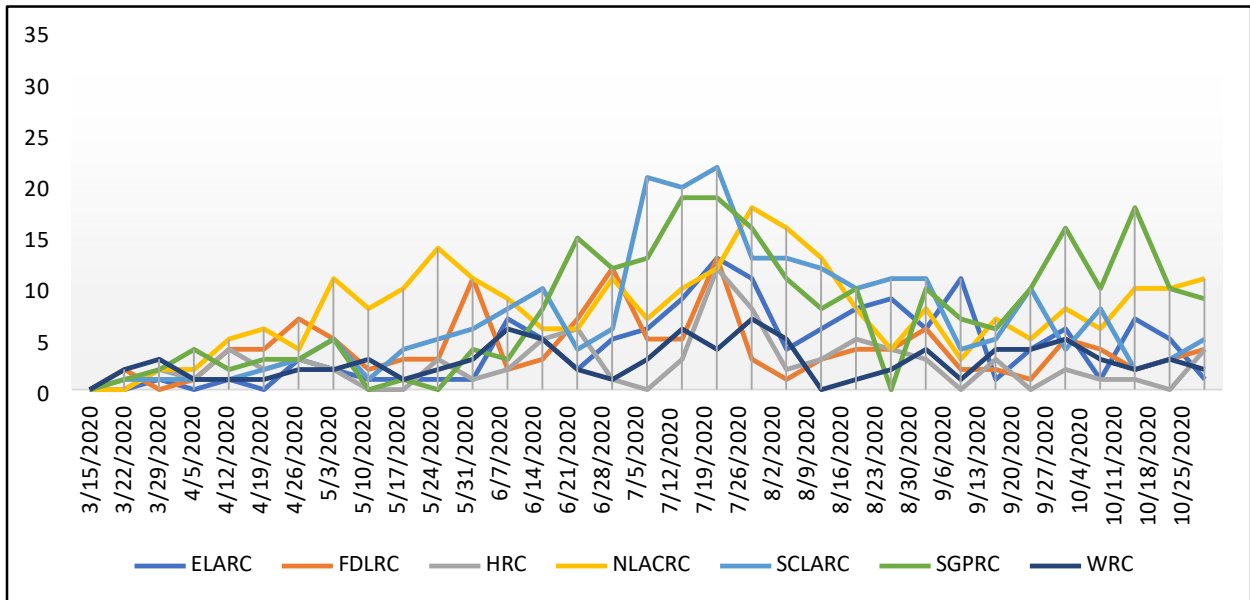


Figure 7. Los Angeles



2. Participant Directed Services

Participant Directed Services are defined in the California Code of Regulation, Title 17, Sub-Chapter 22, which was adopted in August 2011. Under this chapter, Participant Directed Services means that the adult client or family member can exercise decision-making authority over specified services. The adoption of this chapter allowed regional centers to offer Participant-Directed Services to thereby allow the adult client and or family member to procure their own community-based training service, day care, nursing, respite and or transportation services. These services were the only service categories allowed to be provided under Participant Directed Services until recently.

Due to the Corona Virus Pandemic, State of Emergency (SOE) orders were issued by Governor Newsom. In response to the SOE, the Department of Developmental Services (DDS) issued a directive (01-033020) on March 30, 2020 which extended Participant Directed Services to include several new service categories which were personal assistance, independent living skills and supported employment. This temporary modification is necessary because the DDS Director finds that concerns related to exposure to COVID-19 may prevent client's ability to access services. The option to access these services through participant direction affords clients the ability to choose workers (e.g. friends, some family members, etc.) to provide these services.

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 240, MS 2-13
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1897



March 30, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE 01-033020: ADDITIONAL PARTICIPANT-DIRECTED SERVICES

Pursuant to Governor Gavin Newsom's Proclamation of a State of Emergency dated March 4, 2020, and Governor Newsom's Executive Order N-25-20 issued on March 12, 2020, the Director of the Department of Developmental Services (Department) issues this Directive to regional centers waiving or modifying certain requirements of the Lanterman Developmental Disabilities Services Act (Lanterman Act) and/or certain provisions of Title 17, Division 2 of the California Code of Regulations (Title 17). The Department recognizes that to ensure the health, welfare and safety of regional center consumers and the general population, there may be instances where consumers, regional centers, and service providers will need flexibility to receive and provide services and supports.

Participant direction provides consumers the option to exercise more authority over how, and by whom, services are provided. Currently, consumers can coordinate respite, day care, transportation, nursing and day services through participant direction. With participant direction, consumers have employer authority and responsibilities including choosing, scheduling and supervising workers. The intent of this Directive is to provide consumers, regional centers and service providers the greatest flexibility to support consumers and their families.

Additional Participant-Directed Services

To increase access and flexibility in service delivery, the Department hereby modifies any requirements of the Lanterman Act or Title 17 specifying the services that may be participant-directed. In addition to the services currently available through participant direction, consumers may also choose to direct the following services:

- Personal assistance
- Independent living skills
- Supported employment

This temporary modification is necessary because the Director finds that concerns related to exposure to COVID-19 may prevent consumers' ability to access services. The option to access these services through participant direction affords consumers the ability to choose workers (e.g. friends, some family members, etc.) to provide these services. Enclosed is information on accessing the three additional participant-directed services.

“Building Partnerships, Supporting Choices”

Regional Center Executive Directors
March 30, 2020
Page two

This directive remains in effect for 30 days unless extended by the Director of the Department. Consumers, family members or providers should contact their local regional center with any questions regarding this Directive. Questions from regional centers should be directed to Brian Winfield at (916) 654-1569 or brian.winfield@dds.ca.gov.

Sincerely,

Original Signed by:

NANCY BARGMANN
Director

Enclosure

cc: Regional Center Board Presidents
Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies

Additional Participant-Directed Services

In order for consumers and families to temporarily access the additional participant-directed services, the following steps should be followed.

- The consumer and/or family member identifies a person/people they want to provide the service(s). The person:
 - Must have the ability to perform the work as verified by the consumer/family;
 - Must be 18 years or older; and
 - Cannot be the consumer's spouse or parent for personal assistance or independent living skills.
- The consumer and/or family must use a Financial Management Service (FMS) provider to handle payroll, taxes, reporting, etc.:
 - Regional center assists in identifying available FMS providers
 - Regional center explains the types of FMS (Fiscal Agent vs. Co-Employer) to help the consumer/family determine the best type for their situation
 - The consumer/family chooses which FMS provider they will use
- Worker submits required paperwork to the chosen FMS provider
 - Verification of age; and
 - Employment and federal disclosure information.
- The individual can begin working as soon as all required paperwork is received by the FMS.
- A separate vendorization of the consumer or individual providing the service is not required.
- Regional center creates authorization with FMS provider using sub-codes below in combination with either service code 490 or 491:
 - PA - Personal Assistance
 - ILS - Independent Living Services
 - SEP - Supported Employment Programs
- The rate paid to the FMS is \$22.80 per hour and includes the following:
 - Employee wage of no less than \$16.25 per hour
 - Mandated employer costs (estimated at 22% of employee wage)
 - FMS cost (estimated at 15% of the total wage and employer costs)

3. DDS Caseload Ratio

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 340, MS 3-12
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 651-6309



September 16, 2020

Patricia Del Monico, Executive Director
Harbor Regional Center
21231 Hawthorne Boulevard
Torrance, CA 90503

Dear Ms. Del Monico:

Thank you for your service coordinator caseload survey emailed to the Department of Developmental Services (Department) on March 11, 2020. The data you provided indicate that, as of March 1, 2020, Harbor Regional Center (HRC) did not meet all the required caseload ratios mandated by Welfare & Institutions (W&I) Code §4640.6(c). This year the service coordinator caseload survey included reporting on a new, mandated caseload ratio requirement for individuals with complex needs. W&I Code §4640(c) was amended in July 2019 to require an average caseload ratio of 1:25 for individuals with complex needs, and this category is reflected in the table below. Specifically, HRC did not meet required caseload ratios for the highlighted categories. Of the highlighted categories, HRC caseload ratios for individuals enrolled in the Home and Community-based Services waiver program, individuals who moved from a developmental center to the community and lived in the community for more than twenty-four months, and over three years old, non-waiver, non-mover individuals, have been out of compliance for two consecutive reporting periods.

Regional Center	On Waiver*	Under 3 Years	Movers Over 24 Months*	Movers Between 12 and 24 Months	Movers Within Last 12 Months	Over 3 Years, Non-Waiver, Non-Mover*	Complex Needs
W&I Code Required Ratios	1:62	1:62	1:62	1:45	1:45	1:66	1:25
HRC Number of Individuals Served	4,433	1,772	110	1	0	8,414	89
HRC Ratios	1:73	1:56	1:75	1:10	N/A	1:73	1:32
CA Average	1:75	1:64	1:56	1:35	1:23	1:79	1:37

*out of compliance for two consecutive reporting periods

“Building Partnerships, Supporting Choices”

Patricia Del Monico, Executive Director
September 16, 2020
Page two

Please note this is the first year in which regional centers were required to report caseload ratios for individuals with complex needs as per W&I Code §4640(c). Upon evaluation of the statewide data, the Department recognizes the methodology used to calculate the 1:25 caseload ratio may not be accurate for individuals with complex needs. The Department will work with the Association of Regional Center Association on a revised methodology.

This letter is to notify you that, as specified by W&I Code § 4640.6(f), HRC is required to submit a plan of correction for the caseload ratio categories that were not met for two consecutive reporting periods. The plan of correction must be developed with input from the State Council on Developmental Disabilities, local organizations representing the individuals you serve, their family members, regional center employees, including recognized labor organizations, service providers, and other interested parties. Please include in your plan of correction how you incorporated feedback from all required stakeholders.

We encourage you to review your process for determining service coordinator caseload assignments to assist in meeting the required caseload ratios and in developing your plan of correction.

Please email your plan of correction within 60 days from the date of this letter to:

Email: OCO@dds.ca.gov

The Department is available to provide technical assistance with the development of your plan of correction. If you have questions, please contact Danielle Hurley, Research Data Specialist I, Office of Community Operations, at (916) 654-3228, or by email, at danielle.hurley@dds.ca.gov.

Sincerely,

Original signed by:

ERNIE CRUZ
Assistant Deputy Director
Office of Community Operations

cc: Joseph Czarke, Harbor Developmental Disabilities Foundation, Inc.
Amy Westling, Association of Regional Center Agencies
Brian Winfield, Department of Developmental Services
LeeAnn Christian, Department of Developmental Services
Megan Mitchell, Department of Developmental Services
Danielle Hurley, Department of Developmental Services

4. Performance Contract

Pursuant to Welfare & Institutions Code Section 4629:

- a) The state shall enter into five-year contracts with regional centers, subject to the annual appropriation of funds by the Legislature.
- b) The contracts shall include a provision requiring each regional center to render services in accordance with applicable provision of state laws and regulations.
- c) (1) The contracts shall include annual performance objectives that the department determines are necessary to ensure each regional center is complying with the requirement specified in subdivision (b) and...

Be developed through a public process as described in the department's guidelines that includes, but is not limited to, all of the following:

- i. Providing information, in an understandable form, to the community about regional center services and supports, including budget information and baseline data on services and supports and regional center operations.
- ii. Conducting a public meeting where participants can provide input on performance objectives and using focus groups or surveys to collect information from the community.

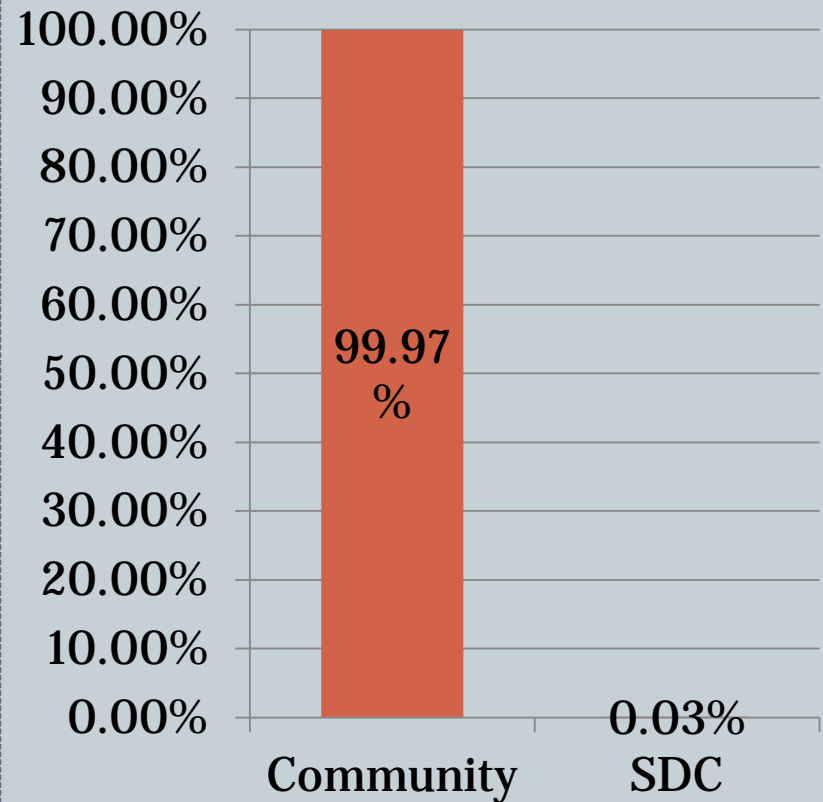
Harbor Regional Center Performance Plan 2021



Living in the Community

Goal: move people from state developmental centers into the community

Progress: 5 remain in developmental centers by court order



Living in the Community: How to maintain this goal

Planned Activities

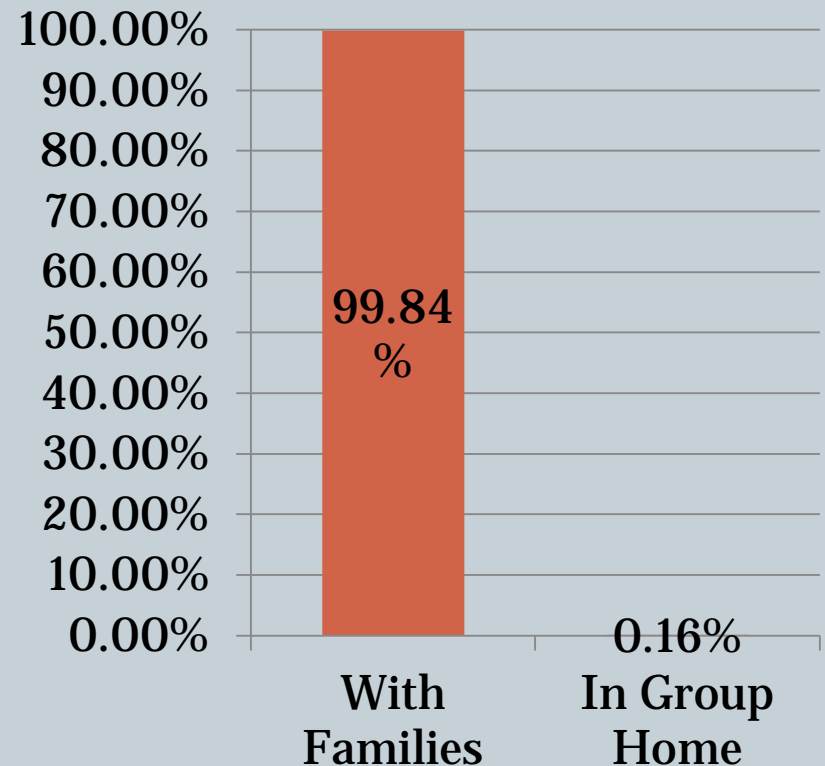
- Keep developing needed resources in the community as funds allow
- Provide specialized services for people who have moved from the state developmental center



Children live with families

Goal: help families keep their children at home

Progress: Almost all HRC children live with families



Children live with families: How to maintain this goal

Support for the family

- Support Groups & Mentors
- HRC Resource Center
- Respite Care Services
- Early Childhood Development
- Language Development
- Behavior Training
- Social Skills Training
- Information About Benefits
- Support during Pandemic



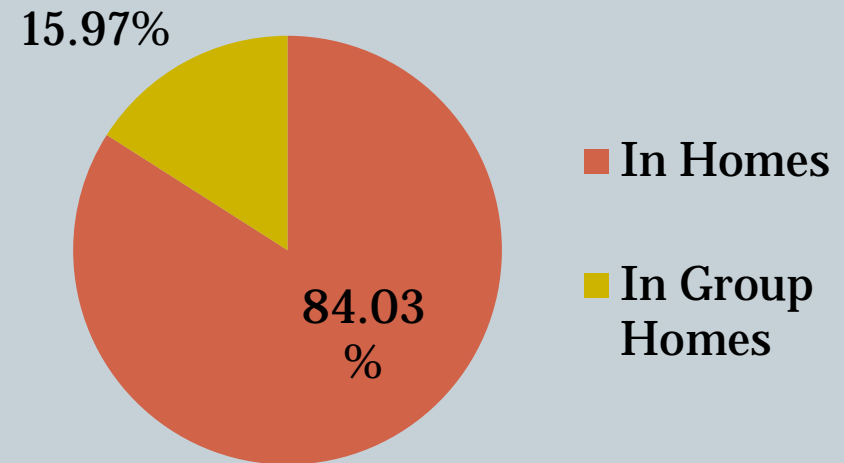
Adults live in Homes

Goal: help adults to live in homes*

***With their family or a foster family**

***In their own home or apartment with supports as needed**

Progress: More adults are living with family or in their own homes



Adults live in homes: How to reach the goal

Support for adults to live in own homes

- Supporting adults to live with their family or in their own home
 - Supported Living Services
 - College support
 - Employment support
 - Affordable housing
 - Help to get benefits
 - Alternative service delivery tailored to a range of individual needs

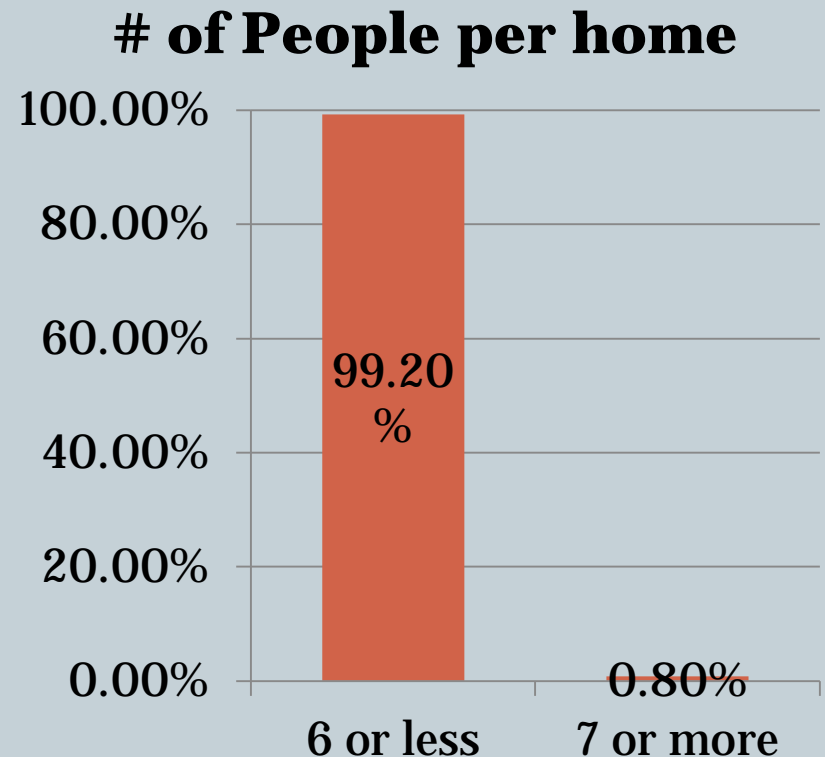


Adults living in small group homes

Goal: Assist adults to move to smaller, integrated homes

- Assess needs of individuals who live in larger settings, such as nursing homes
- Locate smaller home alternatives in the community

Progress: Most adults in group homes live in smaller homes



Employment First

Goal: Help Adults to Find and Keep Jobs

- Employment Orientations
- Job Preparation Classes
- Job Developers seek out the right job for the individual
- Paid Internships that lead to employment
- Employment Incentives to find the right job
- Job Coaches help to keep the job



Services for all People

Goal: Help people of all cultures and languages to receive services

The numbers of employed clients is growing

- Meet with people in their communities
- Information and training in different languages
- Have HRC staff who can speak their languages
- Find out what makes it hard to access services, and find ways to make it easier
- Expand the Parent Mentor program



5. ARCA

Board of Directors Meeting was held on October 16, 2020.

Highlights:

I. Funding and Sustainability

- a. Pursue rate reform for developmental services.
- b. Advocate for an equitable and sustainable regional center operations funding methodology.

II. Flexible and Sustainable Service Models

- a. Increase regional centers' capacity to meet the needs of those with complex needs through strategic resource development.
- b. Implementation of the Self-Determination (SDP).

III. ARCA Academy

- a. Planning is underway for the first topic. Boards In The Community. Webinars will be held on afternoon of the second Saturday of the month, beginning in November.

6. Alternative Service Delivery Model (ASDM) for Non-Residential Service Providers *presentation*

- I. Alternative Services used shall be responsive to each consumer's current needs and be mindful of the importance of safety during the COVID-19 State of Emergency, including compliance with applicable state and local health orders and licensing requirements...
 - a. Provider staff should receive training necessary for Alternative Services.
- II. Certification of Alternative Services shall be permitted where the provider certifies in writing to the regional center prior to seeking reimbursement, that:
 - a. The provider has engaged clients about their need for and interest in Alternative Services as an option; and
 - b. The provider has advised clients of the specific steps they can take.
- III. Service Rate for September and October 2020:
 - a. Providers shall use the current authorized rate and each client's average monthly attendance over the prior 12 months ending February 2020 for each client who received Alternative Services.
 - b. Providers shall not submit reimbursement claims for clients who did not receive services.

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 240, MS 2-13
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1897



August 31, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE 01-083120: POLICIES AND PROCEDURES
FOR UTILIZING ALTERNATIVE NONRESIDENTIAL SERVICES DURING
THE COVID-19 STATE OF EMERGENCY

This supersedes the Department of Developmental Services' (Department) July 17, 2020, Directive titled, "Department Directive 01-071720: Providing and Claiming for Nonresidential Services During the State of Emergency."

This Directive outlines the policies and procedures for reimbursement of claims for providing nonresidential services using alternative approaches during the COVID-19 State of Emergency.

Governor Gavin Newsom's Executive Order N-75-20 issued on August 24, 2020, suspends Title 17, California Code of Regulations section 54326(a)(11), as applied to payments that would otherwise be made in connection with the COVID-19 State of Emergency. The Executive Order directs the Department to develop and implement policies and procedures to allow provision of nonresidential services to individuals with developmental disabilities.

Beginning September 1, 2020, regional centers and providers shall follow the policies and procedures outlined in this Directive when utilizing Alternative Nonresidential Services (Alternative Services). The purpose of these policies and procedures is to permit Alternative Services that meet the individual needs of consumers, sustain the state's developmental services provider network, and continue receipt of federal reimbursement for services provided to consumers during the COVID-19 State of Emergency.

Alternative Services do not apply to the following:

1. Services to a consumer that are able to continue as they did before the COVID-19 State of Emergency that meet the needs of the consumer; or
2. Services to a consumer that are able to continue as they did before the COVID-19 State of Emergency via remote delivery or in alternate locations that meet the needs of the consumer. Refer to Department-issued Directives regarding the provision of services via remote delivery or in alternate locations.

"Building Partnerships, Supporting Choices"

I. Alternative Nonresidential Services Model (Alternative Services)

Providers of nonresidential services, as defined in Title 17 section 54302(a)(49), may utilize Alternative Services, if needed, to meet a consumer's service needs. When providing services to consumers during the COVID-19 State of Emergency, providers shall be creative, resourceful and make modifications as needed to how existing services are delivered. Any Alternative Services used shall be responsive to each consumer's current needs and be mindful of the importance of safety during the COVID-19 State of Emergency, including compliance with applicable state and local health orders and licensing requirements. Details on implementation of Alternative Services are in Section V of this Directive.

Alternative Services shall include the following:

- a. Supports related to minimizing the exposure to or impact of COVID-19 on the consumer;
- b. Completion of an individual assessment of skills, preferences, and service needs for the consumer;
- c. Completion of an individualized service plan to provide needed services for the consumer;
- d. Alternative services delivered to the consumer via telephone, video or other electronic communication;
- e. Delivery of supplies or other items to the consumer's home needed to provide services or supports;
- f. Use of self-guided training and educational materials supplied to the consumer by the provider intended to support the consumer's service;
- g. Skills training to individuals within the consumer's household who are specifically designated to support the consumer;
- h. Alternative services provided in-person at the consumer's home, in a community setting, or at the provider's facility, modified to comply with the most protective state or local COVID-19 safety guidelines in effect at the time the service is to be delivered;
 - o Provider staff must be trained on COVID-19 safety precautions prior to the delivery of in-person services.
- i. Supports for transition to the Self-Determination Program; and
- j. Other modifications to nonresidential services that are approved by the consumer that further or achieve his or her service needs.

Provider staff should receive training necessary for Alternative Services. This training may include, but is not limited to, the following:

- a. COVID-19 safety precautions for both staff and the consumer;
- b. Delivering services using the person-centered planning and approach criteria set forth in Title 42, Code of Federal Regulations section 441.540;

- c. Informed decision-making so that consumers can understand what choices they have in receiving services and understand the benefits, risks and responsibilities associated with the service choices available to them;
- d. Self-Determination Program requirements;
- e. Developing written materials using plain language that can be readily understood by consumers;
- f. Using alternative communication technology, tools or methods to deliver services;
- g. Delivering services in a manner accommodating the cultural and linguistic needs of the consumer; or
- h. Use of technology utilized to deliver services.

II. Certification

Alternative Services shall be permitted where the provider certifies in writing to the regional center prior to seeking reimbursement, that:

- a. The provider has engaged consumers about their need for and interest in Alternative Services as an option;
- b. The provider has advised consumers of the specific steps they can take if they disagree with the Alternative Services offered by the provider;
- c. The provider has or will prepare an individual service plan that specifies the Alternative Services identified through the consumer engagement;
- d. The provider has trained staff on COVID-19 safety precautions prior to the delivery of in-person services;
- e. The provider will continue to comply with the most protective state or local COVID-19 safety guidelines in effect at the time in-person services are to be delivered;
- f. The provider will maintain a specified phone number and email address and be responsive during the time services are being provided;
- g. The provider will maintain documentation of services provided as required by Title 17 section 54326(a)(3);
- h. The provider will maintain staff to provide services; and
- i. The provider will identify one or more of the Alternative Services to be offered.

For the purpose of certification, providers will use the Enclosure. Certification must be provided to the regional center prior to submitting the first claims for each vendorization that includes provision of Alternative Services. The provider shall update the certification only if there are changes to the Alternative Services offered prior to submitting claims.

III. Reporting

On or before the fifth day of each month the provider shall submit to the regional center a written report for each vendorization of the Alternative Services provided for the prior month.

This requirement applies to any provider that provides Alternative Services to one or more consumers. The initial report, covering the period of September 1, 2020 through October 31, 2020, shall be submitted by November 5, 2020. Each report shall include, but not be limited to:

- a. The total number of consumers with service authorizations.
- b. The number of consumers with service authorizations for traditional services.
 1. The number of consumers who received traditional services.
 2. The number of consumers who did not receive traditional services.
- c. The number of consumers with service authorizations for Alternative Services.
 1. The number of consumers who received Alternative Services.
 2. The number of consumers who did not receive Alternative Services.
 3. The number of consumers who received each type of Alternative Service.
 4. For each consumer, the number of days an Alternative Service was received.
- d. The provider's verification of compliance with the most protective state or local COVID-19 safety guidelines in effect at the time in-person services were delivered.

For the purpose of monthly reporting, providers shall use a reporting format issued by the Department. Further guidance is forthcoming.

IV. Service Rate

For September and October 2020:

- a. Providers shall use the current authorized rate and each consumer's average monthly attendance over the prior 12 months ending February 2020 for each consumer who received Alternative Services and the provider complied with Section V.
- b. Providers shall not submit reimbursement claims for consumers who did not receive services.

For November 2020 and subsequent months:

- a. The monthly unit rate will be uniform for all consumers served by the provider within each vendorization.
- b. Providers shall use the monthly unit rate (described below) for each consumer who received Alternative Services.
- c. Providers shall not submit reimbursement claims for consumers who did not receive services.
- d. Further guidance is forthcoming for providers not reimbursed by individual consumer service authorizations (i.e. service contracts).

For vendorizations prior to March 2020, the monthly unit rate calculated by the Department shall use the following methodology:

- a. Taking the total amount billed over the 12 months ending February 2020, divided by the total number of consumer months of service during the 12 month period.
- b. The total number of consumer months of service is the sum of the number of consumers receiving services each month during the 12 months ending February 2020.
- c. Rate calculations shall only include months in which reimbursement to the provider for a consumer is greater than zero.
- d. The calculation shall include adjustments for rate changes that occurred during or subsequent to the 12 months ending February 2020.

For vendorizations March 2020 and thereafter, the monthly unit rate calculated by the regional center shall use the following methodology:

- a. First, establish the unit rate (e.g. daily, hourly, etc.) based on the type of service to be provided utilizing the rate setting methodologies in Welfare and Institutions Code and Title 17.
- b. Then establish the monthly rate for Alternative Services by utilizing the calculated monthly rate for providers of the same service with both similar rates as established in step one and anticipated similar utilization levels.

Prior to November 1, 2020, providers will be notified of the monthly rate for Alternative Services, along with the data and methodology used for the calculation. Providers should contact their vendoring regional center for any rate questions.

V. Alternative Services Implementation

To facilitate an inclusive and individualized implementation of Alternative Services, providers shall offer Alternative Services and:

- a. In the month of September 2020, the provider shall engage the consumer about his or her need for and interest in Alternative Services as an option.
 1. With the consumer's or authorized representative's permission, the provider is encouraged to work with other providers that also have service authorizations for the same consumer to best support the consumer's needs.
 2. The provider shall document the consumer engagement including at minimum, the date, the participants, and a description of the consumer's input.
 3. The provider shall notify the regional center of each consumer engaged and interested in receiving Alternative Services.

- b. In the month of October 2020, complete or review and amend as needed, an individual service plan specifying the type and amount of Alternative Services to be provided for each consumer.
 1. The individual service plan may involve services provided in collaboration with other service providers, including residential service providers, to enhance the consumer's participation.
 2. The provider shall give the consumer a copy of the individual service plan.

Within 30 days of notification of a consumer's interest in Alternative Services, the regional center shall send a follow-up letter to the consumer, in their preferred language, confirming that at their request, Alternative Services will be provided by the provider. The letter shall include contact information for the consumer's service coordinator and their supervisor.

Support will be provided to consumers, families, regional centers, and service providers throughout this transition using a variety of communication methods, with written materials in plain language and other languages on information regarding Alternative Services. Additional information is forthcoming.

VI. Next Steps

The Department will continue working with stakeholders on next steps, including but not limited to:

- Monthly reporting requirements
- Identifying additional accountability and outcome measures
- Developing, posting and updating Frequently Asked Questions (FAQs) on its website
- Rolling out the Family Member and Self-Advocate Engagement Guide
- Technical Assistance and Training
- Ongoing evaluation of Alternative Services

Self-advocates, family members or providers should contact their local regional center with any questions. Questions from regional centers only should be directed to DDSC19Directives@dds.ca.gov.

Sincerely,

Original Signed by:

NANCY BARGMANN
Director

Enclosure

cc: See next page.

Regional Center Executive Directors
October 31, 2020
Page seven

cc: Regional Center Board Presidents
Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies

A stylized sun graphic on the left side of the slide. It consists of a solid yellow circle at the bottom left, with several yellow dashed lines of varying lengths curving upwards and to the right from its top edge, suggesting rays of light. The background is a solid orange color, and a large white semi-circle is positioned on the right side of the slide, partially overlapping the orange background.

Alternative Service Delivery

DDS Directive – Policies and Procedures for utilizing Alternative Non Residential Services During the COVID 19 State of Emergency

- Directive from DDS dated August 31, 2020
- When traditional services cannot be provided , permits non-residential service providers to provide Alternative Services that meet the needs of the individual and family
- Helps to sustain our provider network (preserve work force)
- Allows Regional Centers & DDS to continue receiving federal reimbursement during State of Emergency (SOE)
- Allows service providers to offer services that are different than original program design

Traditional Services

- Services are the same (*frequency & duration*) as those provided before COVID-19
- Services are the same but provided through remote or alternate locations as authorized through DDS Directive

No Change to Service Model

Traditional vs. Alternative

Alternative Services

- Services are provided from alternative service options and may be different than “vendored” services to meet client's needs that emerged due to COVID-19
- Services are a combination of services provided remotely, alternate locations, and different services to meet client's needs due to COVID-19

Alternative Services Delivery Model

What has Happened So Far?

March – August 2020

- SOE Absence billing
- SOE absence billing ended 8/31/20
- Service Providers receiving input from individuals and families
- Stakeholder Meetings to hear concerns from families
- HRC Town Hall meetings for Service Providers

September 2020

- Service Providers submitting Certification of Alternative Non Residential Services to HRC
- Service Providers submitting Reengagement Plans to HRC
- Service Providers begin meeting with individual/families and SCs to develop Individual Service Plan (ISP) or other written documentation

What is Happening now in Community Services and Accounting?

- **Community Services continues to receive Certifications, Reengagement Plans, and Engagement Logs from Service Providers**
- **Initial Alternative Services Monthly Reports for September and October due on 11/25/2020 using Survey Monkey**
- **New Alternative Services Monthly Rates were originally effective 11/1/2020 and DDS planned to provide monthly rate information in September. DDS has postponed effective date to 12/1/2020 and the rate information is still pending.**
- **Once received, Regional Centers will:**
 - **Distribute the new rates to Service Providers**
 - **Change rates in Accounting System**
 - **Create new authorizations for the Alternative Service**
- **HRC SPAC Town Hall scheduled for 11/19/2020 to update Service Providers on reporting, billing and rates**

Alternative Services can include:

- a. Supports related to minimizing the exposure to or impact of COVID-19
- b. Completion of an individual assessment of skills, preferences, and service needs
- c. Completion of an individualized service plan (ISP) to provide needed services
- d. Alternative services delivered to the client via telephone, video or other electronic communication
- e. Delivery of meaningful supplies or other items to the client's home needed to provide services or supports
- f. Use of self-guided training and educational materials supplied to the client by the provider intended to support the service
- g. Skills training to individuals within the client's household who are specifically designated to support the client
- h. Alternative services provided in-person at the client's home, in a community setting, or at the provider's facility, modified to comply with the most protective state or local COVID-19 safety guidelines in effect at the time the service is to be delivered;
- i. Supports for transition to the Self-Determination Program
- j. Other modifications to nonresidential services that are approved by the client/family that further or achieve service needs

Alternative Services:

- May not apply to every individual or family
- Are driven by the client/family
- Are creative, resourceful and make modifications as needed to existing services
- Are responsive to each client's current needs
- Are mindful of the importance of health and safety for clients/families and staff during COVID 19 State of emergency
- Will require a revised ISP or other written plan to include duration and frequency of alternative services—this plan will be provided to individual/family and HRC Service Coordinator

What is Happening now in Case Management ?

- **Agency wide training to all Service Coordinators on Alternative Services**
- **Service Coordinators, when at all possible, are participating in the ISP process**
- **Service Providers are revising/amending ISPs or other written reports to reflect the type and amount of Alternative Services provided**
- **Service Coordinators are reviewing revised ISP documents and reaching out to individuals/families if needed**
- **Confirmation Letters will be sent to families from HRC 30 days after receipt of confirmation from the service provider that services will be provided in a Alternative Service Delivery Model**
- **Individuals/families are encouraged to contact your HRC Service coordinator with any questions or concerns related to Alternative Services**



- **HRC website**

- <http://www.harborrc.org/services>

- **Family Member Engagement Guide**
- **Frequently Asked Questions**



Need More
Information?



Questions

PROVIDING FOOD FOR CLIENTS

If during this holiday season, you are able to give to others in need...



PLEASE DONATE TO THE HARBOR HELP FUND

Many of our clients and families continue to struggle to put food on the table during this difficult time. If you are able to give, we are asking for monetary donations, which we will use to support these families.



**PLEASE SUPPORT THESE CLIENTS
AND FAMILIES IN NEED BY:**

- mailing your donations to:
Holiday Help for Clients
Harbor Regional Center
21231 Hawthorne Blvd.
Torrance, CA 90503
- or making a tax deductible donation on our website at www.harborrc.org.

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Enclosed is my donation check payable to the Harbor Help Fund.

Please share a little information about yourself:

I am: An HRC Client/Family A Service Provider A Community Friend

***Extend the spirit of the holiday season by helping HRC families who need your support.
Thank you sincerely for your generous support, and we hope you stay well this holiday season!***

8. HRC's Chromebook Give Away!

Harbor Regional Center sends a big THANK YOU to the South Bay Sunrise Rotary Club of Torrance for our Chromebook Give Away!



Chromebook drive
grant- Harbor
Regional Give away



Harbor Regional Center
CHROMEBOOK GIVE-A-AWAY

Rotary Club of South Bay Sunrise







Smiling Faces!






Thank you South Bay Sunrise ROTARY!



9. HRC's 2020 Trick or Treat Drive Through

Harbor Regional Center wishes to send a big THANK YOU to our Early Childhood Department for organizing our annual "Trick-or-Treating" event via a fun drive-through this year due to Covid restrictions for being onsite.

The drive-through was planned and organized for all of our wonderful little speech kiddos. Have a look at how creatively kiddos dressed up for Halloween and how fun was had for all!



Trick-or-Treat
Drive Through
for Kids

Trick-or-Treats!





Happy Halloween

Happy HRC Halloween



Thank you to HRC's Early Childhood Department



10. Patricia Del Monico's Farewell



Pat Del Monico's Drive-By Farewell



Happy Halloween



10-31-20

Big Thanks to HRC's Halloween Committee & A Special **THANK YOU** to Nancy Spiegel



Shouts out to
Facilities too!





Halloween Festivities



Del Monico's Demons



Drive-by Farewell PAT!



GOODBYE







WE LOVE YOU PAT!





XOXO





GO FORTH AND DO GOOD!



COMMITTEE REPORTS

- ARCA Joe Czarske
- Audit Committee LaVelle Gates
- Board Development no report
- Board Planning* Nancy Spiegel
- Client Advisory David Gauthier
- Client Services no report
- Community Relations Nancy Spiegel
- Self-Determination Antoinette Perez
- Service Provider Relations Paul Quiroz
- Retirement Fu-Tien Chiou

* Indicates action required

**Harbor Regional Center
Board Planning Committee
November 2020**

Members: Kim Vuong, Chair, Client and Board Member; Patricia Jordan, Client; Ron Bergman, Parent/Board Member; Laurie Zalenski, Parent; Brian Lockhart, Aacres, Nancy Spiegel, Director of Information and Development

HRC Performance Plan

This meeting of the committee included review of the draft HRC performance Plan for 2021. We will present it to the Board of Trustees in November for approval.

Our performance outcomes have continued to improve year after year, and to be better than the statewide average. We will continue the same activities to achieve these outcomes with some updates for the coming year, including plans to adapt to the continuing pandemic.

We plan to continue to provide family support, information, resource sharing, orientation, and training activities, making use of virtual platforms (zoom). We will continue to offer virtual events even when it becomes safe to resume events in person, to provide access to families that prefer this option.

We will work with our service providers to develop alternative services tailored to individual needs.

We will provide individualized support from parent mentors, for families who experience challenges in accessing available services, and we plan to expand this parent mentor program in 2021, if DDS funding is approved.

DDS Promoting Service Access & Equity Grant (formerly known as Disparity Grants)

With approved funding for 2019/20, our **Bilingual Community Outreach Specialist** has continued to work with the Hispanic and Spanish-Speaking community. During the pandemic, she has been able to meet with parent groups, and offer parent training events through Zoom, on topics and with guest speakers of high interest. She is actively providing information in Spanish to our community through a Spanish language eNewsletter and social media. She also worked to coordinate special family support events such as two Diaper Drive-through events.

Under the new **Parent Mentor program**, we have hired 4 Parent Mentors and are continuing to recruit two additional mentors at this time. These mentors are currently

receiving training, and beginning to be assigned to work with underserved parents in the Hispanic and African American communities.

We will be submitting an application for funding under this DDS grant program for 2020/21. We hope to continue and expand the above programs to serve more families of early childhood, school-aged, and adult clients.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Statewide Public Policy Measures	Statewide Average	HRC Outcomes	Planned Activities
<p>Living in the Community</p> <p>“Percent of regional center caseload in Developmental Center.”</p> <p>Achieving Desired Outcome? YES</p>	<p>2005 1.49%</p> <p>2010 0.83%</p> <p>2015 0.36%</p> <p>2020 0.08%</p>	<p>2005 1.50% 141 clients</p> <p>2010 0.78% 77 clients</p> <p>12/15 0.23% 28 clients</p> <p>2020 0.03% 5 clients</p>	<p>Harbor Regional Center has no more clients residing in State Development Centers, other than 5 individuals in court-ordered treatment.</p> <p>HRC Clients who have moved from the State Developmental Centers will continue to be supported while living in the community.</p> <p>Coordinate services and supports in the community for individuals who have moved from the State Developmental Center.</p> <p>Seek DDS funding for continued development of needed resources in the community.</p>

Measures of Success: ●Maintain or show improved performance over prior year, and/or ●Equal to or better than statewide average.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Statewide Public Policy Measures	Statewide Average	HRC Outcomes	Planned Activities
<p>Children Living With Families</p> <p>“Percent of minors living with families”: includes own family, foster family, and guardian.</p> <p>Achieving Desired Outcome? YES</p>	<p>2005 97.65%</p> <p>2010 98.60%</p> <p>2015 99.15%</p> <p>2020 99.48%</p>	<p>2005 98.75%</p> <p>2010 99.56%</p> <p>2015 99.80%</p> <p>2020 99.84%</p>	<p>Children served by HRC will live with families. To promote child development and family stability, continue to provide support, information, and training to families, including but not limited to:</p> <ul style="list-style-type: none"> • Orientations to HRC Services for new and continuing families, including early childhood, clients over 3, transitions to school age or adulthood, self-determination etc. • Distribution of informational materials and videos to raise clients’ and families’ awareness of available services and supports • Informative workshops for clients/families by specialists (offered on virtual platform and in person when safe to do so). • Support for families through support groups and mentor parents, in multiple languages. • Resource and Information sharing via publications, website, newsletter, social media, and resource sharing events (either virtual or in person when safe to do so)
<p>“Percent of minors living in licensed homes serving >6.”</p> <p>Achieving Desired Outcome? YES</p>	<p>2005 0.22%</p> <p>2010 0.04%</p> <p>2015 0.06%</p> <p>2020 0.04%</p>	<p>2005 0.04%</p> <p>2010 0.00%</p> <p>2015 0.00%</p> <p>2020 0.00%</p>	<p>Children served by HRC who live in licensed homes shall live in small homes.</p> <p>Continue to avoid use of large licensed settings, and provide support for children to live with families (their own, foster, or guardian).</p>

Measures of Success: ●Maintain or show improved performance over prior year, and/or ●Equal to or better than statewide average.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Statewide Public Policy Measures	Statewide Average	HRC Outcomes	Planned Activities																
<p>Adults Living in Home Settings</p> <p>“Percent of adults living in home settings: independent living, supported living, family home, and family home agency homes.”</p> <p>Achieving Desired Outcome? YES</p>	<table border="0"> <tr> <td style="padding-right: 10px;">2005</td> <td>70.03%</td> </tr> <tr> <td style="padding-right: 10px;">2010</td> <td>73.99%</td> </tr> <tr> <td style="padding-right: 10px;">2015</td> <td>78.04%</td> </tr> <tr> <td style="padding-right: 10px;">2020</td> <td>81.25%</td> </tr> </table>	2005	70.03%	2010	73.99%	2015	78.04%	2020	81.25%	<table border="0"> <tr> <td style="padding-right: 10px;">2005</td> <td>72.34%</td> </tr> <tr> <td style="padding-right: 10px;">2010</td> <td>76.51%</td> </tr> <tr> <td style="padding-right: 10px;">2015</td> <td>80.92%</td> </tr> <tr> <td style="padding-right: 10px;">2020</td> <td>84.03%</td> </tr> </table>	2005	72.34%	2010	76.51%	2015	80.92%	2020	84.03%	<p>Adults served by HRC will live in home settings, including Independent & supported living, with family, or with adult family home agency.</p> <p>Continue to promote and maintain options for adults to live in home environments with families, or in their own homes, with supports as needed. These may include but are not limited to:</p> <ul style="list-style-type: none"> • Independent living skills training • Supported living services • College Support • Job development and preparation • Supported employment • Adult day options, including alternative service delivery during the pandemic, tailored to a range of individual needs • Future planning support for adults with aging parents/caregivers. <p>Continue to work with community partners to advocate and support development of affordable housing options for adults.</p>
2005	70.03%																		
2010	73.99%																		
2015	78.04%																		
2020	81.25%																		
2005	72.34%																		
2010	76.51%																		
2015	80.92%																		
2020	84.03%																		

Measures of Success: ●Maintain or show improved performance over prior year, and/or ●Equal to or better than statewide average.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Statewide Public Policy Measures	Statewide Average of clients in larger homes	HRC Outcomes clients in larger homes	Planned Activities
<p>Adults Living in Licensed Homes</p> <p>“Percent of adults living in licensed homes serving >6.”</p> <p>Achieving Desired Outcome? YES</p>	<p>2005 5.76%</p> <p>2010 3.80%</p> <p>2015 2.78%</p> <p>2020 2.06%</p>	<p>2005 4.46%</p> <p>2010 2.37%</p> <p>2015 1.50%</p> <p>2020 0.80%</p>	<p>Adults served by HRC who live in licensed homes shall live in small homes.</p> <p>Continue to avoid use of large licensed settings and to support adults moving from larger settings, such as skilled nursing facilities, into more integrated/less restrictive living options.</p> <p>Increase access to living options through continued development of residential resources, as funds allow.</p>

Measures of Success: ●Maintain or show improved performance over prior year, and/or ●Equal to or better than statewide average.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Public Policy Measures	Planned Activities
<p>Employment</p> <ul style="list-style-type: none"> • Number and percentage of individuals ages 16-64 with earned income. • Average annual wages for individuals ages 16-64. • Annual earnings of individuals ages 16-64 compared to all people with disabilities in California. • Number of adults who entered in competitive integrated employment following participation in a Paid Internship Program. • Percentage of adults who entered in competitive integrated employment following participation in a Paid Internship Program. • Average hourly or salaried wages and hours worked per week for adults who participated in a Paid Internship Program during the prior fiscal year. • Average wages and hours worked for adults engaged in competitive integrated employment on behalf of whom incentive payments have been made. • Total number of \$1000, \$1250 and \$1500 incentive payments made for the fiscal year. • Percentage of adults who reported having competitive integrated employment as a goal in their IPP. 	<p>Adults who want to work will be supported to prepare for, find and maintain employment.</p> <ul style="list-style-type: none"> • Share information regarding our Employment First policy with our clients and families • Discuss employment options with clients and families when they reach transition age and adulthood • Offer Employment Orientations to inform clients and families about employment services • Offer training to prepare clients for employment • Work in partnership with school districts, community colleges, and the Department of Rehabilitation to promote opportunities for volunteerism, work training, internships, and competitive employment • Work in partnership with supported employment service providers to develop opportunities for individuals who want to work, and support their success on the job, including paid internships that can lead to competitive employment, and provider incentives for competitive integrated employment • Work with adult day activity service providers to offer alternative service delivery for individualized work and volunteer opportunities and experiences

Measures of Success: ●Maintain or show improved performance over prior year, and/or ●Equal to or better than statewide average.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Statewide Public Policy Measures	Planned Activities
<p>Reducing Disparity in Purchase of Service Expenditures</p> <p>Indicator showing the relationship between annual authorized services and expenditures by individual’s residence type and ethnicity.</p> <p>Percent of total annual purchase of service authorizations and expenditures by individual’s ethnicity and age</p> <ul style="list-style-type: none"> • Birth to age two, inclusive • Age three to twenty-one, inclusive • Twenty-two and older 	<p>HRC clients and families will have access to information and services regardless of age, diagnosis, ethnicity, or language Harbor Regional Center will provide services and supports in a culturally and linguistically responsive manner.</p> <p>Continue to:</p> <ul style="list-style-type: none"> • Provide community outreach so that the ethnic, language and cultural demographics of our client population reflect that of the general population in our service area. • Recruit and maintain a culturally diverse staff whose ethnicity, language and cultural background reflect that of our client population. • Provide training and information for clients and families to increase awareness of and access to available services and supports. • Distribute and post written guide to available services by age group. • Expand our library of translated materials as funds allow. • Facilitate and share information through parent support groups and peer mentors • Provide additional individualized support from parent mentors to navigate services, for families who are underutilizing services • Gather input from our community regarding access and utilization of services and reduction of barriers.

Measures of Success: •Maintain or show improved performance over prior year, and/or •Equal to or better than statewide average.

HARBOR REGIONAL CENTER PERFORMANCE PLAN 2020

Compliance Measures

	HRC Baseline	Planned Activities
Unqualified independent audit with no material findings	Yes	Continue generally accepted accounting principles Maintain good business practices Maintain compliance with state contract and Medicaid Waiver requirements
Substantial compliance with DDS fiscal audit	Yes	
Operates within Operations budget	Yes	
Certified to participate in Home & Community-Based Waiver	Yes	
Compliance with vendor audit requirements	Yes	
Individuals with updated CDERs and ESRs (Client Development Evaluation Report or Early Start Report)	96.40%	Continue timely completion/updates of the CDER/ESR.
Intake/Assessment and IFSP timelines (ages 0-2)	95%	Provide timely completion of intake/assessment for infants and toddlers ages birth through 2 years.
Intake/assessment timelines for children and adults ages 3 and above	100%	Provide timely completion of intake/assessment for children and adults ages 3 and above
IPP (Individual Person Centered Plan) development, ages 3 and above, (Welfare and Institutions Code requirements)	99.85%	Provide timely completion of individual person-centered plans (IPP) for clients receiving services under the Lanterman Act.
IFSP development, for infants/toddlers ages 0-2, (Title 17 requirements)	86.40%	Provide timely completion of intake/assessment and Individual/Family Service planning for infants and toddlers birth - 2 years of age.

Measures of Success: ●Maintain or show improved performance over prior year, and/or ●Equal to or better than statewide average.

Harbor Regional Center
Client Advisory Committee
November 14th, 2020 via ZOOM
Meeting Minutes

Members Present: David Gauthier, Rita Teodoro, Deaka McClain, Debbie Howard; David Oster; Mead Dudley and Kelly Sutton

HRC Staff Present: Kris Zerhusen and Erika C. Landeros

Life Steps Staff Present: Jenelle Reyes

Call to Order & Minutes Approved

David called the meeting to order at 1:05 p.m.

The minutes were unanimously approved by all committee members.

Welcome

- CAC was greeted and welcomed to the meeting
- Elected officials and roles were reviewed, with elections due in 2022
- CAC reviewed the 2021 Calendar meeting dates discussing how meetings will remain via ZOOM during COVID-19, once it is safe to get together as a group we will resume in person meetings. CAC agreed with dates for 2021
- Brianna Reynoso, Advocate/QA Coordinator from State Council on Developmental Disabilities has reached out and has requested to participate in our next CAC Meeting; the client advisory committee all agreed to invite her to our next meeting.

CAC Member Updates

By Deaka:

- provided an update from her last DDS CAC meeting held in June of 2020 via ZOOM explaining that meetings are usually held in Sacramento. She will participate in the next meeting scheduled 11/20/20.
- DDS CAC members continue having monthly check ins via ZOOM due to COVID
- Deaka will be presenting Planning and Making Decision Making on 02/06/2021

HRC Updates

Kris updated the committee with the Self Determination meeting held on 11/09/2020

- Service Coordinator's and Managers continue to discuss self-determination with families, presenting them with as much information as possible.
- Kris provided a recap to the CAC of what self-determination is explaining that Self-Determination is still in the pilot phase but will be open to everyone soon.
- 3 adult cases have gone live with budget and services here at Harbor Regional Center
- Deaka shared that she was part of Self-determination initially but took a step back from it due to COVID as it is an involved process including many meetings to educate yourself and become aware of all the components necessary to be part of the program, i.e. all generics need to be accessed.
- CAC expressed as a unit that they did not want to join the Self-determination program if it meant that they had to change their Service Coordinators, Kris explained that this is not true and that they could keep their Service Coordinators.

- Parent mentors have been hired and are available to support in the children's teams. Debbie inquired if there were mentors available for the adult department. Kris shared that the Resource Center had such programs available.
- Kris confirmed to the CAC that Pat Del Monico officially retired from HRC on 10/30/2020 and introduced Harbor Regional Center's new Executive Director, Patrick Ruppee explaining his background and how excited HRC is to have him.
- Kris also introduced the CAC to the interim Adult Director, Erica Reimer-Snell to the CAC.
- Erika Landeros provided an update on behalf of Elizabeth Garcia-Moya, HRC is expecting 4 new day programs to open up soon. Kris explained Alternative Services to the CAC and how day programs were being creative to continue meeting our client's needs.

COMMUNITY

- Jenelle from Life Steps presented to the CAC a vast majority of things the CAC members can do at home to remain safe (due to COVID-19); these items were all low cost or free that they could do alone or in groups. Jenelle has provided Erika Landeros with a form to distribute to the CAC members with these resources.
- CAC discussed the PPE's that were mailed to each member of the committee by Harbor Regional Center and were encouraged to contact their respective Service Coordinator's if they found themselves in need of PPE's.
- The CAC watched a brief you tube video from W.H.O found on DDS website explaining how to keep yourself safe and how to wear a mask safely to protect oneself from COVID 19.
- COVID-19 precautions were discussed by the group, with members sharing tips with each other.

- Erika shared with the CAC that there is an opportunity for them to obtain free tickets to see the play, The Nut Cracker, in person in the city of Torrance next month and asked the CAC members if anyone was interesting in attending explaining that social distancing and wearing a mask was a must. Those who were interested will be contacted by Erika to make arrangements.

Adjournment

David adjourned the meeting at 2:45 p.m.

Next CAC Meeting

The next CAC meeting will be held on Saturday, February 6, 2020 from 1:00 p.m.- 3:00 p.m. via ZOOM.

Harbor Regional Center Community Relations Committee October 29, 2020

Monica Sifuentes, MD, Chairperson, Pediatrician/Board Member; Dee Prescott, Service Provider, Easter Seals Southern California; Terri Nishimura, Service Provider, Pediatric Therapy Network; Osvaldo Robles, Parent; Nancy Spiegel, HRC Director of Information and Development

Family Training and Information

Our training presentations for clients and families, which we held in person at our offices and other community locations prior to the pandemic, have been converted to zoom meetings. Announcements of these meetings have been distributed through our printed calendar, website, and through our eNews and social media. Some are offered in English with Spanish translation available, and some are offered in Spanish with English interpretation available. Interpretation in other languages may also be arranged with advance reservation.

We reviewed the training offerings during this July – December period, and the committee made suggestions for topic to consider in the New Year.

Since July, informative presentations on Zoom have included:

Orientations for Learning About Our Services, for early childhood ages 0-3, for transition to school age services at age 3, and for over 3 age groups;

Your Family Our Focus/Su Familia, Nuestro Enfoque to provide better understanding of ongoing services and how we work together;

Informational sessions about the Self Determination Program, the College to Career Program for post-secondary education, an overview of Employment services, and other adult service options;

Sessions for Learning About Benefits: Supplemental Security Income (SSI), In Home Supportive Services, Medi-Cal Managed Dental Care, CalABLE, and Economic Impact Payments during the Pandemic;

Other special topics such as a discussion of common medications, Estate Planning and Special Needs Trusts, Alternatives to Conservatorship, and Aging with a Developmental Disability.

Topics tailored for our Spanish speaking community, with English interpretation by request, included:

Presentations by psychologists on developmental and behavioral challenges, and the impact of COVID 19 and crisis upon mental health;

Presentation by Early Childhood Specialist regarding the impact of screen time;

Presentation by Educational Advocates on the impact of COVID-19 upon special education services.

Additional topics recommended by the committee included: the impact of isolation and COVID-19 anxiety upon mental health for parents and children; healthy sleep routines; a user-friendly basic training for 'keeping up with my child in technology', such as in the use of Zoom, and Apps that are beneficial and those to avoid.

Legislation and Advocacy

We have been regularly distributing information guides from a variety of trusted sources on voting, including access for people with disabilities. We provided information from Disability Vote Ca, the Arc Ca, and Easter Seal Southern California's campaign We Are the 25%. We also encouraged our clients and families to be counted in the census.

Dee Prescott of Easter Seals Southern California shared that in their We Are the 25% surveys and events, 91% of the participants with disabilities said that voting is very important to them. Affordable health care was a primary concern.

Community Support

In September, the **Del Harbor Foundation** has again contributed to the Harbor Help Fund: \$5000 for COVID 19 support and \$5000 for Holiday support.

A Moment To Breathe recently donated twenty-five \$50 grocery gift cards.

The **South Bay Sunrise Rotary** and an individual family donor joined to provide 36 Chromebooks to clients that did not have computers in their family home, or provided by their school district or other sources. In prior years, these two donors have coordinated back to school backpack, clothing, and school supply donations. This year due to distance learning from home becoming the new norm, they decided this year to focus on helping clients with their home learning. They held a drive through at our office on October 24 for the selected families.

Holiday Giving Campaign

This year our Holiday Giving Campaign will focus on families with the most basic needs. We are preparing to mail and email information about our Holiday Help for Clients campaign in the coming month. We will request both monetary donations and donations of electronic gift cards. The committee provided recommendations for reaching out to our community of families and service providers.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

Opening:

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:08 PM on Wednesday September 9, 2020 via zoom. Quorum was established.

Committee Member

Present Linda Chan-Rapp,

Parent Rosalinda Garcia-

Parent

Miriam Kang, Parent

Deaka McClain, Client

David Oster - Client

Patricia Jordan-

Client

Johnanthony Alaimo- Office of Client Rights Advocacy representative

Committee Member Absent

Priscilla Ankrah- Office of Clients Rights Advocacy
representative

Yulianna Martinez, Parent

Sunghee Park- Parent

HRC Staff Present

Antoinette Perez - Director of Children's
Services Judy Samana Taimi - Client Services
Manager

Donna Magana- Client Services
Manager

Katy Granados - Client Services Manager

Ashley Brown- Client Services
Manager

SCDD Staff Present

Brianna Reynoso- State Council

SCDD Staff Absent

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

Visitors

L. Pasz, Interpreter	I. Ramirez, Parent
V. Gomes, Parent	M. Ito, Parent
C. Lehman, Independent Facilitator	J. Zegara Huacachi
A. Morales, Aveanna FMS	P. Abdon
I. Munioz, Parent	K. Vuong, Client
R. Lasca, Independent Facilitator/ASLA	

Welcome: Introductions of committee members and guests.

Approval of Minutes

Quorum was established; 8 committee members present during zoom meeting. Deaka McClain and David Oster motioned for approval of minutes. Minutes from August 12, 2020 meeting were approved. Linda Chan-Rapp abstained.

Harbor Regional Center Monthly Update - Antoinette Perez, Director
Children's Services,

- There are 95 individuals who are part of the SD Program
 - Of the 95: 10 participants are live;
 - 4 of the 97 individuals are pending orientation; 2 have completed the 1st part and are only missing the FMS portion and 2 need full orientations.
- An information meeting was held in Spanish on August 26th
 - There were no family participants that attended; although, we had 20 who registered to attend
- Information available on HRC website. Anyone interested to attend any training offered for SDP, please register via HRC website. Next information meeting will be held on October 28th, 2020 at 6 PM.
 - Spanish Information Meeting will be scheduled in November and the date is pending at this time.
- Resource Development:
 - Increased interest from Financial Management Services (FMS) agencies statewide wanting to contract with us. When an inquiry is received, we connect them with HRC Community Services. Our perspective is we want to contract as many as soon as possible so that our participants can have access to many options.
 - At the state and local level, there is an increased interest as to what are the barriers for our participants being successful in the self-determination program. We need to get the funds to give our

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

participants with extra assistance. When you read about self-determination, it seems simple and straight forward, but on the ground, it's very complicated. What is seen of those who are successful are those individuals who are very knowledgeable of the system as a whole and prior to self-determination, they were already self-directing their own services to some degree. It's challenging for families who aren't as savvy about the system and who has limited resources. Looking forward to launching our mentor program to assist those families who are struggling with getting their program up and running.

Statewide Updates:

- Linda Chan Rapp reported on the statewide updates
 - Provided a summary of the barriers discussed from all of the SDAC.
 - Four main areas and two of them have passed and there is not a lot we can do about the two.
 1. The first is implementing self-determination. It was passed in October 2013, thanks to the advocacy of many families and individuals including David Oster who made tons of phone calls almost every day. From the 2013 time when it started, there were a couple of years gap from that point until the first draw of participants where we lost some momentum.
 2. The second concern was the lack of guidance from DDS to regional centers and consumers resulting in inconsistent implementation of the self-determination program across the regional center system.
 3. The third concern was the lack of training for regional center's staff, participants, and families,
 4. The fourth concern was lack of training and development of person centered planners, FMS, Independent Facilitators, and service providers.
 - In terms of recommendations for these 4 barriers, barrier 1 and barrier 2, didn't involve the local advisory committee that much except on the lack of guidance by DDS to regional centers and consumers. It was recommended that the local advisory committee should consult with regional centers on best practices and share with statewide self-determination advisory committee. One of the things that we as a

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

committee should do is not only put out fires and listen to concerns, but also to try and get a handle on what is working. It will be great to hear from those who are active in self-determination on has been helpful with their journey.

- Barrier 3, Harbor Regional has been involved with training and hosting trainings in the past. The recommendation is for regional centers to conduct trainings and orientation at multiple times and places including virtual presentations in English and Spanish. Use of technology when available, combined with individuals, families, and small group meetings should be initiated in order to involve all participants. Local Advisory Committee Members should not only participate in orientations and trainings but should lead them. The focus of all trainings should be on purpose versus process, including emphasis on who is in charge and encouragement of individuality, and creativity of the development of person centered plans. Regional centers should be required to follow-up with all consumers and families to have participated in orientations. Local advisory committees should invite all self-determination program participants to committee meetings.
- The 4th barrier, regional centers to inform and educate current vendored service providers about the self-determination program and should recruit non-vendored providers to offer services to self-determination program participants. Local advisory committees should invite providers to attend their committee meetings in order to inform them of opportunities to provide services and supports.
- To summarize, the action steps that most directly affects us, in terms of the training—as the committee, we could brainstorm as to what trainings we want to prioritize. In addition, we could find out at a future meeting at how vendored providers are being oriented related to self-determination and how it works. We can talk about how people could be invited to our meetings or encourage attending. The information is out there. May need reminders, outreach, or some personal contact to be involved in our meetings. All of us that are members of the self-determination committee are part of the program but none of us have gone live yet.
- To the committee and audience, what are some of the barriers you have encountered in going live?
 - Linda Chan-Rapp: my daughter was accepted into the program in 2019 of November. Since she already had her own person centered plan, it would just be a very direct transfer over to going live. We were

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

distracted with the pandemic and it has been pushed to the back burner. I have all the tools to move forward but just haven't got around to it. I think it is juggling priorities.

- Miriam Kang: Cannot find anyone to do the person centered plan.
- Ivon Muniz: Funding for client's needs, many Latina moms find it difficult to increase the budget because they don't have the information. Service coordinators do not have the training necessary to clarify to families regarding this process. It's something that's new and service coordinator need a lot of training in this area. There are many parents who don't know where to find a PCP developer.
- Antoinette Perez: It's been extremely challenging for the Latino community with respect to self-determination. We have done a great job training the self-determination program service coordinators. There are 22 self-determination service coordinators who have gone through lengthy training. The issue is not that they have not been trained. The issue is that there has been so much misinformation out there in the community and there has not been a lot of clear direction coming from DDS. That's what makes it very challenging for people. If the service coordinators don't have the information you need, reach out to their managers. The managers are available as your second layer of service coordination. They will make the time to meet with you and help you understand. If the manager doesn't give you the information that you feel you need, you can always reach out to one of the directors. I always try to make myself available to every parent that calls me. Utilize your resources and don't just stop at the service coordinator if you feel they are not giving you the information that you need. With respect to person centered planners, this is an area of concern. Highly concerned about some of the Spanish speaking person centered planners that are out there. Concerned about the guidance that they are giving to our Spanish speaking families because they are giving them guidance that is not accurate. When I had the opportunity to meet with the Spanish speaking families, I always try to advise them of what the law says or doesn't say. It's challenging because the trust is not with us, Harbor Regional Center. Even when I try to educate Spanish speaking families, I know they are going to listen to what they are hearing on the streets rather than listening to me. We need to work together to figure out how we are going to make sure that our Spanish speaking families are getting the information that they need.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

We want you to be successful. We want you to have the correct information, all of our parents but particularly true to our Spanish speaking parents. We want to help you understand and feel capable of making decisions on behalf of your child. If you have any suggestions, we are open to hearing them. Individuals and parents can go to the DDS website (www.dds.ca.gov) under self-determination; there you will find every memo that has been issued, questions and answers regarding certain questions regarding, "who funds for the independent facilitator", "who funds for the person centered plan". All those questions are listed in English, Spanish, and other languages.

- Deaka McClain: I decided to put my program on hold due to waiting for some information from one of my providers and a few other things that I am waiting on before I go forward. Covid has helped my process slow down.
- David Oster: Provided the resource for person centered plan developer with Parent Empowerment Project which is part of Autism Speak Los Angeles (ASLA).

Office Clients and Rights Advocacy

- Disability Rights of California's local office is open and available to answer any questions and the phone number is (562) 623-9911. We are putting together virtual trainings in Spanish on Saturday towards the end of the month for Economic Impact Payments (stimulus payments) due to COVID-19 that the Federal Government passed earlier this year. Another training that will be scheduled focusing on Special Education during COVID-19 and that will happen on a Saturday in October in Spanish.

State Council Update:

- Cal OYAS have access to disinfectant wipes. Can coordinate an order through state council for an organization serving 50 or more clients to distribute to your clients. You can send your request to Brianna.reynoso@scdd.ca.gov.
- State council representative, Julie meets with Independent Facilitators on a monthly basis. We are learning about the continuous conflicts that some of the IF's are facing. If you are an IF or dealing with an IF and are facing certain barriers or issues they are facing with client's from going live. We do encourage you to reach out to state council as we want to continue learning about your concerns.
- There is an IF online training in English and Spanish. It was put together by the

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

state council of Orange County office. The flyer can be found on the state council's self-determination facebook page. This is a self-paced six part series. Once completed, a certificate will be mailed to your home.

- Training provided to the Self-Determination Advisory Committee members to learn more about their roles, how to hold the meeting, and efficiency during their local meetings was held with state council. Pending training for all of the advisory committee members will be provided by Brianna.

Self-Determination Transition Fund

- By next meeting, we will have the formal program with the funds we received to come out and do a presentation on that program.

Announcements:

n/a

Public Comments:

- J. Zegara Huacachi expressed a lot of the Latino parents are very busy and may need a reminder one hour before the meeting. Suggesting calling the families or sending a reminder one hour before the meeting. It's easy for them to forget because they are so busy.
- Ivon Muniz: Are the DRC offices open, I tried calling a couple of weeks ago and no one answered
 - Johnanthony Alaimo: The office is open. You should be able to reach someone tomorrow morning. If you have problems, please email at jonnanthony.alaimo@disabilityrightsca.org. The offices are physically closed but are all working remotely.
- Ivon Muniz: Are there any support with the IEP process during COVID1-19?
 - Antoinette Perez: Thank you Ivon for your suggestion. We are trying to support all of our families. We understand that it's a difficult time. I do want to let you know that in addition to what you see with the service coordinators by attending the IEP meetings. Each of our managers are assigned a school district and they meet with the school district quarterly. We are currently compiling a very extensive list that outlines what each school district is doing. So we know which school district is providing equipment, which school district is providing hot spots or wifi, what each district is doing with respect to therapy, the learning models each district is offering, and how IEP's are

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 9, 2020

handled. We are tracking all of the above and that is why we will be doing all of these trainings with OCRA very soon because we want to gear ourselves so we can advocate on your behalf.

- Kim Vuong: suggested more information on what the IF role is in the self-determination process

Next Meeting: October 14, 2020 via Zoom 6 PM to 8 PM

Adjournment/Conclusion:

Meeting was adjourned at 7: 25 PM. Minutes submitted by Judy Taimi

Abbreviations:

- HRC Harbor Regional Center
- SDP Self-Determination Program
- DDS Department of Development Disabilities
- SDAC Self-Determination Advisory Committee
- IF Independent Facilitator
- PCP Person Centered Plan
- SC Service Coordinator
- SCDD State Council on Developmental Disabilities
- OCRA Office of Clients Rights Advocacy
- DRC Disability Rights of California
- IEP Individual Education Plan

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 14, 2020

Opening:

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:05 PM on Wednesday October 14, 2020 via zoom. Quorum was established.

Committee Member

Present

Linda Chan-Rapp, Parent

Rosalinda Garcia- Parent

Miriam Kang, Parent

Deaka McClain, Client

David Oster - Client

Paula Quiroz

Julianna Martinez-

Parent

Sughee park

Johnanthony Alaimo- Office of Client Rights Advocacy representative

Committee Member Absent

Priscilla Ankrah- Office of Clients Rights Advocacy
representative

Patricia Jordan- Client

HRC Staff Present

Antoinette Perez - Director of Children's
Services Judy Samana Taimi - Client Services
Manager

Donna Magana- Client Services
Manager

Katy Granados - Client Services Manager

Ashley Brown- Client Services
Manager

Liz Cohen- Client Services Manager

SCDD Staff Present

Brianna Reynoso- State Council

SCDD Staff Absent

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 14, 2020

Visitors

L. Pasz, Interpreter
V. Gomes
O. Gonzalez
T. Jonez
Elia
Gilberta
A. Gomes
A. Castellano

H. Jimenez
M. Zavala
M. Mitchell
Silvia
C. Pena
A. Gomes
L. Ortega

Welcome: Introductions of committee members and guests.

Approval of Minutes

Quorum was established; 8 committee members present during zoom meeting. David Oster and Sughee park motioned for approval of minutes. Minutes from September 9, 2020 meeting were approved. Linda Chan-Rapp abstained.

Harbor Regional Center Monthly Update - Judy Taimi Client Services

Manager

- There are 95 individuals who are part of the SD Program
 - Of the 95: 14 participants are live
 - 25 approved budgets
 - 14 spending plans completed
 - 22 completed PCP plans; 5 PCP in progress
- An information meeting is scheduled September 28, 2020 at 6PM.
 - Information available on HRC website. Anyone interested to attend any training offered for SDP, please register via HRC website.
 - Spanish Information Meeting will be scheduled in November and the date is pending at this time.
- HRC SC training has been initiated across all three departments as of October 2020

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 14, 2020

Statewide Updates:

- Suggested monthly reports of SDP activity (PCP plans, Budgets, Live, etc.)
- Suggested local advisory committee participants to lead orientations/ active participants, as we approach 2021 begin to brainstorm what that can look like
- Suggested to invite SDP participants to local advisory meeting and invite vendored and not vendored providers to inform participants of opportunities in terms of getting services and supports.
- Statewide will be invited to an SDP Advisory Committee meeting to present on SDP. A date has not been confirmed once determined SDP Advisory Committee participants will be notified.
 - Deaka M- requested clarification on what will be needed regarding State wide presenting during SDP advisory committee.

Office Clients and Rights Advocacy

- Disability Rights of California's local office is open and available to answer any questions and the phone number is (562) 623-9911. Special Education during COVID-19 was held in October 17 10AM-12PM in Spanish via zoom.
https://zoom.us/webinar/register/WN_3oSJ0Wz0SyKxOEZPIDVYPw

State Council Update:

- New participants: role of state council primary role is to support committee members by state council and RC. Provide information and resources as needed. Brianna Reynoso can be contacted at Brianna.reynoso@scdd.ca.gov.
- Training provided to the Self-Determination Advisory Committee members to learn more about their roles, how to hold the meeting, and efficiency during their local meetings was held with state council. Pending training for all of the advisory committee members will be provided by Brianna.

Self-Determination Transition Fund

- 2019-2020- \$57,000 allocated for mentor program (skills through care : introduction presentation will attend November meeting: ideal for parents who have successfully navigated SDP program, looking to hiring them as potential mentors - forward to Children's Department Director Antoinette

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 14, 2020

Perez.

Announcements:

n/a

Public Comments:

- Julianna M - SC's should help prepare parents more to help them navigate zoom meetings. Additionally, it would be helpful for SC's to remind parents of SDP meetings.
- Deaka - suggestion alternative to provide zoom training, to support those who are visual/ audio learners.
- Judy- Reminded participants attending meeting if interpretation is needed for SDP meeting, it is recommended to log in 30 minutes prior to meeting to obtain support from CSM in attendance.
- Sunghee P- Reported there is Korean speaking parent group which is very interested in participating in SDP orientation. Would like to initiate an orientation
 - Judy - informational can be scheduled through SC or to SDP HRC CSM to coordinate with interested group the information can be provided to support their need.
- Julianna M- Proposed SDP Advisory Committee be changed to the 1st Wednesday or 3 Wednesday of every month @ 6pm due to LBUSD special education committee being held at the same time as current SDP Advisory Committee meeting.
 - Request will be furthered review to ensure availability is confirmed across all members and participants in attendance. Linda will provide a follow up at a later time.

Next Meeting: November 11, 2020 via Zoom 6 PM to 8 PM

Adjournment/Conclusion:

Meeting was adjourned at 7: 30 PM. Minutes submitted by Donna Magaña

Abbreviations:

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HARBOR REGIONAL CENTER
Self Determination Advisory Committee
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October 14, 2020

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- DRC Disability Rights of California
- IEP Individual Education Plan

**Harbor Regional Center
Service Provider Advisory Committee
October 6, 2020 10:00 am
Virtual via Zoom Meeting**

Committee Members Participants

Member Name	Organization
Paul Quiroz, Chairperson	Cambrian Homecare
Mary Grace Lagasca	InJOY Life Resources
Patricia Flores	Life Steps Foundation
Terri Nishimura	Pediatric Therapy Network
Dee Prescott	Easter Seals
Jeri Miles	Mentor Network
Donna Gimm	Mentor Network
Ryan Reiger	Mentor Network
Scott Elliott	ICAN LA

HRC Staff Participating

Staff Name	Title
Vincente Miles	Community Services Director
Pat Del Monico	Executive Director
Patrick Ruppe	Executive Director
Judy Wada	Chief Financial Officer
Leticia Mendoza	Community Services Department Assistant
Erica Reimer Snell	Harbor Regional Center
Mary Hernandez	Director of Case Management Support Services
LaWanna Blair	Director of Early Childhood Services
Nancy Spiegel	Director of Information and Development
Tes Castillo	Assistant Controller
Ute Czettel	Controller
Ashley Ayala	Fiscal Monitor

Call to Order

Paul Quiroz called the meeting to order at 10:05 a.m.

HRC Report Updates

Vincente Miles, Director of Community Services provided HRC Report:

- COVID Update
- Intake and Eligibility Update
- HCBS Update
- ASDM Update
- PPP Loan and CARES Act Update
- NCI Report

HRC Report

DDS continues to posts on their website the latest data reports for COVID-19

- COVID data by client characteristics –gender, ethnicity, age. Over 50% appear to be males, average age range 45-64 years old. The Hispanic population continues to be highest percentage reported has having tested positive for COVID-19.
- Total number of 157 client deaths reported who tested positive for COVID -19.
- Central Valley Regional Center reported the highest number of 266 clients tested positive for COVID-19.

Intake and Eligibility Update

LaWanna Blair, Director of Early Childhood Services provided an update regarding referrals for Intake an Eligibility. Last month there was an increase in the number of referrals received. HRC has been providing remote testing to families during the current pandemic. In-Person testing is now available at the HRC Long Beach office for those families interested and do not have the capability to do testing remotely. There will be two vendored psychologists allowed per day to do in-person testing. HRC has put safety precautions in place such as air purifiers, Plexiglas dividers etc. in the larger conference rooms. Families will be provided in advance COVID screening form.

HCBS Update

Erica Reimer Snell provided an update on the HCBS Final Rule Compliance report. The deadline date for the CMS rule has been extended to March 2023 in response to the COVID-19 pandemic. 100% of HRC service providers completed their self-assessments. The next phase will be for HRC staff to work with the service providers to review and modify their program designs to meet the federal requirements. DDS will be conducting site assessments. DDS and HRC will be providing ongoing trainings for service providers. Information will be posted on HRC website.

ASDM Update

Judy Wada provided update. **Traditional Services-** Services are the same (frequency & duration) as those provided before COVID-19 = No change to service model.

Alternative Services- Services provided from alternative service options and may be different from “vendored” services to meet clients’ needs that emerged due to COVID-19 Services are a combination of services provided remotely, alternate locations, and different services to meet clients’ needs due to COVID-19 =Alternative Services Delivery Model. All service providers providing alternative services to clients must complete the certification form and submit to HRC in order to receive payment. The Next Steps:

- Additional information from DDS

- Regional Centers to receive the DDS monthly rate calculations to go effective 11/1/20.
- Service Providers engage with clients about use of Alternative Services and provide new or revised service plans.
- DDS will establish monthly reporting requirements
- Identifying additional accountability and outcome measures
- Technical assistance training
- Ongoing evaluation of Alternative Services

PPP Loan and CARES Act Update

Judy Wada reminded service providers that PPP Loans are still available to apply for those eligible. New application dates are Oct.5th – Nov.6th, 2020.

National Core Indicators (NCI Report)

Nancy Spiegel, Director of Information and Development provided report on this tool that has been used by public developmental disabilities agencies to measure and track effectiveness of services as reported by individuals served. DDS contracts with State Council to conduct annual surveys on these measures.

Patrick Ruppe, new Executive Director for HRC was introduced and welcomed by the committee members.

Pat Del Monico announced to the committee members that her last day at HRC will be October 30, 2020. She is retiring. The committee members expressed their great appreciation to her for the years of service and leadership.

HRC provided notice of the next public Performance Contract Meeting scheduled for October 21st from 3:00 -4:00pm. SPAC members are encourage to attend.

HRC continues to host weekly check in meetings with day programs via Zoom.
HRC continues to provide PPE supplies for service providers for those in need.

Service Providers were encouraged to contact Judy Wada for any questions regarding their billing. Service Providers are encouraged to check HRC website for latest updates.

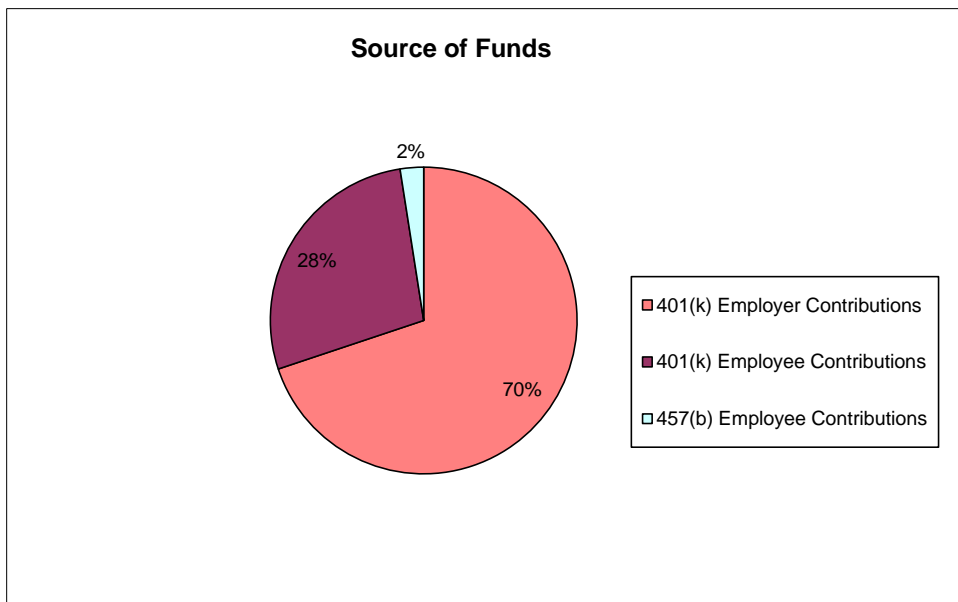
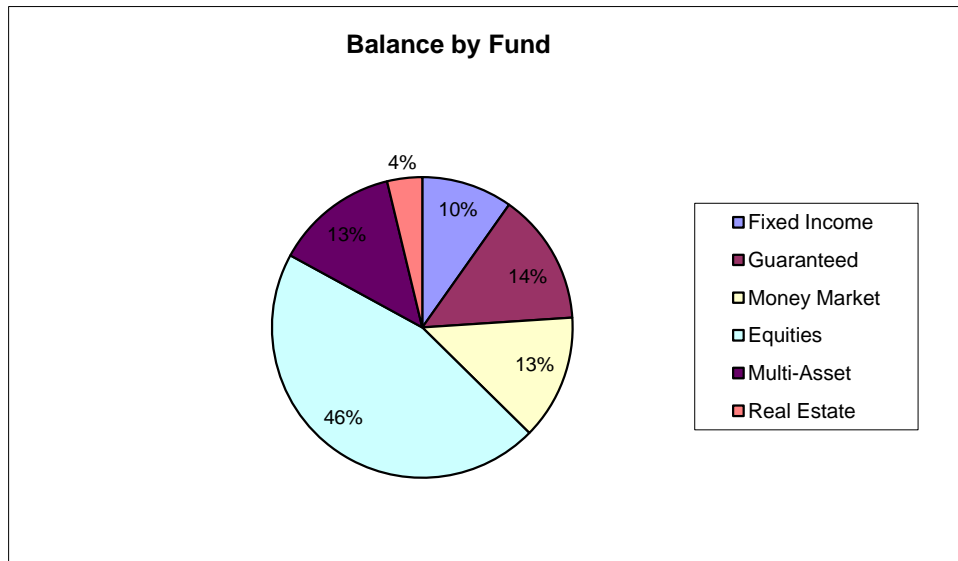
Next committee meeting is scheduled for December 1, 2020
Meeting adjourned at 11:00 a.m.

**Harbor Regional Center
Retirement Plan Balances as of 9-30-2020**

	401(k) Employer Contributions	401(k) Employee Contributions	457(b) Employee Contributions	Total Balance
Fixed Income	\$3,775,869	\$1,370,971	\$191,294	\$5,338,133
Guaranteed	\$4,369,140	\$2,708,776	\$638,793	\$7,716,709
Money Market	\$5,553,150	\$1,665,466	\$97,761	\$7,316,377
Equities	\$17,662,749	\$6,836,516	\$329,576	\$24,828,840
Multi-Asset	\$5,405,428	\$1,748,000	\$82,292	\$7,235,721
Real Estate	<u>\$1,306,120</u>	<u>\$741,555</u>	<u>\$5,049</u>	<u>\$2,052,724</u>
Total	\$38,072,455	\$15,071,284	\$1,344,765	\$54,488,504

* Plan Balances include active and terminated employees still in the Retirement Plan.

** Employee Contributions include **\$1,426,876** in Rollover funds.



**Harbor Regional Center
Retirement Plan Balances as of 9-30-2020**

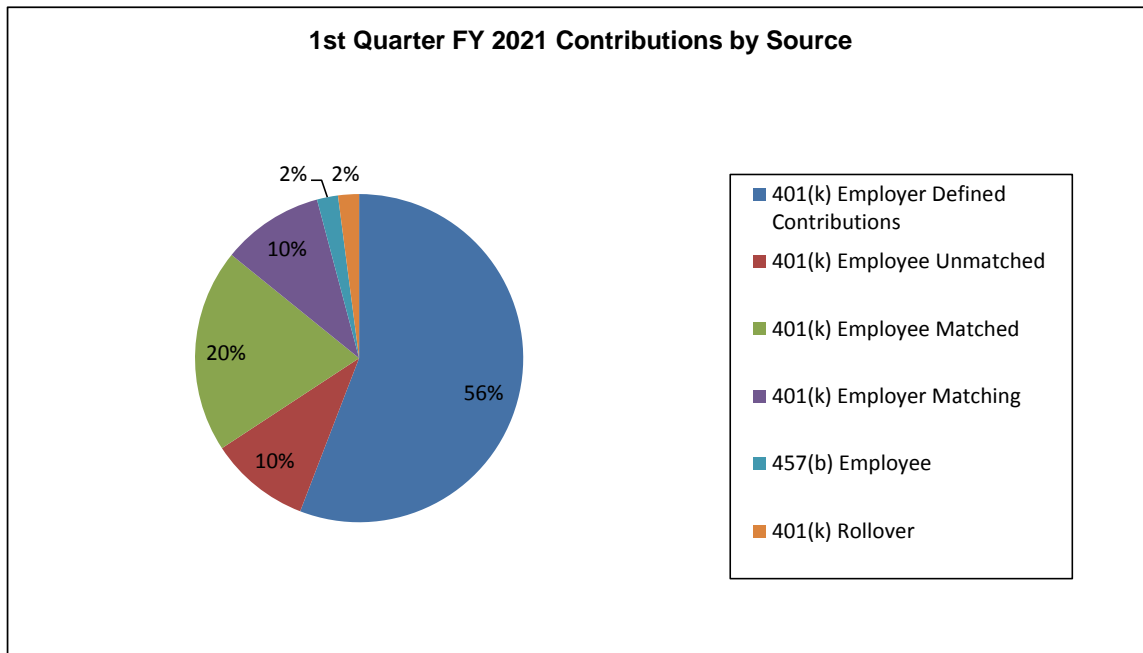
	<u>401(k)</u>	<u>457(b)</u>
Fund Balance 6/30/20	\$50,406,836	\$1,278,744
Activity 7/1/20 - 9/30/20		
Distributions	(\$568,245)	\$0
Contributions	<u>\$946,153</u>	<u>\$20,047</u>
Net	\$50,784,745	\$1,298,791
Fund Balance 9/30/20	\$53,143,739	\$1,344,765
Gain/(Loss)	\$2,358,995	\$45,974
% Gain/(Loss) for the Period	4.68%	3.60%

Participants

Active Employees in Retirement Plan	332	6	53%
Terminated Employees in Retirement Plan	299	3	47%
Active Employees Total Balance	\$36,749,880	\$1,072,998	69%
Terminated Employees Total Balance	\$16,393,860	\$271,767	31%

Contributions

Employer		
Defined (10%)	\$539,572	\$0
Matching (50% of Employee Matched)	\$96,976	\$0
Employee		
Matched (up to 6%)	\$193,953	\$0
Rollover	\$19,904	\$0
Unmatched	<u>\$95,748</u>	<u>\$20,047</u>
	\$946,153	\$20,047



**Harbor Regional Center
Retirement Plan Balances as of 9-30-2020**

<u>Loan Information</u>	<u>as of 6/30/2020</u>	<u>as of 9/30/2020</u>	<u>Increase/ (Decrease)</u>
Employees with Loans			
Active Employees with Loans	28	28	0
Terminated Employees with Loans	<u>3</u>	<u>4</u>	<u>1</u>
Total	31	32	1
 Average Balance Amount	 \$7,965	 \$9,860	 \$1,895
 Loan Value Total	 \$246,915	 \$315,512	 \$68,598

Public Comment

- We have arrived at the time on our agenda for public comment
- **Participants should now turn the “interpreter” at the bottom of your screen back to English.**
- We will call upon each person who has asked to address the Board through **CHAT**
- You may submit questions, comments, etc. to: publicinput@harborrc.org





Next Board Meeting – January 19, 2021

ADJOURNMENT

Thank You



HRC Board Meeting
November 17, 2020

