Committee Members Present:

Ana Acton
Beth Dewitt
Christina Mills
Dani Anderson
Derrell Kelch
Eldon Luce
Elsa Quezada [phone]
Pam Miller
Paula Margeson
Victoria Jump

Guests Present:

Anson Houghton, Agency on Aging Area 4
April Wick, Resources for Independent Living
Gary Robbins, Riverside County Office on Aging [phone]
Jewel Lee, Riverside County Office on Aging [phone]
Julia Hales, Marin Center for Independent Living
Marco Rodriguez, County of Orange Office on Aging [phone]
Renee Dar-Khan, Riverside County Office on Aging [phone]
Rowena Fontanos, Institute on Aging
Suzy Bischalaney, San Francisco Department of Aging and Adult Services

State Agency Representatives Present:

Ed Long, California Department of Aging (CDA)
Mary Sibbett, CDA
Paula Acosta, CDA [phone]
Wilson Tam, CDA
Irene Walela, California Department of Rehabilitation (DOR)
11:00 Opening of Meeting

Agenda Item 1: Welcome and General Introductions

The meeting was called to order and members, guests, and state agency representatives were introduced.

Agenda Item 2: Review Agenda and Approve Previous Meeting Minutes

No additions to the October 19, 2018 agenda. A motion was made by Pam Miller and seconded by Dani Anderson to approve the agenda and previous meeting minutes.

Agenda Item 3: ADRC Advisory Committee Memberships and Application Process

Two documents were provided to the Committee:

1) ADRC Advisory Committee Charter (amended May 18, 2018): Outlines the make-up of the ADRC Advisory Committee including the maximum number of representatives (15) and specific group representation.

2) ADRC Advisory Committee Membership: Outlines the current groups represented; the number of members representing each group; and the current members’ names, represented organizations, and term expiration dates.

Based on current membership, the Committee has 12 of the 15 member seats filled and does not have representatives for Mental Health, Veterans, and Health Plan groups.

The Committee discussed the following:

- Need for having broad representation on the Committee in addition to AAAs and ILCs
- Targeting strategic groups and organizations for representation on the Committee
- Filling membership vacancies
- Ideal Committee members should have decision-making capacities within their group/organization
- Creation of an objective membership determination process (e.g., membership should be primarily based on the group/organization represented)
- Current and future membership application and confirmation processes
- Establishment of a membership subcommittee to review applications and confirm memberships
- Membership term limits (e.g., three two-year terms)
- Each organization on the Committee may select a primary and secondary representative
- Non-members can still participate in ADRC Advisory Committee meetings

Next Steps:
- Establish a Membership Subcommittee for:
  - Determining the strategic groups and organizations to target
  - Determining the ideal number of representatives for each group
  - Developing a recruitment outreach plan and materials to fill vacancies
  - Determining a methodology for objective evaluation of applications and determination of membership
  - Updating the ADRC Advisory Committee Charter
- Seek members for the Membership Subcommittee
  - Dani Anderson and Victoria Jump has volunteered to be members
  - Wilson Tam will provide administrative support

**Agenda Item 4: Department of Health Care Services (DHCS) Presentation**

Wilson Tam, CDA, presented on behalf of Urshella Starr, DHCS, who was unable to make it to this meeting. The presentation provided the following information:

1) Money Follows the Person (MFP)/California Community Transitions (CCT)
   - Program Updates
     - **History of MFP/CCT:** The Patient Protection and Affordable Care Act of 2008 extended MFP/CCT through 2016 and allowed flexibility to use any unspent funds through 2020. The last day for enrolling beneficiaries was December 31, 2018.
     - **Future of MFP/CCT:** In November 2018, DHCS was informed about 1) House Bill 7217 to extend MFP for 90 days to provide time for the House and Senate to develop a bill for a longer-term extension and 2) a separate bill to extend MFP for five years, which would extend the last day for enrollment to December 31, 2021. Discussions are currently tied up in the federal government shutdown.

2) Home and Community-Based Alternatives (HCBA) Waiver and HCBA Waiver Agencies
   - The HCBA Waiver provides care management services to persons at risk for nursing home or institutional placement. These care management services are provided by designated HCBA Waiver Agencies with a multidisciplinary
care team comprised of a nurse and social worker. The care team coordinates Waiver and State Plan services and arranges for other available long-term services and supports available in the local community. DHCS and CDA is exploring a partnership opportunity between local ADRCs and HCBA Waiver Agencies to provide consumers with information and access to Medi-Cal and non Medi-Cal services.

3) Whole Person Care (WPC) Pilots

- The overarching goal of the WPC Pilots is the coordination of health, behavioral health, and social services for Medi-Cal beneficiaries, who have been identified as high users of multiple systems, to achieve better health outcomes.
- Governor Newsom’s budget proposal includes $100 million of General Fund for the WPC Pilots.
- The Committee discussed possible partnership opportunities for ADRCs to support the WPC Pilots initiative.

The Committee came up with the following questions for DHCS:

1. If the federal government extends the MFP program, what does DHCS plan to do with the funding? How will an extension impact participants and service providers?
2. Are there obstacles which are slowing down the approval of HCBA Waiver services?
3. What would a partnership between ADRCs and HCBA Waiver Agencies look like? How can each be of benefit to one another?
4. Will there be flexibility around staffing requirements at the local level for the various programs funded by the State? (The Committee expressed there are currently different staffing requirements for each program which makes it difficult for local providers to have flexibility in maximizing their staffing resources)
5. How can ADRCs be of support to the WPC Pilots’ goal of coordinating services and achieving better health outcomes for Medi-Cal beneficiaries?

**Agenda Item 5: State Agency Updates**

1. **Department of Rehabilitation**

   Joe Xavier, Director, reported on the following:
   - **Upcoming important dates:** Martin Luther King Jr. Day on January 21 and Ed Roberts Day on January 23.
   - **Administrative transitions:** Governor Newsom is beginning to make Secretary-level appointments. The appointed Secretary for the California
Health and Human Services Agency (Agency) is currently Michael Wilkening. There are three State departments under Agency that have vacancies for the Director position: California Department of Aging, California Department of State Hospitals, and California Department of Social Services. These Director-level positions are expected to be appointed by the Governor.

- **Governor’s Budget Proposal**: Contains 86% one-time investments and only 13% on-going expenditures. Highlights an effort to increase the appointment of people with intellectual and developmental disabilities across State government. Establishes the Brain Health Task Force. Establishes the Department of Juvenile Services under Agency and will be housed within the Department of Corrections and Department of Rehabilitation.

Irene Walela, Deputy Director, reported on the following:

- **DOR’s Budget**: DOR held a teleconference meeting to discuss its Budget. Highlighted items on the Budget include improving DOR’s information technology infrastructure and funding of the Traumatic Brain Injury Program at the historic levels.

- **Reversing of Supplemental Security Income (SSI) Cash-Out**: DOR has partnered with the California Department of Social Services (CDSS) to provide education about and assist in the enrollment for CalFresh benefits due to the reversal of SSI Cash-Out. DOR will be working with Independent Living Centers (ILC) to assist current SSI participants in applying for CalFresh benefits beginning June 1, 2019.

- **Traumatic Brain Injury (TBI) Advisory Board**: DOR received a grant from the Administration for Community Living to establish a TBI Advisory Board, which will focus on development of a TBI registry, statewide needs assessment, and TBI state plan and identification of sustainable funding. 13 of the 15 Board seats have been appointed. The first meeting will be held on February 25, 2019.

- **Transition Services**: DOR provides funding for transition services to its 28 ILCs to assist consumers in moving to the least restrictive community setting of their choice. The funding for transition services equals to $200,000 and comes from Title 7B dollars which are directed by the State Independent Living Council (SILC). Transition services may currently be offered to consumers transitioning from emergency shelters or temporary housing due to emergencies or natural disasters.

2. **California Department of Aging**

   Ed Long, Deputy Director, reported on the following:
➢ **Staffing Changes:** Lora Connolly, Director, retired on December 28, 2018 and Fran Mueller was named the Acting Director. Connie DaMant is the Acting Assistant Director for Legislation and Public Affairs. CDA is recruiting for the Deputy Director position over the Long-Term Care and Aging Services Division.

➢ **CDA’s Budget:** CDA allocated funding for positions within its Community-Based Adult Services Program to assist with monitoring responsibilities and processing of new applications.

Wilson Tam, ADRC Manager, reported on the following:

➢ CDA is recruiting an ADRC staff person to focus on developing training, coordinating day-to-day operations, providing technical assistance, and collecting/analyzing data for ADRCs. The position is expected to be filled prior to the next scheduled ADRC Advisory Committee Meeting.

➢ Congratulations on the designation of Placer County as an ADRC.

➢ CDA is planning to create an ADRC quality assurance tool and update the existing ADRC Designation Criteria, application template, and scoring tool template.

Mary Sibbett, Policy Manager, provided updates about the reversing of SSI Cash-Out:

➢ CDA has partnered with CDSS to provide education about and assist in the enrollment for CalFresh benefits.

➢ CDA has engaged Area Agencies on Aging (AAA) and will be issuing a Request for Proposal to AAAs interested in assisting consumers with application for CalFresh benefits.

➢ CDSS has created two new State food programs for households that may be negatively impacted by the reversing of SSI Cash-Out: 1) Supplemental Nutrition Benefit (SNB) Program and 2) Transitional Nutrition Benefit (TNB) Program.

➢ CDSS has four implementation strategies: 1) Engage and empower clients; 2) Target outreach for awareness and assistance; 3) Streamline customer experience at initial application and beyond; and 4) Develop policy, automation, and training foundation.

➢ CDSS is developing marketing materials that are expected to launch in April 2019 for local agencies to customize and distribute.

**Agenda Item 6: Subcommittee Updates**

The Subcommittees held an in-person meeting today from 10:00 AM – 11:00 AM prior to the full ADRC Advisory Committee Meeting. In addition to the in-person meetings,
the Subcommittees believe it would beneficial to have teleconference meetings in between the in-person meetings to continue discussions and move deliverables forward.

CDA is planning to update the ADRC Designation Criteria and will be asking the ADRC Advisory Committee to convene an ADRC Designation Subcommittee for feedback.

1. **Data and Outcomes:** Subcommittee members include Victoria Jump, Maribel Marin, Ana Acton, and Anson Houghton. Ana Acton, Subcommittee Chair, reported out for the Data & Outcomes Subcommittee.

   - The Subcommittee reviewed the drafted ADRC Data Collection Tool and is developing an Excel workbook for local ADRCs to report data to CDA on a quarterly and annual basis. The quarterly report will focus on collecting service performance data and the annual report will focus on collecting both the service performance data and outcome-driven data (e.g., success stories, ADRC partnerships, etc.).
   - The Subcommittee is developing definitions for each data element being collected.
   - The Subcommittee is planning to provide the drafted workbook/data collection tool and the data element definitions to the ADRC Advisory Committee Meeting on March 15, 2019 for review.

2. **Sustainability:** Subcommittee members include Pam Miller, Dani Anderson, Christina Mills, Eldon Luce, and Julia Hales. Dani Anderson, Subcommittee Chair, reported out for the Sustainability Subcommittee.

   - The Subcommittee discussed the importance of having continuity amongst the designated ADRCs, ensuring ADRCs are achieving ADRC service standards, and development of monitoring tools.
   - The Subcommittee discussed the need to develop an “elevator pitch” for communicating the benefits of ADRCs to consumers and providers.
   - The Subcommittee discussed the need to track ADRC staff changes and continuously educate ADRC staff about ADRC services and program standards.
   - The Subcommittee discussed attaining funding for an ADRC position at the local level to coordinate ADRC activities.
   - The Subcommittee discussed the need to update and continuously maintain the ADRC website and posted materials (e.g., ADRC designation application, scoring tool, etc.)

The Committee discussed the need for a re-designation process to ensure continuity of ADRC services and accountability from ADRC partners. The
Committee discussed benefits of partnership with other No Wrong Door systems to further develop the No Wrong Door concept within each local community.

The Committee discussed strategies for maintaining the ADRC service model through staff turnovers, funding limitations, etc.

3. **Training:** Subcommittee members include Elsa Quezada, Paula Margeson, and April Wick. Paula Margeson, Subcommittee Chair, reported out for the Training Subcommittee.

   ➢ The Subcommittee discussed the parameters of training such as target audiences, training topics, offering of Continuing Education Units, etc.
   ➢ The Subcommittee discussed availability of training resources, training methodologies, and possible partnerships with local universities.

Victoria Jump and Dani Anderson are developing a training related to working with older adults and younger individuals with Alzheimer’s Disease or dementia and will consider sharing the curriculum with the entire ADRC network.

Christina Mills, California Foundation for Independent Living Centers, offered to host, caption, and archive an ADRC training about how to become an ADRC, benefits of an ADRC, how an ADRC works, etc. Christina has reached out to Victoria Jump and Dani Anderson from the Ventura County ADRC Partnership to plan out the logistics for developing such training.

**Agenda Item 7: Sustainability**

Pam Miller, Agency on Aging Area 4, is piloting the use of Older Americans Act Title IIIB Program Development funds to develop a person-centered counseling program for its local ADRCs.

**Agenda Item 8: Partner Updates**

Ana Acton, FREED Center for Independent Living, reported that there will be five SCAN Foundation regional coalitions that will be providing half-day design workshops in communities. The SCAN Foundation is trying to bring together 50-60 individuals in local communities to feed into the LTSS master plan on aging.

Derrell Kelch, California Association of Area Agencies on Aging (C4A), reported C4A’s efforts to redesign the Older Californians Act through introduction of a concept paper. A listening session for the concept paper is scheduled for Friday, January 25, 2019.
Julia Hales, Marin Center for Independent Living, reported the No Wrong Door Task Force has identified its mission, vision, and goals and will share with its partners.

**Agenda Item 9: Next Steps/Action Items**

The next meeting will be held on March 15 2019. Meeting was adjourned.