Aging and Disability Resource Connection
Advisory Committee
CHARTER

Purpose
California's Aging and Disability Resource Connection (ADRC) Advisory Committee's purpose is to engage stakeholders in identifying and implementing strategies to strengthen, sustain, and expand ADRC services throughout the State.

Vision Statement
California has a comprehensive statewide network of ADRCs that facilitate access to services and supports based on individuals' needs, preferences, and goals.

Authority
States are authorized to promote and implement the ADRC partnership model as defined in 42 U.S.C.102(4) under the federal Older Americans Act, On October 9, 2017, Governor Brown signed into law AB 1200 (Chapter 618, Statutes of 2017) which currently defines the Aging and Disability Resource Connection (ADRC) Program in State law. The Committee was established as a result of a decision made on January 30, 2015 by the Long-Term Services and Supports (LTSS) Advisory Committee (LTSS). The LTSS Advisory Committee
recommended that the LTSS Advisory Committee – which advised the Department of Health Care Services

(DHCS) on the California Care Transitions (CCT) Program and the California Department of Aging (CDA) on the ADRC Program – be separated into two distinct advisory bodies.

The ADRC program is administered by CDA in collaboration with DHCS and the Department of Rehabilitation. The ADRC Committee is the primary advisor to CDA, DOR, and DHCS in the ongoing development and implementation of the State's ADRCs. The Committee considers high-level aspects of ADRC program implementation and related Long Term Services and Supports (LTSS) system-wide issues. It also provides input and recommendations to CDA in developing ADRC policies and procedures and serves as a forum for ADRC stakeholders to discuss evolving federal guidance, funding opportunities, and share best practices.

The ADRC statute (Section 9120, Chapter 2 of Division 8.5 of the Welfare and Institutions Code) establishes Area Agencies and Aging (AAA) and Independent Living Centers (ILC) as core partners to lead local ADRC initiatives. Section 9120(d) requires local ADRC partnerships to provide the following core services:

(1) Enhanced information and referral services and other assistance at hours that is convenient for the public.
(2) Options Counseling concerning available LTSS programs and public and private benefits programs.
(3) Short-term service coordination.
(4) Transition services from hospitals to home and from skilled nursing facilities to the community.

**Objectives of the ADRC Advisory Committee Include:**

1. Review and provide recommendations on current ADRC Designation Criteria.
2. Review draft standards for ADRC core services and make recommendations for final standards.
3. Provide recommendations on the development of ADRC monitoring procedures and continuous quality improvement.

4. Provide recommendations on the expansion of ADRCs throughout California.

5. Provide recommendations on the strategic development of a long-term sustainability plan for California ADRCs.

6. Provide recommendations on enhancing the capacity and coordination among ADRC partnerships, community-based organizations, housing providers, and managed care plans to care for individuals discharged from institutions.

7. Assist ADRC core partners to assume key roles in local LTSS infrastructure planning, development, and ongoing implementation.

8. Serve as ambassadors to promote expansion and increased visibility of California’s ADRCs.

9. Identify and assist in securing funding to establish and sustain ADRCs.

10. Develop ADRC promotional materials to share with stakeholders, policy makers, and the public.

**Chairperson(s)**

The ADRC Advisory Committee shall be chaired jointly by:

- A representative from the AAA network appointed by C4A
- A representative from the ILC network appointed by CFILC

Chairperson(s) are volunteers and shall be selected every two years. Chairperson(s) serve for a two year term. If a Chairperson unexpectedly vacates his/her chair position, the appointing organization may appoint a temporary replacement to serve the remainder of the term.

**Membership:**

Membership is limited to a maximum of 15 representatives.

Membership will include a cross-section of representatives from Area Agencies on Aging, Independent Living Centers, the California Department of Veterans Affairs, the California...
Department of Health Care Services, the California Department of Rehabilitation, and other organizations.

Terms for ADRC Advisory Committee members are two years in duration. Members may apply to participate on the Committee for an additional two-year term which will immediately follow their initial term. Members may attend Committee meetings in person or via teleconference. However, members are strongly encouraged to attend all meetings in person to ensure continuity in the meetings. Any member who misses more than two Committee meetings in a calendar year may be asked to relinquish their membership.

**Work Groups**

Work Groups may be ongoing or ad hoc. Work Groups include:

**Data:** To develop and recommend the data to be collected by designated ADRCs.

**ADRC Financing and Sustainability:** To recommend actions and information that have potential to assist local ADRC partnerships sustain LTSS systems to leverage the ADRC model.

**Charter:** To annually, or whenever necessary, review Charter language to recommend relevant changes that ensure the Charter language reflects current goals of the Advisory Committee.

Work Groups may be added or disbanded when there is consensus agreement among members.

**Meeting Frequency and Time Commitment:**

The ADRC Advisory Committee meets bi-monthly from 11:00 a.m. to 3:00 p.m. in Sacramento. The ADRC Advisory Committee will reevaluate the frequency of its meetings periodically to ensure the Committee meets frequently enough to accomplish Committee objectives, but not more frequently than necessary. Meeting agendas will be developed collaboratively by the co-chairs and CDA. Between meetings, members review proposed agenda, meeting minutes, and other technical documents and in preparation for each meeting. They may also participate in work groups. Unless otherwise arranged, meetings will be held at the California Foundation for Independent Living, 1000 G Street, Suite 100, Sacramento, California 95814.
Information Accessibility

Agendas, minutes, supplemental documents and audio-visual materials to be discussed at meetings are circulated and posted on the CDA website prior to meeting dates in order to allow sufficient review and consideration by members prior to the discussion and vote, if applicable. Meeting agenda, minutes and materials shall be in formats that are accessible to all members. Standards for the accessibility of documents by Advisory Committee members with vision, hearing or other challenges shall be based on guidance from the California Department of Rehabilitation and other technical guidance on such matters used by the State of California.