

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 the ADRC/No Wrong Door (NWD) model throughout the State.

Vision Statement

Every community in California has a highly visible, reliable, and universal access point that provides information and facilitates equitable access to long-term services and supports for all Californians – older adults, people with disabilities, caregivers, and families.

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. The Aging and Disability Resource Connection (ADRC) Program is authorized in the [California Welfare & Institutions Code \(WIC\), Sections 9120-9123](#), and administered by the California Department of Aging (CDA) in collaboration with the California departments of Health Care Services (DHCS) and Rehabilitation (DOR).

On January 30, 2015, the Long-Term Services and Supports (LTSS) Advisory Committee established the ADRC Advisory Committee. At the time, the LTSS Advisory Committee advised DHCS on the California Community Transitions (CCT) Program and CDA on the ADRC Program and recommended a separation into two distinct advisory bodies: one for LTSS and another for ADRC.

WIC section 9122(b) states that the ADRC Advisory Committee (“the Committee”), “shall serve as the primary adviser to the [CDA], [DOR], and [DHCS] in the ongoing development and implementation of the [NWD] System described in Section 9121.” As such, the Committee may submit formal recommendations to CDA for its consideration. However, the Committee cannot, independent of CDA, make or share recommendations directly to other entities such as the Legislature, other governmental entities, or stakeholders. The Committee also serves as a forum for ADRC stakeholders to discuss evolving federal guidance and funding opportunities and share promising peer practices.

Objectives of the ADRC Advisory Committee:

1. Review and provide recommendations on ADRC Designation Criteria.
2. Review and provide recommendations on the principles and components of ADRCs.
3. Provide recommendations on the development of ADRC monitoring and continuous quality improvement.
4. Provide recommendations on the statewide expansion of ADRCs.
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/facilities and maintaining independence in their home and community.
7. Assist and support development of 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. Support the development of ADRC awareness strategies, activities, and materials to share with stakeholders, policy makers, and the public.

Chairperson(s):

The ADRC Advisory Committee shall be jointly chaired by:

- A representative from the AAA network appointed by the California Association of Area Agencies on Aging (C4A).
- A representative from the ILC network appointed by the California Foundation for Independent Living Centers (CFILC).

Chairperson(s) are volunteers and shall be selected on an annual basis and serve a one-year term. The Committee will adopt the State fiscal year of July 1 through June 30 for purposes of measuring terms. If a Chairperson vacates their chair position during their term, the appointing organization may appoint a temporary replacement to serve the remainder of the term.

Membership:

1. Composition

The Advisory Committee membership are comprised of volunteers and shall be composed of 19 representatives with voting rights:

- Independent Living Centers (4)
- Area Agencies on Aging (4)
- Consumers of LTSS and caregivers of those who use LTSS (5)
- Other organizations within the LTSS system (6)

Elected members may attend Committee meetings in person or via electronic platform. Members of the Committee may not transfer membership or appoint alternates to attend as their representatives. Any member who misses more than two Committee meetings in a calendar year may be asked to relinquish their membership.

Representatives for “other organizations” may include individuals representing and/or that have extensive knowledge and experience in health care, veteran services, mental health services, disability services, LTSS, housing/homeless services, and other relevant areas. In extenuating circumstances, additional ILC and AAA representatives may serve in place of Other Organizations’ representative positions.

Ex-Officio, non-voting members shall be composed of representatives of:

- California Association of Area Agencies on Aging (C4A)
- California Commission on Aging (CCoA)
- California Department of Aging (CDA)
- California Department of Developmental Services (DDS)
- California Department of Health Care Services (DHCS)
- California Department of Rehabilitation (DOR)
- California Department of Veteran Affairs (CalVet)
- California Foundation for Independent Living Centers (CFILC)
- California State Independent Living Council (SILC)

Ex-Officio members may change or select alternates from time-to-time at the discretion of the respective organization.

2. Appointment

Members shall be appointed by the Director of the California Department of Aging with recommendations from the ADRC Membership Work Group, as appropriate.

3. Term Limits

Members are appointed to a term of two years and must reapply for consideration to serve another term. The Committee will adopt the State fiscal year of July 1 through June 30 for purposes of measuring terms. Term expirations are staggered to ensure future orderly transition on the Advisory Committee.

4. Vacancies

Vacancies will remain open until filled. Applications to join the Committee will be accepted at all times and maintained by CDA's ADRC staff.

An appointee filling a vacated seat with a remaining term will only serve the remainder of the term.

Work Groups:

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

- **Data & Outcomes:** To support the implementation and continual improvement of statewide data collection methods and evaluation tools for measuring and reporting on outcomes and impacts of the ADRC program.
- **Sustainability:** To develop and recommend strategies for maintaining the viability of ADRCs through growth and partnership opportunities.
- **Training:** To support the development of promising practices/standards and training materials to guide Designated and Emerging ADRCs and other stakeholders.
- **Charter:** To annually, or as necessary, review Charter language for recommending relevant changes that ensure the Charter language reflects current goals of the Advisory Committee.
- **Membership:** To recruit potential members, evaluate membership applications, and make membership recommendations to the CDA's Directorate.

Work Groups may be added or disbanded when there is majority agreement among members. Work Group members shall consist of ADRC Advisory Committee members.

Meeting Frequency and Time Commitment:

The ADRC Advisory Committee typically meets every other month. 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 Committee co-chairs and CDA. Between meetings, members review proposed agenda, meeting minutes, and other technical documents in preparation for each meeting. Members may also participate in work groups. Unless otherwise arranged, meetings

will be held via electronic platform and/or at any other suitable location(s) for the Committee to fulfill its responsibilities.

Information Accessibility

Meeting agendas, minutes, supplemental documents, and audio-visual materials are circulated and posted on the CDA website prior to meeting dates to allow sufficient review and consideration by members prior to discussion and vote, if applicable. Meeting 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.