

**Committee Members Present:** Bill Lacy, Will Lewis, Dave Matson, Keith Peeples

**Committee Members Absent:** Trixie Galletti

**Others Present:** Alex Bland: RCRC Client Advocate, Alex Chesstell: RCRC Intake Specialist, Julie Eby-McKenzie: SCDD; Alex Fincher: RCRC Service Coordinator Adult Unit; Ernest Jones, RCRC Service Coordinator Transition Unit, Dwayne Nelson: RCRC Client Services Manager; Kim Orsi: RCRC Executive Assistant, Kim Smalley: RCRC Executive Director

1. **Call the meeting to Order:** W. Lewis called the meeting to order at 4:04 p.m. and called for introductions.
2. **RCRC Eligibility Process:** RCRC's Client Services Manager, Dwayne Nelson and Intake Specialist, Alex Chesstell joined today's meeting to share information regarding RCRC's Eligibility process and help answer questions:
  - a) **How can the process of eligibility be made easier for applicants to be accepted?**

The following details outline the steps in the process of Eligibility/Intake:

- **Referrals for Eligibility:** Referrals can be made to RCRC by community partners like schools, therapists and doctor's offices. Referrals from outside sources are generally faxed to RCRC. Referrals can also be made by calling RCRC's referral telephone line. Anyone can make a referral including an individual who is seeking services or parents, a guardian, family members or other community partners and health professionals.
- **Intake Packets:** This is the first step of the process following the initial referral. The packets are sent to the individual or family member that includes a questionnaire about family history, health history, challenges and what types of services the individual is interested in receiving. To make this process a bit easier, RCRC is available to assist individuals/families with completing the materials in the packet. The information requested will help RCRC get to know the individual and their history. Each packet received is then reviewed to determine if additional information is needed.
- **Intake Process:** Once a completed Intake Packet is received, it is reviewed and when it is determined to be an appropriate application for services, the individual is then assigned to an Intake Specialist who will contact the individual or family to schedule an appointment for the Intake Assessment (initial meeting). These meetings are generally held in person (face-to-face) and take approximately 2 to 3 hours to complete. During this meeting, the Intake Specialist will get to know the individual better and the information collected will be entered into the individuals Social Data Base. The intake specialist will also obtain signed Releases of Information in order to obtain medical and school records to continue building the individual's case for eligibility.
- **Psychological Referral:** Following the Intake Assessment, the Intake Specialist will make a referral to RCRC's Psychologist to complete psychological testing that includes cognitive testing, autistic testing and reviewing adaptive and life skills. The Psychologist will provide a written report to RCRC within 2 to 3 weeks following the testing.
- **Eligibility Staffing:** The Eligibility team meets weekly and will review an individual's records and supporting documents together. Team members include

the intake specialist (who worked with the individual or family), Client Services Manager, Dwayne Nelson, Dr. John Sullivan, M.D. and Psychologist, Dr. Robin Kissinger. Individuals and/or parents are also welcome to attend the staffing meetings to discuss their case with this team.

Based on the criteria and evidence provided, this team will determine if the individual is eligible to receive services. Criteria for eligibility of a developmental disability includes autism, intellectual disabilities, cerebral palsy/epilepsy or a similar condition similar to that of a developmental disability noted as 5<sup>th</sup> category. This team also reviews substantial disability in the following areas: Communication, self-care/self-direction, learning, mobility, independent living and economic self-sufficiency (is the individual working, can they pay their bills, etc.). Following the Eligibility Staffing, the Intake Specialist will contact the individual/family and notify them of the results.

- **How Long Does the Eligibility/Intake Process Take:** Per the Lanterman Act, Regional Centers have 120 days (4 months) to determine eligibility of an individual. RCRC does strive to process all referrals as soon as possible and make it as easy as possible for the individual/families.

**b) What services along with identifying other services may be available for individuals who are not eligible for RCRC services?**

The Intake Specialist will meet with the individual or family to discuss and review why they were not found eligible for RCRC Services. If the individual is in school, they will be provided information of whom to contact at the local Office of Education for assistance. The Intake Specialist will also forward the Psychological Assessment to the school if there is a Release of Information to do so. The Intake Specialist may also provide contact information to a local Behavioral Health or generic services like Remi Vista or California Children's Services.

W. Lewis requested additional details regarding the 5<sup>th</sup> Category: In order to be found eligibility for RCRC services, an individual must be found to have a substantial disability in three life areas. The 5<sup>th</sup> Category compares the individual to peers who are of the same age, school records, cognitive testing (may not test below 70%) and overall global developmental delay (ages 4 to 5 year olds) will be considered. Traumatic Brain Injuries (TBI) may also fall in the 5<sup>th</sup> category. The Eligibility Team will review all aspects to determine whether or not services that RCRC provides are relevant or appropriate and if RCRC can support the individual's needs.

As of July 2021, there is now a new eligibility category for children age 3-4 years of age who may be found to be substantially disabled in two of the three areas. This will allow RCRC to continue Early Start supports before the age of 5 (the child will be reassessed at age 4 years 9 months). RCRC currently has approximately 20 children receiving services under this category.

The CAC thanked both Dwayne Nelson and Alex Chesstell for attending today's meeting and for sharing these details related to RCRC's Eligibility process.

CAC Meeting  
 Thursday, January 6, 2022

**Additional Discussion:**

- ARCA Trainings: Dr. Smalley reminded the CAC that they are welcome to attend the ARCA Academy Trainings and to watch for emails from K. Orsi with details for upcoming trainings which are always very informative.
- Self-Advocacy Monthly News Letter: J. Eby-McKenzie shared the following link for members of the CAC to sign up for their monthly newsletter at: <https://www.selfadvocacyinfo.org> They also have a Monthly Self Advocacy Chat if interested in joining in. K. Orsi will forward an email with the links to several Self-Advocacy groups that were shared during the December 2<sup>nd</sup> Training.
- SCDD conducts trainings for Community Care Licensed facilities and would like to invite self-advocates who have lived in similarly licensed facilities to provide their experiences. If anyone is interested, please contact J. Eby-McKenzie at the North Coast Office of the SCDD at 707-463-4700 or by email at [julie.eby-mckenzie@scdd.ca.gov](mailto:julie.eby-mckenzie@scdd.ca.gov)

The next meeting of the CAC will be held on February 3<sup>rd</sup> and a training topic will be selected and scheduled for March 3<sup>rd</sup>.

3. W. Lewis Close the meeting at 5:01 p.m.

Respectfully submitted by:  
 K. Orsi, Executive Assistant

<p><u>Acronyms:</u> Updated 11/10/21</p> <p>AB: Assembly Bill          ADA: Americans with Disabilities Act          ARCA: Association of Regional Center Agencies          ASD: Autism Spectrum Disorder          ASP: Alliance of Service Providers          BCBA: Board Certified Behavioral Analyst          CAC: Client Advisory Committee          Cal-ABLE: California Achieving a Better Life Experience          Cal-OSHA: California Occupational Safety and Health Act          CARE: Commission on Accreditation of Rehabilitation          CCL: Community Care Licensing          CDC: Center for Disease Control          CDER: Client Development Evaluation Report          CPP: Community Placement Plan          CRA: Clients' Rights Advocate          CRDP: Community Resource and Development Plan          DDS: Department of Developmental Services          DHHS: Department of Health and Human Services          DSP: Direct Support Professionals          EBSH: Enhanced Behavioral Home          ED: Executive Director          EVV: Electronic Visit Verification          HCAR: Humboldt Community Access and Resource Center          HDO: Housing Development Plan          HSU: Humboldt State University          I/DD: Intellectual/Developmental Disability          IEP: Individualized Education Program          IFSP: Individual Family Service Plan</p>	<p>ILS: Independent Living Service          IPP: Individualized Program Plan          LCSW: Licensed Clinical Social Worker          MHSA: Mental Health Services' Act          MSW: Master of Social Work          NCI: National Core Indicator          OCRA: Office of Clients' Rights Advocacy (See CRA)          OPS: Operations          PEP: Purchase of Services Expenditure Projection          PPE: Personal Protection Equipment          POS: Purchase of Services          RAC: Regional Advisory Committee          RCDSC: Redwood Coast Developmental Services Corporation          RCHDC: Rural Communities Housing Development Corporation          RCRC: Redwood Coast Regional Center          SCDD: State Council on Developmental Disabilities          SDP: Self Determination Program          SLS: Supported Living Service          SB: Senate Bill          SELPA: Special Education Local Plan Area          SSI: Social Security Income          SSP: State Supplementary Program          START: Systemic, Therapeutic, Assessment, Resource and Treatment          UVAH: Ukiah Valley Association of Habilitation          WIC: Welfare and Institutions Code</p>
--	---