# **California Department of Rehabilitation (DOR), Traumatic Brain Injury (TBI) Advisory Board Sub-Committees**

# Meeting Minutes

# October 11, 2022

**Opening**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:41 a.m. on October 11, 2022, via virtual meeting by Brandi Bluel.

**DOR Updates (provided at all meetings) – Megan Sampson and Tanya Thee**

ILATS Staffing

* Brandi Bluel is leaving DOR to become the new Executive Director at Resources for Independent Living, her last day is October 19, 2022
* TBI AGPA (Brandi Bluel) – preparing to post announcement
* IL SSA/AGPA (Phi Phi Phan) – appointed Scott Schmidt
* CPUC/VO SSA (new) – appointed Michael Lee
* AT AGPA (Karl Ortega) – currently interviewing
* IL SSM I (Jocelyne O’Toole) – currently interviewing
* ILATS OT (George Moultrie) – reviewing applications

Home and Community Based Services (HCBS) Funding

* HCBS Spending Plan Fund application for $5M was approved in January. Purpose is to increase services in unserved/underserved areas by providing additional funding to existing sites and provide funding to six new sites.
* All contracts have been executed and programs are submitting invoices.
* All expenses must be incurred by January 31, 2024.

Board Member Updates

* Randy Dinning moved from Data Analytics Committee to the Education and Public Outreach Committee.

Survivor Committee

* Committee meets twice per month.
* Kristie Warren has been selected to as Lead for the committee, with Erin Johnson as back-up.
* Developed a tri-fold pamphlet about “what I wish I knew” for newly diagnosed TBI survivors, in the final review stage

Supplemental Public Health Workforce Funding (PHWF)

* The six grantee sites will hire a TBI survivor to assist with responding to the COVID pandemic.
* Funding will be provided via a negotiated contract.
* $73,350 available for all sites ($12,225.00 each)
* A request was emailed to the sites last week to determine who will be participating.
* A Scope of Work will be sent to the sites soon.
* Anticipated effective date will be January 1, 2023.

ILATS Program Updates

* Independent Living - New fiscal year just started for IL
* Assistive Technology – Solicitations for new grants this year
* Systems Change - Solicitations for new grants this year
* Voice Options – Served 1340 consumers so far this year
	+ Targeted outreach to find consumers in Alpine, Amador, Calaveras, El Dorado, Lake, Mariposa, Mendocino, Placer, Stanislaus and Tuolumne

**Data Analytics Committee**

Meeting was called to order at 8:41 a.m. by Brandi Bluel, TBI Program Administrator.

**Committee Business – Brandi Bluel**

**\*Members Present**

Todd Higgins, Disability Rights California and TBI Survivor

Dr. Charles Degeneffe, San Diego State University

Dr. Daniel Ignacio, St. Jude Health and TBI Survivor (partial meeting)

**\*Members Not Present**

Michael Roscoe, TBI Survivor

Robert Medel, TBI Survivor

Natalie Lebeck, TBI Survivor

**\*DOR Staff Present**

Megan Sampson, DOR Independent Living and Assistive Technology Section (ILATS) Chief and TBI Survivor

Ana Acton, DOR Deputy Director Independent Living and Community Access Division

Tanya Thee, DOR TBI Program Administrator

Brandi Bluel, DOR TBI Program Administrator

Angela Stevens, DOR TBI Program Administrator

**\*Public Present**

Dan Clark, Community Advocate

Theresa Woo, TBI Advisory Board Member (partial meeting)

**Committee Objectives Overview – Brandi Bluel**

Objective: Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.

Outcome: Create data informed education and training leading to expanded services and supports for TBI survivors.

Product: Culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry.

Logic Model (defines common goals, objectives, and shared ‘why’)

* Determine problem statements
	+ Conducting only one needs assessment fails to capture the changing and current nature of TBI related needs in CA.
	+ There is a lack of understanding of the needs of specific populations of persons with TBI and the needs assessment should better capture these needs to inform the service system.
	+ Due to the limited use of registry demographic data, this has limited the scope of the needs assessment process.
* Develop goal statements
	+ We will implement a process to conduct a needs assessment every two years.
	+ Identify the specific populations that we currently lack data on to include them in future needs assessments.
	+ The needs assessment will be strengthened by utilizing data from the registry.
* Identify external factors
	+ *Number of resources, availability of ACL funding, other funding sources, need to find a vendor, time, lack of data (e.g., medical information, homelessness, justice involvement, activities of daily living) from registry sources, how do we identify the populations we haven’t identified.*
	+ *Identify partners in various communities, creating trust with underrepresented communities in the needs assessment process, creating linkages to community-based organizations to assist in the needs assessment process, understanding census data to better understand the populations in CA, need to get support from other states on how to reach rural and difficult to reach communities (e.g., NASHIA).*
	+ *Get support from NASHIA to get ideas on different ways to use registry data, need to select a vendor with expertise to incorporate registry work we want done, address barriers to use registry data in the needs assessment process in a format that could be used.*
* Make assumptions
* Identify resources
* Project outcomes
* Identify activities

Board Member/DOR comments:

* Dan asked if there is a monetary maximum for a needs assessment contract.

Timeline

* November – Develop timeline and select Committee Lead
* January – Begin project work

**Future Meeting Dates**

* TBI Board Meeting – October 17, 2022
* TBI Board Committees – November 8, 2022

**Public Comment - None**

**Adjournment**

The meeting adjournment was motioned by Todd Higgins and second by Dr. Charles Degeneffe at 10:31 a.m.

**Education and Public Outreach Committee**

Meeting was called to order at 11:05 a.m. by Brandi Bluel, TBI Program Administrator

**Committee Business – Brandi Bluel**

**\*Members Present**

Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation

Vincent Martinez, Family of a TBI Survivor

Heidi Frye, Independent Living Center of Kern County and TBI Survivor

Randy Dinning, Regional Ombudsman

Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente

Theresa Woo, Department of Rehabilitation and Family of a TBI Survivor

Erin Johnson, TBI Survivor

**\*Members Not Present**

Susan Hansen, Marriage and Family Therapist and TBI Caregiver

**\*DOR Staff Present**

Tanya Thee, DOR TBI Program Administrator

Brandi Bluel, DOR TBI Program Administrator

Angela Stevens, DOR TBI Program Administrator

**\*Public Present**

Dan Clark, TBI Advocate

**Committee Objectives Overview – Brandi Bluel**

Objective: Provide culturally competent resources to entities that intersect with homeless and domestic violence populations AND Identify options for long term funding.

Outcome: Establish and promote plain language materials about TBI for public education through the TBI Survivor Committee AND Create data informed education and training leading to expanded services and supports for TBI survivors.

Product: Education and training materials for medical, rehabilitation, and community support professionals about the needs of TBI survivors and their families.

Logic Model (defines common goals, objectives, and shared ‘why’)

* Determine problem statement
	+ There is a lack of educational materials to distribute to survivors and organizations that currently or may intersect with the TBI community.
	+ The existing educational resources are disparate, disconnected and challenging to disseminate to the appropriate stakeholders.
	+ Resources are not linguistically or culturally accessible.
* Develop a goal statement
* Identify external factors
* Make assumptions
* Identify resources
* Project outcomes
* Identify activities

Board Member/DOR comments:

* Brandi mentioned that the committee will need to select a lead at the November meeting.

Timeline

* November – Develop timeline and select Committee Lead
* January – Begin project work

**Future Meeting Dates**

* TBI Board Meeting – October 17, 2022
* TBI Board Committees – November 8, 2022

**Public Comment - None**

**Adjournment**

The meeting adjournment was motioned by Heidi Frye and second by Dr. Steven Chan at 1:00 p.m.

**Public Policy and Funding Committee**

Meeting was called to order at 2:05 p.m. by Brandi Bluel, TBI Program Administrator

**Committee Business – Brandi Bluel**

**\*Members Present**

Dr. Katie Shinoda, Mercy General Hospital

Eric Williams, TBI Survivor

Kristie Warren, TBI Survivor

**\*Members Not Present**

Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

Phil Subia, TBI Survivor

**\*DOR Staff Present**

Tanya Thee, DOR TBI Program Administrator

Brandi Bluel, DOR TBI Program Administrator

Angela Stevens, DOR TBI Program Administrator

**\*Public Present**

Dan Clark, TBI Advocate

Lynda Douge, TBI Survivor

**Committee Objectives Overview – Brandi Bluel**

Objective: Identify options for long term funding AND Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.

Outcome: Expands systems to support early identification, intervention, resource facilitation, and coordination for people with TBI AND Identify sustainable funding mechanisms to support locally based TBI services.

Product: A funding model proposal for TBI survivors to receive locally based services through the Department’s TBI sites AND Culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry.

Logic Model (defines common goals, objectives, and shared ‘why’)

* Determine problem statements
	+ Expansion to 12 TBI sites is currently limited by HCBS federal funding (fully funds 6 TBI contracts and augments the 6 TBI Grants funded by the state) end-date of 1/31/24. TBI Grants (state funding) are scheduled to end June 30 2024, with a possible 1 or 2 year extension.
	+ What are sustainable funding sources and how do we connect the data to funding?
	+ What is the amount of funding needed to run a great TBI Program? Include a conceptual model guided by data (consider waiver type services, ADHC, residential programs, behavioral management, population of TBI survivors).
* Develop goal statements
	+ Identify funding sources to create a funding proposal model so there is no lapse in services for the current 12 TBI sites.
	+ Develop a TBI Site structure including staff training, service provision requirements, certification, addressing cultural and language barriers.
	+ Provide DOR with a specific recommendation for TBI program/competency.
	+ Identify external factors
* Make assumptions
* Identify resources
* Project outcomes
* Identify activities

Timeline

* November – Develop timeline and select Committee Lead
* January – Begin project work

**Future Meeting Dates**

* TBI Board Meeting – July 18, 2022
* TBI Board Committees – September 13, 2022

**Public Comment - None**

**Adjournment**

The meeting adjournment was motioned by Kristie Warren and second by Dr. Katie Shinoda at 3:44 p.m.