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

# Meeting Minutes

# January 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 9:06 a.m. on January 11, 2022, via virtual meeting by Susan Hansen.

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

HCBS Funding:

California has received conditional approval of the California Home-and Community-Based Services (HCBS) Spending Plan and may begin implementing all initiatives as conditionally approved. With this funding we said we would give additional funding to the sites awarded to increase capacity and select up to 6 new sites in un-served or underserved areas. DOR is currently working on the RFA but have also been looking into other potential avenues to disperse the funds. Would like feedback on two potential options:

* + wait 6 months to do our original plan and award to existing and then do the RFA for new
  + enter into negotiated contracts without the requirement for a solicitation (not sure yet if this is a viable option)

Request for Application:

DOR issued an appeal decision that was in favor of a re-scoring of the applications which will begin this week and the Intent to Award will post on January 29, 2022. Grant start date will be April 1, 2022 and funding amounts will not change even though we have extended five of the six current grants until March 31, 2022 to ensure continuation of services

Board Member Recruitment:

Megan Sampson is completing the administrative approval process, Director approval is required for all appointees.

Supplemental Public Health Workforce Funding:

ACL has created the Expanding the Public Health Workforce within the Disability Network Program: Traumatic Brain Injury State Partnership Programs (TBI SPP). This program aims to increase the number of public health professionals within the disability networks to address the unique needs of people with disabilities; professionals for new staff or increase the full-time equivalent (FTE) of existing staff under this opportunity. SPP Grantees will meet with NASHIA on January 19, 2022 for an informal discussion related to various ways states can utilize the additional funds.

Bagley-Keene:

The Governor issued [Executive Order N-1-22](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.ca.gov%2F2022%2F01%2F05%2Fgovernor-newsom-signs-executive-order-in-response-to-covid-19-pandemic%2F&data=04%7C01%7CTanya.Thee%40dor.ca.gov%7C1f4f178314d541d510b708d9d163cd32%7C19ed70549d9743c792b16781b6b95b68%7C0%7C0%7C637771048842468957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=2XRvinKbt69pe23m7WFORAcbLP1bdsYvwE8SX5jVAbo%3D&reserved=0) on January 5, 2022 to immediately extend the sunset of [Assembly Bill 361](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleginfo.legislature.ca.gov%2Ffaces%2FbillNavClient.xhtml%3Fbill_id%3D202120220AB361&data=04%7C01%7CTanya.Thee%40dor.ca.gov%7C1f4f178314d541d510b708d9d163cd32%7C19ed70549d9743c792b16781b6b95b68%7C0%7C0%7C637771048842468957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=mxuWmEPZv2vT8y48XR9znQY61TM873ixYZ3O4qnhC50%3D&reserved=0), which extended the flexibilities enabling public agencies to meet remotely during the COVID-19 emergency.

**TBI State Plan Committee**

Meeting was called to order at 9:06 a.m. by Susan Hansen, Committee Lead.

**Committee Business – Susan Hansen**

**\*Members Present**

Susan Hansen – Committee Lead, Marriage and Family Therapist and TBI Caregiver

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

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

Dr. Charles Degeneffe, San Diego State University

**\*Members Not Present**

Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**\*DOR Staff Present**

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

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

Daniel Ignacio, St. Jude

Michael Roscoe

Nicholas Weis

Dan Clark, Public Advocate

**\*Approval of Meeting Minutes**

The approval of the meeting minutes for October 12, 2021 were motioned by Dr. Charles Degeneffe and second by Dr. Steven Chan. Minutes were approved by members Chan, Hansen, Huie and Degeneffe.

The approval of the meeting minutes for December 14, 2021 were motioned by Dr. Charles Degeneffe and second by Dr. Steven Chan. Minutes were approved, with noted edits, by members Chan, Hansen, Huie and Degeneffe.

**ACL Grant – Tanya Thee**

This agenda item was rolled into the State Plan agenda item

**Development of the State Plan – Susan Hansen**

Grant requirements – develop a state plan that will be revised annually

Updates to the State Plan draft:

* Include definitions for ABI and TBI
* Include a survivor stories, quotes and/or photos in the Introduction, symptoms
* Include information from the new RFA to the in the History
* Consistent table formatting
* Sustainable Funding mission statement
* There is currently no state data from the 19/20 annual report

**\*Committee Timeline**

* Split up ‘Future Areas of Focus’ at each committee meeting
  + February
    - Determine the consumer narrative/photo formatting and request from CATBI
    - Make edits to plan from February's Board meeting
    - Draft the 'conclusion' section
    - Review and discuss the 2021 SPP submission for domestic violence and homelessness
    - Continue editing from beginning to end
    - Each member will select a topic from the 'Future Focus' section to complete before next meeting
    - Submit to TARC for review
  + March
    - Draft the 'executive summary' section
    - Continue editing from beginning to end
    - Each member will select a topic from the 'Future Focus' section to complete before next meeting
  + April
    - Final edits from beginning to end
    - Present to Board for 'conditional approval'
  + May
    - Present to committee meetings for FINAL edit suggestions
    - Due to ACL by 5/31/21
  + June
    - FINAL, FINAL, FINAL edits
  + July
    - Final Board approval

**TBI Board Meeting – Susan Hansen**

* Committee Updates
* State Plan draft review
* Ask Board for consumer stories and photos

**Next Steps and Action Items – Tanya Thee**

* DOR will correct December's meeting minutes and post to internet
* DOR will finalize the new project tracking tool
* DOR will update the Board to DOR proposal
* Chuck will draft the 'Veterans/Military' Future Area of Focus
* Lili will draft language for pediatrics and children for future focus
* DOR will send Lili Georgia's State Plan
* DOR will forward resources to assist with Future Areas of Focus to all members
* Committee members will provide comments/edits to DOR
* Steven will draft language for the CA TBI Advisory Board history/current section to include data from RFA TBD
* DOR will create a mission statement and summary for the Survivor committee TBD
* DOR will send the 19/20 State TBI annual report to all members
* Steven will send the State Plan committee notes about ILC-homeless from the 10/12/21 meeting
* Megan will review the accessibility of the new State Plan format

**Future Meeting Dates**

* TBI Board Committees – February 8, 2022
* Board Meeting – April 18, 2022

**Public Comment**

None

**Adjournment**

The meeting adjournment was motioned by Dr. Steven Chan and second by Dr. Henry Huie at 10:34 a.m.

**TBI Needs Assessment Committee**

Meeting was called to order at 10:50 a.m. by Dr. Charles Degeneffe, Committee Lead

**Committee Business – Susan Hansen**

**\*Members Present**

Dr. Charles Degeneffe, San Diego State University

Todd Higgins, Disability Rights California and TBI Survivor

Susan Hansen, Marriage and Family Therapist and TBI Caregiver

Eric Williams, TBI Survivor

**\*DOR Staff Present**

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

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

William Blalock, Assistant to ILATS Chief

**\*Public Present**

Daniel Ignacio, St. Jude

Dan Clark, Community. Advocate

**\*Approval of Minutes**

The approval of the meeting minutes for October 12, 2021 were motioned by Todd Higgins and second by Susan Hansen. Minutes were approved by members Higgins, Hansen, Williams and Degeneffe.

The approval of the meeting minutes for December 14, 2021 were motioned by Todd Higgins and second by Susan Hansen. Minutes were approved, with noted edits, by members Higgins, Hansen, and Degeneffe.

**TBI State Plan – Susan Hansen and Dr. Charles Degeneffe**

* Making great progress on the plan
* Using narrative and charts to simplify the information being provided
* Still want to collect stories, quotes and/or photos of survivors
* Will have TARC review the plan for feedback

**ACL Grant – Tanya Thee**

This agenda item was rolled into the Needs Assessment agenda item

**Needs Assessment Partnership with Health Assessment Research for Communities (HARC) – Megan Sampson**

* Contract is not fully executed.
* Support DOR in getting the RFP out to the public and help build focus areas.
* If the HARC contract is not executed by 2/8/22, DOR will need to perform an in-house needs assessment, which would be a pilot study and request additional feedback about the survey itself.
* Meet the linguistical and cultural competencies across the region – survey multiple languages and regions that are far from the TBI sites. There is an online survey platform that allows to select multiple languages (Vaccine Readiness Survey at DRC).
* Needs Assessment product needs to be submitted to ACL by May 31, 2022. Clarification as to what the product needs to be will be confirmed. Maybe just the survey tool?
* Committee needs three weeks to prepare the Needs Assessment summary and Executive approval will need at least two weeks.
* Request conditional approval at the April Board meeting.
* Need raw survey data by Mid-Late March.
* Additional meetings may need to be held to meet the deadlines.

## **Review Quarterly Site and Annual Data Elements**

## This agenda item was postponed.

**TBI Board Meeting – Dr. Charles Degeneffe**

* Committee updates
* Ask for outlets to disseminate the survey

**Next Steps and Action Items – Tanya Thee**

* DOR will look into setting up a survey where language can be selected by the survey taker
* DOR will find out if DOR has the ability to produce surveys in multiple languages
* DOR will verify the tangible product ACL is expecting
* Members will provide DOR outlets for survey dissemination
* DOR will find out if non-members can assist with NA survey
* DOR will invite the Board member applicants to the April Board meeting
* DOR will schedule weekly NA meetings if the NA survey needs to be done in-house

**Adjournment**

The meeting adjournment was motioned by Susan Hansen and second by Todd Higgins at 12:09 p.m.

**TBI Registry Committee**

Meeting was called to order at 1:05 p.m. by Brandi Bluel, TBI Program Administrator.

**Committee Business – Brandi Bluel**

**\*Members Present**

Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor (arrived late)

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

Dr. Katie Shinoda, Mercy General Hospital

Eric Williams, TBI Survivor

**\*Members Not Present**

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

**\*DOR Staff Present**

Megan Sampson, Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

Dan Clark, Community Advocate

**\*Approval of Minutes**

The approval of the meeting minutes for October 12, 2021 were motioned by Dr. Katie Shinoda and second by Dr. Steven Chan. Minutes were approved by members Shinoda, Chan and Williams.

The approval of the meeting minutes for December 14, 2021 were motioned by Dr. Katie Shinoda and second by Dr. Steven Chan. Minutes were approved by members Shinoda, Chan and Williams.

**\*Prior Action Items**

Tanya Thee reviewed all prior action items and updated status for the Activity Tracker

**ACL Grant – Tanya Thee**

This agenda item was rolled into the Registry agenda item

**TBI State Plan – Dr. Steven Chan and Dr. Henry Huie**

Committee is continuing to make edits for the Board approval.

**Registry Development – Daniel Ignacio**

* The Model Systems Knowledge Translation Center may be a source for data, California had a center that fed into the MSKTC but they are looking for another center.
* Georgia’s website does not fall under HIPPA, how can we ensure confidentiality?
* Prevalence is the number of existing cases right now (CalSpeaks)
* Incidence is the number of new cases
* If the California Trauma Registry data is used for the registry, cannot co-mingle data
  + Other data would be used for comparison purposes
* The intent is to use the CalSpeaks, OSHPD and CATBI data in the registry.

## **Review Quarterly Site and Annual Data Elements**

## This agenda item was postponed.

**CalSpeaks Survey – Tanya Thee**

* Inter-agency agreement is still being processed, goal is to have the agreement to Sacramento State by February 1, 2022.
* 5-8 for the survey process.

**OSHPD Data Request – Tanya Thee**

* DOR is required to prepare a Business Use Case Proposal, currently working on the paperwork. Ninety days is required to receive data.
  + Model data sets for 2015-2019
    - Patient Discharge Data
    - Emergency Department Data
    - Ambulatory Surgery Data
    - Patient Origin/Market Share Data
    - AHRA Prevention Quality Indicator Data
* Epic database has been removed and no longer accessible to the public
* We have 18-19 data that was obtained from Dr. Stewart

**Kaiser Data Collection – Dr. Steven Chan**

## This agenda item was postponed.

**CATBI Proposal – Daniel Ignacio**

This agenda item was postponed

**TBI Board Meeting – Daniel Ignacio**

* Committee update

**Next Steps and Action Items – Tanya Thee**

* DOR will finalize the new project tracking tool
* Daniel will explore Alabama and Nebraska's registries
* Katie will explore Colorado and Georgia's registries online
* Steven will explore Idaho's and Iowa's registries online
* Eric will explore Alaska and Arkansas's registries online
* DOR will explore Kansas's registry online
* DOR will send the Best Practices for Using TBI Registries to Connect People: A National Guide
* All members will review the Best Practices for Using TBI Registries to Connect People: A National Guide
* DOR will send the TBI in the U.S. Future of Registries and Data Systems Guide
* All members will review the TBI in the U.S. Future of Registries and Data Systems Guide
* DOR will share the prior questions asked of other States
* Megan will reach out to MSKTC
* DOR will prepare a state list of who has a registry, link to registry, came to a registry meeting and had best practices in place

**Adjournment**

The meeting adjournment was motioned by Dr. Katie Shinoda and second by Dr. Steven Chan at 2:36 p.m.

**TBI Sustainable Funding Committee**

Meeting was called to order at 2:56 p.m. by Daniel Ignacio, Committee Lead.

**Committee Business – Daniel Ignacio**

**\*Members Present**

Todd Higgins, Disability Rights California and TBI Survivor

Dr. Katie Shinoda, Mercy General Hospital

Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor

Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**\*Members Not Present**

None

**\*DOR Staff Present**

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

Jack Light, St. Jude Brain Injury Network

Dan Clark, Community Advocate

**\*Approval of Minutes**

The approval of the meeting minutes for October 12, 2021 were motioned by Todd Higgins and second by Dr. Katie Shinoda. Minutes were approved by members Higgins, Ignacio and Shinoda.

The approval of the meeting minutes for December 14, 2021 were motioned by Todd Higgins and second by Lili Whittaker. Minutes were approved by members Higgins, Ignacio, Whittaker and Shinoda.

**\*Prior Action Items**

Daniel Ignacio reviewed all prior action items and updated status for the Activity Tracker

Sustainable Funding Committee Mission Statement:

Explore, identify and facilitate sustainable funding for TBI programs and initiatives in the State of California.

The approval of the mission statement was motioned by Todd Higgins and second by Dr. Katie Shinoda. Mission Statement was approved by members Higgins, Ignacio and Shinoda.

**ACL Grant**

This agenda item was rolled into the Development of Sustainable Funding Plan agenda item

**Development of Sustainable Funding Plan – Tanya Thee**

* Add CalAIM to list of potential funding sources
* Quantify the scope of need for TBI services in California. What is the greatest need?
* Research and reach out to other States that have robust residential care, mental health services that are TBI specific. What are the costs for these types of programs?
* Minnesota has a program to get TBI survivors ready to receive TBI employment services.
* Tasks need to be completed:
  + Plan outline
  + Selecting a funding source
  + How do we determine how much we need

**CATBI Partnership**

* Jack Light will represent CATBI at Board and Committee meetings
* Considering membership to centers that are not DOR grant funded

**TBI State Plan – Lili Whittaker**

This agenda item was postponed

**Funding Sources**

Where do other States get their funding for services?

**Additional Grant Opportunities**

This agenda item was postponed

**TBI Board Meeting – Daniel Ignacio**

* Committee update
* Mission Statement approved by Committee
* Sustainable Funding Plan will be part of the State Plan

**Public Comment**

Dan Clark – When AB398 was developed, the department would determine what a center needs to run the program, Dan will see what he can find

**Next Steps and Action Items – Tanya Thee**

* DOR will send the committee the 'Sustainable Funding' portion of the State Plan
* DOR will finalize the new project tracking tool
* Megan will research HCBS and Aging for potential funding
* Daniel will research SB855 and CDPH for potential funding
* DOR will see if we have received a list of funding sources from other States
* DOR will update all Board members on Board member recruitment and Survivor committee
* Lili will research other federal funding sources
* Katie will research other ACL grants

**Adjournment**

The meeting adjournment was motioned by Todd Higgins and second by Dr. Katie Shinoda at 4:25 p.m.