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

# Meeting Minutes

# February 8, 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 February 8 2022, via virtual meeting by Susan Hansen.

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

HCBS Funding:

In alignment with the HCBS Spending Plan funding, DOR must distribute the $5 million grant by March 31, 2024, to build the capacity of six existing TBI programs sites and to award up to six additional sites in un-served/under-served areas.

DOR was planning to wait until the TBI Program awardees for RFA-IL-21-01 were finalized in order to provide HCBS Spending Plan funding to them as existing TBI Program sites, and then conduct an RFA process to select up to 6 additional TBI Program sites for the remaining HCBS funding. While DOR has the HCBS Spending Plan RFA drafted for release, it will still take a minimum of five months to conduct the solicitation with awards anticipated no sooner than August 1, 2022 and baring no appeals that result in additional time.

Since the HCBS Spending Plan was approval by CMS in January 2022, the appeal to the TBI Program state funded RFA and grant delaying the anticipated awards until April 2022, and DHCS encouraging departments to get the funding out as soon as possible, DOR has identified an option to enter into contracts on a negotiated basis. This will allow DOR to get funding out to communities as soon as possible to allow for sufficient time for organizations to expend funds to benefit the community.

Comply with HCBS Spending Plan, Welfare and Institution Code, and Trailer Bill language for the Home and Community Based Funding for the TBI Grant by getting funding out to community partners in a timely manner for expenditure by March 31, 2024.

Considering contracting with TBI Program Request for Applications (RFA)-IL-21-01 applicants for HCBS Spending Plan TBI funding for the period of April 1, 2022, through March 31, 2024.

Considering conducting an TBI HCBS Spending Plan Request for Interest (RFI) to identify up to three additional organizations to contract for service in un-served and underserved areas such as central valley, northern California, bay area, inland empire.

Request for Application:

Intent to Award will post on January 28, 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.

**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**

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

Daniel Ignacio, St. Jude

**\*Approval of Meeting Minutes**

Action items from last meeting were reviewed and updated.

**\*Approval of Meeting Minutes**

The meeting minutes for January 2022 will be approved at the March 2022 meeting.

**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:

* Additional clarifications for ABI and TBI
* Include a survivor stories, quotes and/or photos in the Introduction, symptoms

**\*Committee Timeline**

* + 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 send the current plan version to members by 2/11/22
* Committee members will provide comments/edits to DOR by 3/4/22
* Steven will draft language for the CA TBI Advisory Board 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 by 2/11/22
* DOR will send the release form for consumers by 2/11/22
* DOR will ask TARC to review the State Plan draft by 2/15/22

**Future Meeting Dates**

* TBI Board Committees – March 11, 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 10:57 a.m. by Tanya Thee, DOR TBI Grant Administrator

**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**

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

None

**\*Approval of Minutes**

The approval of the meeting minutes for January 2022 were postponed to March 2022.

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

* Will be using charts and graphs to simplify information
* Will be preparing conclusions from each sub-committee
* Still want to collect stories, quotes and/or photos of survivors

**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) – Dr. Charles Degeneffe**

* Contract was officially executed.
* HARC created an interview guide.
* HARC will reach out to a small group of contacts “key informants” to review and go over the interview guide. Once that is complete they will distribute surveys, gather information and provide DOR the report.

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

* Committee updates

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

* DOR will forward HARC's updates to the Committee every Friday starting 2/18/22
* DOR will work with HARC to finalize a project timeline by 2/18/22
* DOR will ask HARC to attend all Committee meetings by 2/11/22
* DOR will ask HARC to gather consumer stories, quotes and photos
* Chuck will draft an email to the Board for distribution outlets for survey by 2/11/22
* DOR will ask the Board for distribution outlets for survey by 2/15/22
* DOR will invite HARC to April Board meeting by 2/11/22
* DOR will invite the Board Members applicants to the April Board meeting by 2/11/22

**Adjournment**

The meeting adjournment was motioned by Susan Hansen and second by Todd Higgins at 12:00 p.m.

**TBI Registry Committee**

Meeting was called to order at 1:03 p.m. by Tanya Thee, TBI Grant Administrator

**Committee Business – Daniel Ignacio**

**\*Members Present**

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

Dr. Katie Shinoda, Mercy General Hospital

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

Eric Williams, TBI Survivor

**\*Members Not Present**

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

**\*DOR Staff Present**

Megan Sampson, ILATS Chief

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

Dan Clark, Community Advocate

**\*Approval Of Minutes**

This agenda item was postponed

**\*Prior Action Items**

This agenda item was postponed

**ACL Grant – Tanya Thee**

This agenda item was rolled into the Registry agenda item

**Proposal Process**

This agenda item was postponed

**TBI State Plan – Dr. Henry Huie**

Registry section is complete but will be updated once data is received from OSHPD.

**Registry Development – Daniel Ignacio**

* CalSpeak will provide raw data with a code book so DOR can analyze the data.
* OSHPD Request has been sent. We must go through the same process.

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

## This agenda item was postponed.

**TBI Board Meeting – Daniel Ignacio**

* Committee update
* Insure the Registry goal is well defined by the next Board Meeting

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

* Daniel will provide Alabama and Nebraska's registry reviews by 2/18/22
* Katie will explore Colorado and Georgia's registries online by 2/18/22
* Steven will explore Idaho's and Iowa's registries online by 2/18/22
* DOR will explore Kansas's registry online by 2/25/22
* All members will review the Best Practices for Using TBI Registries to Connect People: A National Guide by 3/10/22
* DOR will send the TBI in the U.S. Future of Registries and Data Systems Guide by 2/11/22
* All members will review the TBI in the U.S. Future of Registries and Data Systems Guide by 3/10/22
* DOR will share the prior questions asked of other States by 2/18/22
* Megan will reach out to MSKTC by 2/18/22
* Daniel will send DOR the CalSpeaks Code Book by 2/11/22
* DOR will distribute the CalSpeaks Code Book to the committee by 2/15/22

**Adjournment**

The meeting adjournment was motioned by Dr. Katie Shinoda and second by Dr. Henry Huie at 1:48 p.m.

**TBI Sustainable Funding Committee**

Meeting was called to order at 2:52 p.m. Taya Thee, TBI Grant Administrator

**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

**\*Members Not Present**

Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**\*DOR Staff Present**

Tanya Thee, DOR TBI Grant Administrator

Brandi Bluel, DOR TBI Associate Governmental Program Analyst

**\*Public Present**

Jack Light, St. Jude

**TBI State Plan – Tanya Thee**

* Began discussing the plan’s conclusion
* Edited the definitions of TBI and ABI
* Determine placement of consumers photos and quotes at a later date

**Development of Sustainable Funding Plan – Brandi Bluel**

* SAMSA – wasn’t anything to use for TBI, mostly just a referral service for addiction and mental health.
* Added ACL and TBI State Partnership Grant.
* University Centers for Excellence in Developmental Disabilities, nothing current.
* The Elder & Disability Justice Coordinating Council for additional funding.
* Dr. Katie Shinoda investigated funding from the California Foundation and it was geared toward non-profits and was not appropriate for a governmental program.

**CATBI Partnership**

This agenda item was postponed

**Funding Sources**

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

**Additional Grant Opportunities**

This agenda item was postponed

**ACL Grant**

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

**TBI Board Meeting – Tanya Thee**

* Committee update

**Public Comment**

None

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

* DOR will see if we have received a list of funding sources from other States by 2/18/22
* Todd will research Aging for potential funding
* Daniel will research Mental Health SB855
* Katie will research Drug and Alcohol Rehabilitation funding
* DOR will reach out to Victor Duron (homeless)

**Adjournment**

The meeting adjournment was motioned by Todd Higgins and second by Dr. Katie Shinoda at 3:35 p.m.