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

# Meeting Minutes

# March 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 9:02 a.m. on March 11, 2022, via virtual meeting by Susan Hansen.

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

March is brain injury awareness month as well as developmental disability month.

Guidance for Covid-19

* Recommended to get the COVID vaccination
* Recommended to continue to wear masks
* Mask requirements are no longer required indoors (with limited exceptions)
* Schools are no longer required to wear masks
* Please be kind to everyone regardless of personal choices

Home and Community Based Services (HCBS) Funding

* HCBS Spending Plan Fund application for $5M was approved through the senate for Medicaid and Medicare services. It includes a wide range of community services for individuals with TBI.
* HCBS includes full-time position, currently in the process of interviewing an analyst to administer the HCBS program
* Contracts status update – contracts are being negotiated between the nine RFA applicants to be effective 4/1/22
* Request for Interest will be advertised to contract with three additional sites

Request for Application (RFA)

* Received another appeal and is currently being reviewed by the Grant Review Committee
* Grant start date will be April 1, 2022 if the appeal is denied
* Grant start date will be July 1, 2022 if the appeal is upheld and further action needs to be taken. Current grantees will be allowed to extend their current grants through June 30th.
* If the start date is July 1st, funding amounts will change and exclude the FY 21/22 funding.

TBI Program

* Megan’s schedule is now up to 40hrs/week but flexible if needed and will be back to full-time in April 2022.

Board Member Recruitment

* Megan and Ana are completing the administrative approval
* Director approval is required for all appointees

Survivor Committee

* First Survivor Committee was held March 3, 2022
* All attended have strong desire to create materials for survivors to help them navigate life after brain injury, and organizations that intersect with survivors
* Next meeting is the 3/15/22

Supplemental Public Health Workforce Funding (PHWF)

* Budget revision for $86,400 has been requested for all ACL PHWF applicants
* Currently with directorate for review and submission
* Awards are anticipated to made by 4/1/22

Needs Assessment

* HARC completed TBI 1:1 Needs Assessment Interviews
* Continuing their Caregiver and Practitioner interviews
* HARC to release survey 4/1/22

ACL 2018-2022 Update

* TBI Advisory Board requirement met
* Needs Assessment requirement (develop a needs assessment) met; outcomes to be added to State Plan
* Registry requirement met (anticipated outcome: a plan for creating a statewide TBI registry. California will work with mentor states to develop best practices to ensure individual privacy and confidentiality). Ensure info is in State Plan
* Sustainable funding met (identify one or more funding mechanisms to support locally based services); already in State Plan
* Create a State Plan - created for conditional Board approval in April

Committee comments:

* Are Board members allowed to participate in the interviews – yes!

**TBI State Plan Committee**

Meeting was called to order at 9:02 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. Charles Degeneffe, San Diego State University

**\*Members Not Present**

Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

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

**\*DOR Staff Present**

Megan Sampson, DOR 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, DOR Assistant to ILATS Chief

**\*Public Present**

Christie Taylor, TBI Survivor

Dan Clark, TBI Advocate

Eric Williams, TBI Survivor

**\*Approval of Meeting Minutes**

The approval of the meeting minutes for January 11, 2022 were motioned by Dr. Charles Degeneffe and second by Dr. Henry Huie. Minutes were approved by members Hansen, Huie and Degeneffe.

The approval of the meeting minutes for February 8, 2022 were postponed to the April 2022 meeting.

**\*Committee Activity Tracker**

Action items were reviewed by the Committee and status updates were provided, the activity tracker can be referenced in a separate document.

**ACL Grant – Tanya Thee**

This agenda item was rolled into the State Plan agenda item

**\*Committee Timeline**

* March
  + Draft the 'executive summary' section
* 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

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

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

* Edits were made to the current draft, the plan draft can be referenced in a separate document

**TBI Board Meeting April 18, 2022 – Susan Hansen**

* Committee Updates
* State Plan conditional approval

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

* DOR will send the consumer release form to Members by 2/11/22
* DOR will have TARC review the State Plan after the April Board meeting
* DOR will send the current plan version to members by 3/16/22
* Committee members will provide state plan draft comments/edits to DOR by 4/5/22
* DOR will create a mission statement and summary for the Survivor committee TBD
* DOR will connect with CATBI to collect consumer narrative/photos due 4/5/22
* DOR will discuss developing a mission statement for the entire CA TBI program by 4/5/22

**Future Meeting Dates**

* TBI Board Committees – April 12, 2022
* Board Meeting – April 18, 2022

**Public Comment - None**

**Adjournment**

The meeting adjournment was motioned by Dr. Henry Huie and second by Dr. Charles Degeneffe at 10:36 a.m.

**TBI Needs Assessment Committee**

Meeting was called to order at 10:49 a.m. by Dr. Charles Degeneffe, Committee Lead

**Committee Business – Dr. Charles Degeneffe**

**\*Members Present**

Dr. Charles Degeneffe, San Diego State University

Susan Hansen, Marriage and Family Therapist and TBI Caregiver

Eric Williams, TBI Survivor

**\*Members Not Present**

Todd Higgins, Disability Rights California and TBI Survivor

**\*DOR Staff Present**

Megan Sampson, DOR 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**

Dan Clark, Community Advocate

**\*Approval of Minutes**

The approval of the meeting minutes for January 11, 2022 were motioned by Susan Hansen and second by Eric Williams. Minutes were approved by members Hansen, Williams and Degeneffe.

The approval of the meeting minutes for February 8, 2022 were postponed to the April meeting.

**\*Committee Activity Tracker**

Action items were reviewed by the Committee and status updates were provided, the activity tracker can be referenced in a separate document.

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

* Continued editing the state plan and making great progress
* Still want to collect stories, quotes and/or photos of survivors, some will come from the HARC interviews

**ACL Grant – Tanya Thee**

**\*Committee Timeline**

* March
  + HARC (review timeline)
    - Design draft survey and present to committee
    - Finalize survey
    - Launch survey and collect data
* April
  + HARC update at committee meeting
  + HARC present to the Board?
  + HARC (review timeline)
    - Finish initial interviews
    - Present preliminary findings
* May
  + ACL product is submitted?
  + HARC update at the committee meeting
  + HARC (review timeline)
    - Final survey analysis
    - Finish coding interviews
    - Write and deliver final report
  + Need final Board approval?
* June
  + Now what???

**Needs Assessment Partnership with Health Assessment Research for Communities (HARC) – Daniel Polk (HARC)**

* 24 individuals have participated in the initial interviews
  + 19 TBI Survivors
  + 3 Caregivers
  + 2 TBI Professionals
* HARC reviewed the survey questions to obtain feedback
* HARC will attend all committee and Board meetings
* HARC will work with the State Plan Committee to collect Survivor comments
* Needs Assessment timeline was updated, see committee timeline

**TBI Board Meeting April 18, 2022 – Dr. Charles Degeneffe**

* Committee updates
* HARC update

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

* All action items will be emailed to the committee members upon adjournment of the meeting
* DOR will complete today’s meeting minutes and distribute by 3/18/22
* DOR will ask the Board to provide outlets for survey dissemination, follow-up
* DOR will forward HARC update emails weekly
* Committee will work with HARC to finalize the survey by 3/16/22
* DOR will obtain the surveys from HARC by 3/13/22
* DOR will invite HARC to attend all Committee meetings by 3/16/22
* DOR will invite HARC to attend the April Board by 3/16/22
* DOR will send the Board information on participating in the HARC interviews by 3/16/22

**Public Comments – None**

**Adjournment**

The meeting adjournment was motioned by Susan Hansen and second by Eric Williams at 12:11 p.m.

**TBI Registry Committee**

Meeting was called to order at 1:04 p.m. by Daniel Ignacio, Committee Lead.

**Committee Business – Daniel Ignacio**

**\*Members Present**

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

Eric Williams, TBI Survivor

Dr. Katie Shinoda, Mercy General Hospital

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

**\*Members Not Present**

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

**\*DOR Staff Present**

Megan Sampson, DOR 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**

Christie Taylor, TBI Survivor

Dan Clark, Community Advocate

**\*Approval of Minutes**

The approval of the meeting minutes for January 11, 2022 were motioned by Dr. Katie Shinoda and second by Eric Williams. Minutes were approved by members Ignacio, Shinoda and Williams. Abstain by H. Huie.

The approval of the meeting minutes for February 8, 2022 were postponed to the April meeting.

**\*Committee Activity Tracker**

Action items were reviewed by the Committee and status updates were provided, the activity tracker can be referenced in a separate document.

**TBI State Plan – Dr. Henry Huie**

* Continued editing the state plan and making great progress
* Still want to collect stories, quotes and/or photos of survivors, some will come from the HARC interviews

**CalSpeaks Survey – Daniel Ignacio and Megan Sampson**

* Total of 18 questions
* Inter-agency agreement has gotten moved from one department to another, we are checking on every other day. In the process of completing the IRB (intuitional review board) process
* Survey every quarter, next survey is April 2022 so we will have to wait for the July 2022 survey
* Need IA to Sac State 30-45 days prior to survey – goal 4/1/22

**OSHPD Data Request – Daniel Ignacio and Megan Sampson**

Must do a BUCP to obtain data as two prior methods were denied by OSHPD

* Process is 90 days from submission, BUCP is still in process
* 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 – Dr. Katie Shinoda**

On hold until the new grants are awarded.

**ACL Grant – Tanya Thee**

Review 4th year goals for the registry - guide the development of a statewide TBI registry.

**\*Committee Timeline**

* March
  + Discuss back-up plan and determine timeline
  + What will the registry look like?

**Registry Development – Daniel Ignacio**

* The intent is to use the CalSpeaks, OSHPD and CATBI data in the registry
* What is our back-up plan if we do not receive data in time from CalSpeaks and OSHPD
  + 16-18 OSHPD aggregate data (16-20 may be available)
  + Trauma registry data sheets
  + Mayo-Portland data from sites

**TBI Board Meeting April 18, 2022 – Daniel Ignacio**

* Committee update
* Data collection methods
  + OSHPD
  + CalSpeaks
  + Kaiser data collection
  + CATBI proposal (Mayo-Portland Adaptability Inventory-4, CIQ Report and Glasgow Scale)
* CDC Core Sipp

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

* All action items will be emailed to the committee members upon adjournment of the meeting
* DOR will complete today’s meeting minutes and distribute by 3/16/22
* Katie explore Colorado and Georgia's registries online
* Steven will explore Idaho's and Iowa's registries online
* Brandi will pursue the BCUP process to obtain data from OSHPD – Ongoing
* Brandi will explore Kansas's registry online
* Tanya will prepare a state list of who has a registry, link to registry, came to a registry meeting and had best practices in place by 3/18/22
* Steve will review the Best Practices for Using TBI Registries to Connect People: A National Guide
* Members will review the TBI in the U.S. Future of Registries and Data Systems Guide
* Megan will reach out to MSKTC
* DOR will distribute the CalSpeaks Code Book to the committee by 3/16/22
* Daniel will provide Alabama and Nebraska's registry reviews
* DOR will send Dan Clark the Best Practices for Using TBI Registries to Connect People: A National Guide by 3/16/22

**Public Comments – None**

**Adjournment**

The meeting adjournment was motioned by Henry Huie and second by Dr. Katie Shinoda at 2:29 p.m.

**TBI Sustainable Funding Committee**

Meeting was called to order at 2:51 p.m. by Daniel Ignacio, Committee Lead.

**Committee Business – Daniel Ignacio**

**\*Members Present**

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

Dr. Katie Shinoda, Mercy General Hospital

**\*Members Not Present**

Todd Higgins, Disability Rights California and TBI Survivor

Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**\*DOR Staff Present**

Megan Sampson, DOR 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**

Dan Clark, Community Advocate

**TBI State Plan – Lili Whittaker**

This item was postponed

**ACL Grant**

The Sustainable Funding Committee has completed the requirements for the 2018 ACL State Partnership Program (SPP) grant. The committee will now start to work on the 2021 ACL SPP grant requirements.

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

* Develop a plan and timeline to pursue a BCP
* After the plan and timeline is prepared for a BCP, the committee will began developing a plan and timeline for a more complex funding source such as an alcohol or DMV tax
* Include the amount of funding needed as well as the level of service for each consumer in the plan
  + Some costs are included in the State Plan

**CATBI Partnership**

This agenda item was postponed

**Funding Sources**

* Committee discussed a potential Budget Change Proposal to obtain additional funding for site services
* Diversity Equity Inclusion Initiative has potential funding
* Drug and Alcohol Rehabilitation funding is not an ideal funding but maybe a great partnership

**Additional Grant Opportunities**

* ACL does not have any funding specific to TBI at this time

**TBI Board Meeting – Daniel Ignacio**

* Committee update

**Public Comment**

None

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

* All action items will be emailed to the committee members upon adjournment of the meeting
* DOR will complete today’s meeting minutes and distribute by 3/16/22
* DOR will see if we have received a list of funding sources from other States by 3/18/22
* Lili will research other federal funding sources
* Daniel will research SB855 and CDPH for potential funding
* Megan will research Dept of Aging funding
* DOR will reach out to Victor Duron for potential Homeless funding
* Daniel will research the Diversity Equity Inclusion Initiative for funding

**Adjournment**

The meeting adjournment was motioned by Dr. Katie Shinoda and second by Daniel Ignacio at 4:27 p.m.