



Idaho Council on Developmental Disabilities

Member Guide

Member Orientation

Federal and State Law

ICDD Policies

**Information to Support
Member Responsibilities**

This guide is searchable by clicking on each topic in the table of contents on the following page.

Contents

Welcome to the Idaho Council on Developmental Disabilities!	3
Authority for the Council	4
Principles of the DD Act	4
Purpose of the DD Act.....	5
Working on Goals for Change.....	6
Five Year Strategic Plan	7
Who Is on the Council?	8
Council Member Responsibilities	9
Policy Governance	10
Council Officers.....	11
Council Groups.....	11
Council Operations.....	12
Council Staff.....	14
Council Budgets	15
Where the Council Fits in State Government	17
Where the Council Fits in Federal Government.....	18
Links to Additional Information.....	19
State Law	20
ICDD Policies	28
Council Budget – Overview	40
Conflict of Interest	44
Cultural Competence	47
Council Member Responsibilities and Community Relationships	49
Legislative Action Recommendations: Setting Priorities for Legislative Issues.....	51
AIDD Guidance on Informing Policymakers	53
Definition of Developmental Disability.....	55
Basics of Parliamentary Procedure.....	56
Acronyms.....	58
Appendix - Forms.....	67

Welcome to the Idaho Council on Developmental Disabilities!



VISION:

All Idahoans participate as equal members of society, empowered to reach their full potential as responsible and contributing citizens of their communities.



MISSION:

Promote the capacity of people with developmental disabilities and their families to determine, access and direct the services and/or support they need to live the lives they choose, and to build the community's ability to support their choices.



PURPOSE:

To make sure that people with developmental disabilities and their families help design the services they use and can get the support they need to live a full life included in their community.



FUNCTION:

To work in many different ways to improve systems and programs so they are centered around the individual and family and provide the services and supports people need to be self-determined in their lives.



VALUES:

Inclusion. Partnership. Advocacy. Equality. Choice. Community. Responsibility. Independence. Participation. Quality of Life.

Authority for the Council

Councils were created in 1963 and are authorized by federal law: the Developmental Disabilities Assistance and Bill of Rights Act. There are 56 Councils located in every state and U.S. territory.

The Idaho Council was established in 1978.

We Celebrate 42 Years this Year!

The Idaho Council is also authorized in state law:
The Idaho Council on Developmental Disabilities Act.
Idaho Statute Title 67-Chapter 67.

The law includes language that states the Council must be free to act without interference from any entity. This allows the Council the freedom to do its job without undue influence from any person, group, or agency.

Principles of the DD Act

Independence

To have control

Productivity

To work or make other contributions to a household or a community

Integration

Right to the same opportunities, services, and community resources as all other Americans

Inclusion

To fully participate, be welcome in social, educational, and work activities and community life

Purpose of the DD Act

The purpose of the Act is to provide for federal funding to support State Councils on Developmental Disabilities to:

1. engage in **advocacy**, **capacity building**, and **systemic change** activities
2. contribute to a system of community services that is person centered and includes individualized supports for each person who needs them so people may be independent, productive and included in their community.

Councils are required by law to engage in:

Advocacy

Speaking with and for people with intellectual and developmental disabilities and their families and providing opportunities to help them learn and practice speaking out for themselves.

Capacity Building

Increasing the amount of and access to services that people with intellectual and developmental disabilities need.

Systems Change

Working with people with intellectual and developmental disabilities to create needed services and the way in which they are provided so people with intellectual and developmental disabilities have more independence, inclusion and participation in their communities. Working with policymakers to change laws and rules when necessary.



Working on Goals for Change

Councils are given powerful direction and broad authority to set priorities in their individual states by the DD Act. Councils work toward public policies that promote several goals for people with developmental disabilities, including:

- **Self Determination** - activities that result in individuals with developmental disabilities having the ability and opportunity to communicate and make personal decisions, exercise control over the type and intensity of supports and services they receive, the authority to control resources, opportunities to participate in and contribute to their communities, and support to advocate for themselves and others.
- **Inclusion** - acceptance and encouragement of the presence and participation of individuals with developmental disabilities, by individuals without disabilities, in social, educational, work, and community activities.
- **Integration** - exercise of the equal right of individuals with developmental disabilities to access and use the same community resources as are available to and used by other individuals



Community NOW! Stakeholder Collaborative Workgroup

Five Year Strategic Plan

The Council's Plan:

- Is the 'big picture' of how services and programs for individuals with developmental disabilities and their families should be five years from now
- Provides direction to the Council about how it spends its resources
- Identifies barriers to be overcome or changes that need to be made
- Includes long term goals to be accomplished within five years
- Includes measurable outcomes that the Council reports to the Administration on Intellectual and Developmental Disabilities (AIDD)



Developing Goals and Desired Outcomes

Every five years, as required by our federal law, the Council gathers information from people with disabilities, their families, service providers, public agencies and other organizations to determine what the Council's action agenda should be for the next five years. This information is provided to Council members who, with help from staff, develop goals and outcomes. Then staff recommend the activities needed to accomplish them. This plan must be submitted to the Administration on Intellectual and Developmental Disabilities for approval. Our next 5-year plan (2022-2026) will be developed over the next 18 months and is due August 15, 2021.

Each year, the Council creates an annual work plan that outlines the work we will do toward meeting our five-year plan goals. Any amendments (new information) the Council makes to goals or objectives that changes the meaning of a goal in its 5-year plan must be sent to AIDD by August 15th of that year. Otherwise the annual plan is due in December.

Reporting Progress

Each December, the Council must submit a **Program Performance Report (PPR)** to AIDD about the progress the Council has made toward achieving the goals in its plan during the past federal fiscal year.

Who Is on the Council?

The Council is comprised of 23 members. Representation is from the following:

- People with developmental disabilities (6)
- Family members of people with developmental disabilities (7)
- Person living in (or has lived in) an institution or guardian/relative of a person living in (or has lived in) an institution (1)
- Division of Vocational Rehabilitation (1)
- Special Education Section of the State Department of Education (1)
- Title XIX - Medicaid (1)
- Title V – Maternal and Child Health (1)
- Office on Aging (1)
- Idaho Center on Disabilities & Human Development (1) (Idaho's University Center for Excellence or UCEDD)
- Disability Rights Idaho - DRI (1) (Idaho's Protection and Advocacy Agency)
- Local agencies concerned with developmental disabilities (1)
- Non-governmental or private organizations concerned with developmental disabilities (1)

These can change with changes in the law. Some representatives fit more than one category but only represent one position on the Council.

Individuals are appointed by the Governor for three-year terms, starting July 1st. Membership for non-agency members is limited to 3 full terms (9 years).



Council Member Responsibilities

The Council is comprised of 23 members. Representation is from the following:

Serving on the Council is more than attending four meetings each year. Although attendance at those meetings is important and provides an opportunity for discussion and input into Council work, being a Council member means being an ambassador for the Council's efforts. Specific responsibilities are:

- Help develop and approve a Council plan
- Listen to individuals with developmental disabilities, their families and other stakeholders
- Regularly attend and actively participate in Council, committee, and workgroup meetings
- Advocate for policies and services that advance the values and objectives of the Council
- Work to positively impact the image of the Council by building relationships with others in their communities and within the Council itself
- Monitor the activities and expenditures of the Council to ensure effectiveness, efficiency, and compliance with the law
- Take part in other Council sponsored activities and encourage the participation of others
- Ask questions and inform and educate yourself about disability issues in general and Council initiatives in particular
- Avoid the appearance of any conflict of interest
- Sign a Member's Agreement that says you understand the expectations
- Support new Council members



Council Member Agreement Form (Appendix)

Policy Governance

The Council operates using a model called **Policy Governance**. It is a way for a part-time, volunteer board to lead an organization effectively without getting bogged down in management issues. Under a full Policy Governance model, the Council discusses issues and makes decisions as a full body without standing committees that have decision-making authority. The board, in this model, speaks with **one voice** and the Director, as the Chief Executive Officer (CEO) of the organization, is accountable to the full body.

- ✓ The Council acts as collectively; once it does so, members support its policies and decisions.
- ✓ When the Council acts, it must do so as a group.
- ✓ Individual members have absolutely no power; authority comes from your Council as a whole.
- ✓ Members deliberate, debate, and can respectfully disagree with one another regarding a particular issue.
- ✓ Once a vote is taken, members must support your Council's decision even if a member voted against it.
- ✓ Divisiveness depreciates the quality and clarity of the Council's voice.
- ✓ When a member finds him or herself continually unwilling to support your Council's collective will, it may be time for him or her to resign.



Council Officers

The Council is governed by two officers, who must be either self-advocates, parents or guardians. The officers and their functions are listed below.

Chair:

- Elected at the spring meeting
- Appointed by the Governor (following election by membership)
- Serves one-year term; may serve more than one term
- Presides at all Council meetings
- May be a representative to National Association of Councils on Developmental Disabilities (NACDD)

Vice-Chair:

- Elected at the summer meeting
- Presides over the Council in the Chair's absence
- Works with Chair and Director to support the membership of the Council

Council Groups

Ad Hoc Committees/Task Forces:

An Ad Hoc Committee or Task Force may be formed for a period of time if they are needed to study or work on issues of concern to the Council. They give advice to the full Council. An example would be a Membership Committee that is formed to review Council Member applications and develop recommendations for member appointment to the Governor.

List Serves:

The Council may use email list serves to share information about a certain topic with Council members and others. These may be temporary or more long lasting.

Council Operations

The Director oversees the implementation of the Council's strategic plan and manages staff who conduct/monitor activities to achieve the objectives and goals of the Council. The Council examines progress towards goals and reviews reports on the outcomes and results of plan activities.

Elections And Voting:

The Council tries to get consensus on issues so that everyone can agree. For some matters or if there are differences, the Council follows parliamentary procedure.

Conflict of Interest:

Members must be aware of when they may have a conflict of interest about something the Council is working on. A conflict of interest can happen when a decision or action of the Council might help a member, or someone in that member's family, to benefit financially (get money). When that happens, the Council member should say what the conflict of interest is and not vote on that matter.



[Council Member Conflict of Interest Form \(Appendix\)](#)

Quarterly Activities and Meetings:

The Council holds a meeting at the end of each federal fiscal year quarter. There are certain actions that take place during each quarter and at specific meetings during the year. These are:



Quarter 1 – October through December

- Fall Council Meeting (generally last week of October)
- Member training – current policy issues, legislative process
- Select legislative issues/agenda for the coming session
- Review Plan Goals – monitor outcomes and results from prior year activities
- Conduct Stakeholder Satisfaction Survey

Staff Activities:

- Complete Annual Program Performance Report (PPR)
- Submit Annual PPR
- Submit Annual Plan Amendments

Quarter 2 – January through March

- Winter Council Meeting (generally last week of January)
- Member training - prepare for legislative visits
- Meet with legislators to discuss legislative agenda
- Announce beginning of recruitment for members
- Complete ED Evaluation on-line

Staff Activities:

- Respond to questions (if any) from AIDD on Annual PPR

Quarter 3 – April through June

- Spring Council Meeting (generally last week of April)
- Member training – topic related to Council goals
- Elect Chair
- Review what happened during the legislative session
- Annual evaluation of Executive Director (Closed Session)
- Review applications for membership for recommendations to Governor (ad-hoc Membership Committee)
- Member training

Staff Activities:

- Begin review of annual State plan for any necessary amendments

Quarter 4 – July through September

- Summer Council Meeting (generally last week of July)
- Welcome new members (if any)
- Member training – topic related to Council goals

- Elect Vice-Chair
- Review proposed annual plan and draft budget for coming Federal Fiscal Year. Approve final version.



Travel Reimbursement Form
In-Kind Match Form (Appendix)



Council Staff

Christine Pisani, Executive Director (christine.pisani@icdd.idaho.gov)

Administration, supervision of staff; legislative liaison

Project Areas: Public Policy, Self-Advocacy, Cultural and Linguistic Competency; Home and Community Based Services (Community NOW!), Statewide Policy Coalition, Dual Diagnosis

Marieke Edwards, Research Analyst (marieke.edwards@icdd.idaho.gov)

State Plan and Annual Reports; data collection and analysis; research; quantitative and qualitative studies; and dual diagnosis

Trisha Hammond, Office Manager (trisha.hammond@icdd.idaho.gov)

Development and management of the Council's annual state and federal budget; monitor Council financial data and develop and analyze fiscal reports; Coordination of administrative office functions, committees, and special projects

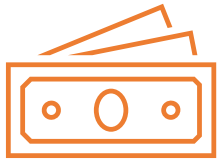
Richelle Tierney, Policy Analyst (richelle.tierney@icdd.idaho.gov)

Public policy; policy/issue research; coordination of statewide Advocacy Coalition; public outreach and social media

Tracy Warren, Program Specialist (tracy.warren@icdd.idaho.gov)

Person Centered Planning; Quality in HCBS (Community NOW!); Self-Advocacy Training Development; Secondary Transition & Employment; Core Gift Assessment

Council Budgets



The Council receives funding from both the federal government and the state government. Occasionally, we can also receive funds from other sources like grants.

Federal: Every year we receive federal money (appropriation) from the Administration on Intellectual and Developmental Disabilities. Idaho is one of 14 minimum allotment states. This means we get the smallest amount (appropriation) that is available for DD Councils. A Federal Fiscal Year (FFY) starts October 1 and runs through September 30 of the next year. The fiscal year is numbered by the year in which it ends. For example, FFY20 is from October 1, 2019 through September 30, 2020. For FFY20 we were awarded approximately **\$520,325**. Although the Council receives an appropriation each year, the Council has three years to spend federal funds:



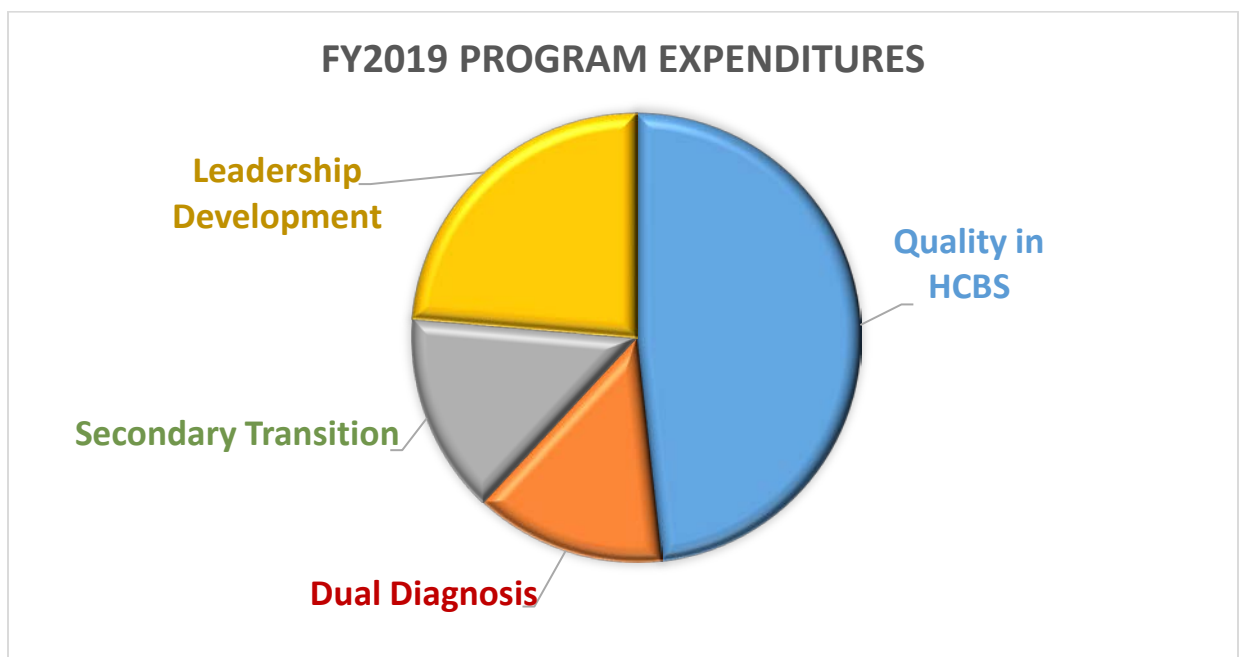
State: Each year the Idaho Legislature provides state money for the Council. These funds are appropriated for one State Fiscal Year (SFY) beginning July 1 and running through June 30 of the next year. This money must be spent within that state fiscal year. Our SFY20 appropriation was **\$186,100**.

Other Funds: Sometimes we apply for other funds called grants. Grants are funds offered by other agencies, federal or local, for a specific goal. The goal of the grant has to align with the Council work plan and help us achieve our goals. The length of the grant is determined by the agency providing it. We had a 3-year federal Center for Medicare and Medicaid Services (CMS) Independence Plus Grant (2004-2006) that helped us develop the My Voice My Choice Medicaid self-directed services option and a 3-year federal Person-Centered Planning Implementation Grant (2007-2009). We have also had grants through local state agencies. In 2006, 2008, and 2010 we received grants to conduct statewide voter education through the Office of the Secretary of State. Currently we are a sub-grantee under the Idaho Living Well grant that is coordinated by the Center on Disabilities and Human Development at the University of Idaho.

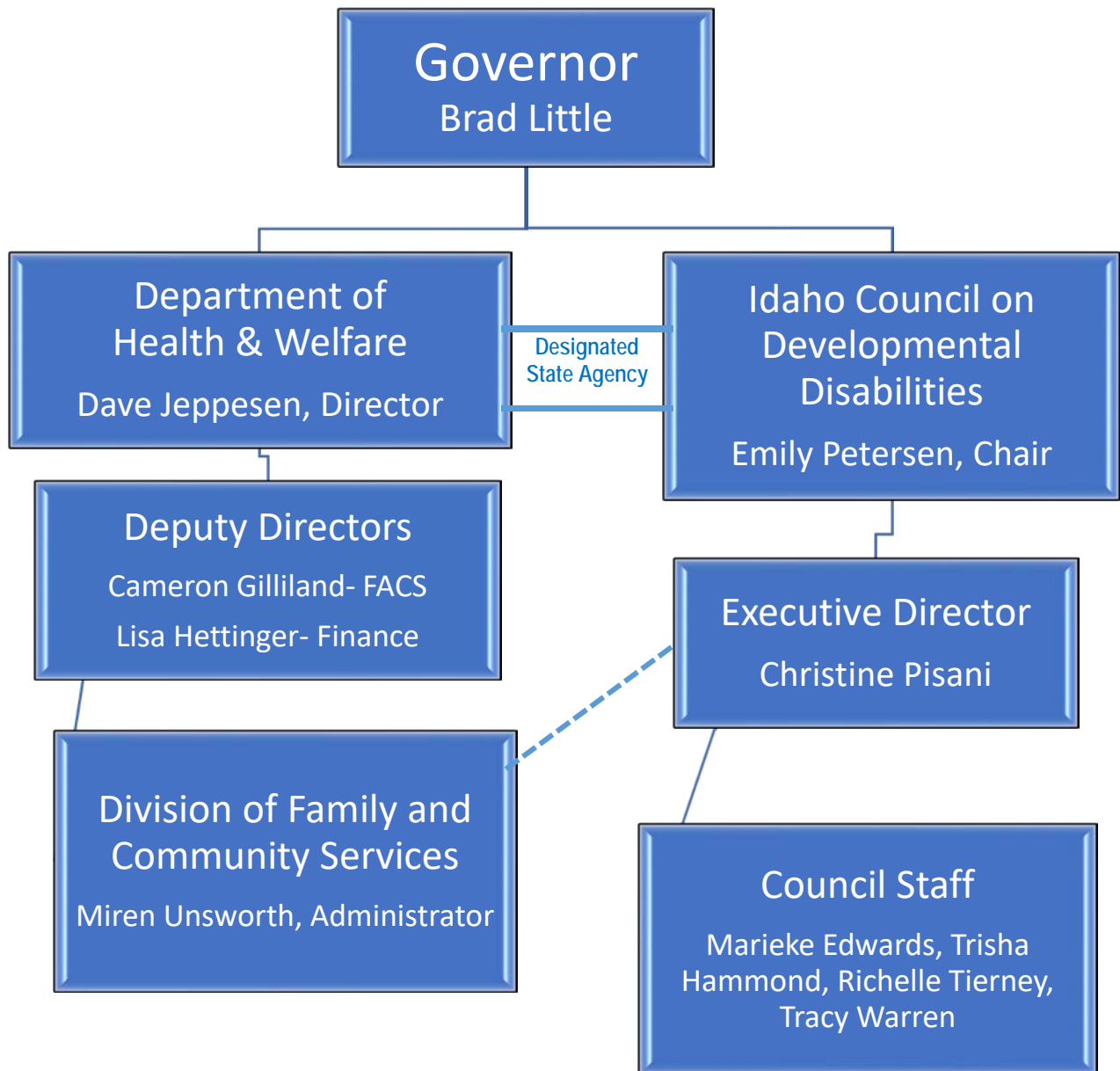
Categories: The Council budget is divided into two parts:

Administration/planning includes some staff costs and operating costs for the Council (rent, phones, mail, copying, etc.). We cannot spend more than 30% of our federal money on administration.

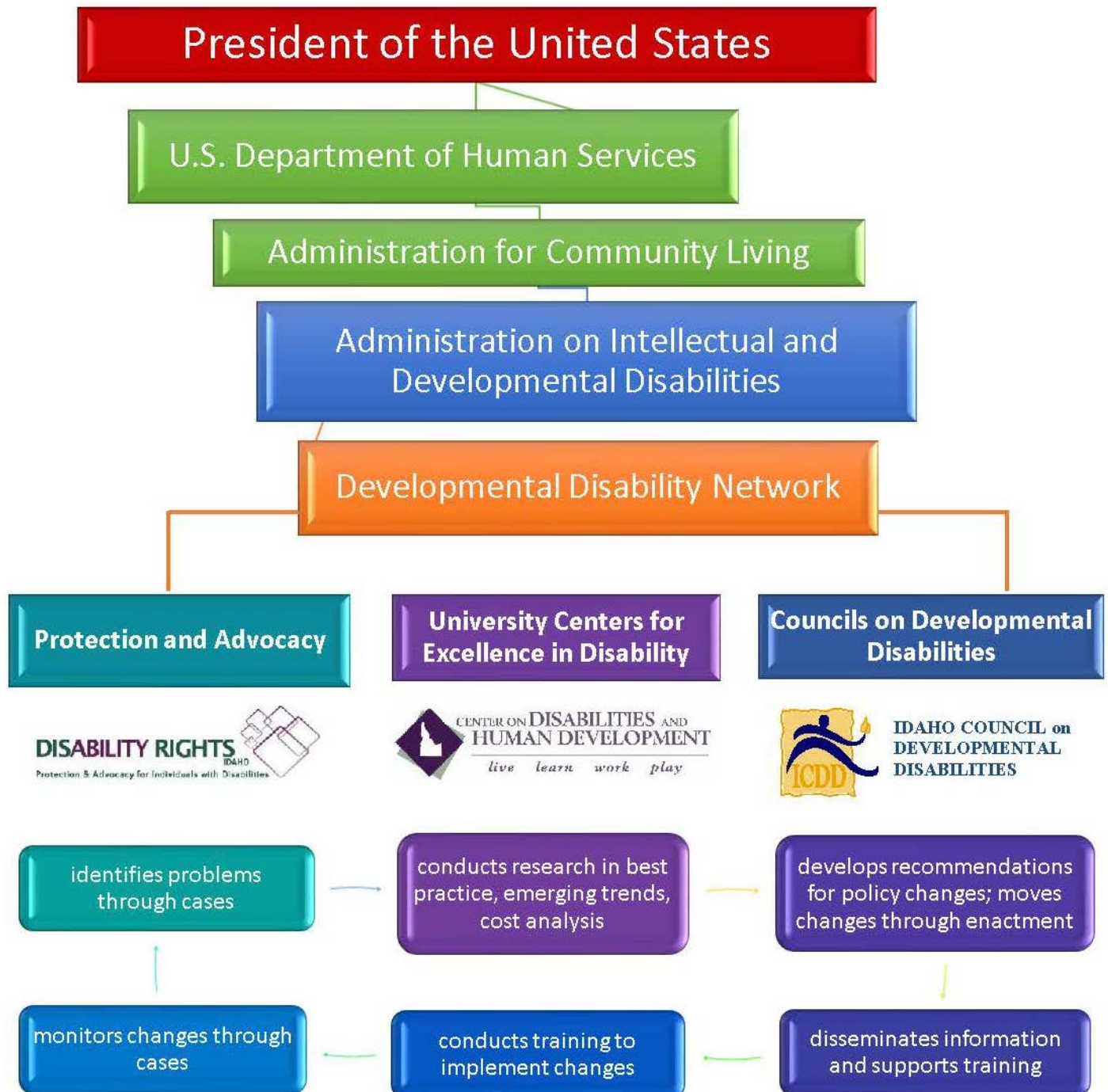
Program includes some staff costs (including staff time spent on projects), travel costs for Council for oversight of the plan, and costs for activities to accomplish the goals and objectives in our work plan.



Where the Council Fits in State Government



Where the Council Fits in Federal Government



Links to Additional Information

Federal Developmental Disabilities Act -

https://acl.gov/sites/default/files/about-acl/2016-12/dd_act_2000.pdf

State Law: Idaho State Council on Developmental Disabilities Act, Title 67-Chapter 67 -

<https://legislature.idaho.gov/wp-content/uploads/statutesrules/idstat/Title67/T67CH67.pdf>

Idaho Open Meeting Law -

<https://www.ag.idaho.gov/content/uploads/2018/04/OpenMeeting.pdf>

Administration on Intellectual and Developmental Disabilities Guidance and Information Memorandums -

<https://acl.gov/about-acl/aidd-guidance-and-information-memorandums>

National Association of Councils on Developmental Disabilities (NACDD) -

<https://www.nacdd.org/>

Information and Technical Assistance Center for Councils (ITACC) -

<https://itacchelp.org/>

ITACC Council Member Resources –

<https://itacchelp.org/council-members/>

See following pages for these member resources:

- Idaho State Council on Developmental Disabilities Act, Title 67-Chapter 67
- ICDD By-Laws and Policies
- Council Budget Overview
- Conflict of Interest
- Cultural Competence
- Council Member Responsibilities – Community
- Setting Priorities for Legislative Issues
- Working with Policymakers – Guidelines
- Definition of Developmental Disability
- Basics of Parliamentary Procedure
- Acronyms List

State Law

TITLE 67

STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 67

IDAHO STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

67-6701. DECLARATION OF PURPOSE. The legislature finds that disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to live independently, to exert control and choice over their own lives, and to fully participate in and contribute to their communities through full integration and inclusion in all aspects of their lives; that individuals with developmental disabilities comprise from 1.2 to 1.65 percent of the population; that individuals with developmental disabilities are at greater risk of discrimination and abuse, neglect, and exploitation; that individuals with developmental disabilities and their families often do not have access to appropriate services, support and other assistance to live independent lives in their homes and communities; that an increasing number of people with developmental disabilities are living at home with aging parents as primary caregivers; and that services and programs are located within diverse agencies and organizations with no central point for coordination and cooperation, comprehensive planning, evaluation, monitoring and advocating on behalf of people with developmental disabilities. This act is designed to assure that individuals with developmental disabilities and their families participate in the design of, and have access to, needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life through culturally appropriate programs. This act is also intended to assure the dignity of persons with developmental disabilities, by reaffirming their rights, which are the same rights as other people of the state of the same age and include the right to live as complete and normal lives as possible and to develop their abilities and potential to the fullest extent possible.

It is understood that the intention of this act is not to supersede the authority or responsibilities of agencies of state government responsible for providing services to persons with developmental disabilities.

67-6702. DEFINITIONS.

(1) "Advocacy" means to act in the interest of individuals with developmental disabilities in accordance with the purposes of this chapter.

(2) "Assistive technology device" is any item, equipment or product system that is used to increase, maintain or improve functional capabilities of individuals with disabilities.

(3) "Assistive technology service" is any service which directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.

(4) "Council" means the Idaho state council on developmental disabilities.

(5) A "developmental disability" means a severe and chronic disability of an individual that:

(a) Is attributable to a mental or physical impairment or combination of mental and physical impairments;

(b) Is manifested before the individual attains age twenty-two (22) years;

(c) Is likely to continue indefinitely;

(d) Results in substantial functional limitations in three (3) or more of the following areas of major life activity:

(i) Self-care;

(ii) Receptive and expressive language;

(iii) Learning;

(iv) Mobility;

(v) Self-direction;

(vi) Capacity for independent living; or

(vii) Economic self-sufficiency; and

(e) Reflects the need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports or other forms of assistance which are:

(i) Of lifelong or extended duration, and

(ii) Individually planned and coordinated.

(6) "Inclusion" means the acceptance and encouragement of the presence and participation of individuals with developmental disabilities, by individuals without disabilities, in social, educational, work and community activities, that enables individuals with developmental disabilities to:

- (a) Have friendships and relationships with individuals and families of their own choice;
 - (b) Live in homes close to community resources;
 - (c) Enjoy full access to and active participation in the same community activities and types of employment as individuals without disabilities;
 - (d) Take full advantage of their integration in a manner that allows them to live, learn, work and enjoy life in regular contact with individuals without disabilities;
 - (e) Enjoy full and equal access to appropriate assistive technology devices and services and to information and electronic technology.
- (7) "Individualized supports" means supports that:
- (a) Enable an individual with a developmental disability to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life;
 - (b) Are designed to:
 - (i) Enable such individual to control such individual's environment, permitting the most independent life possible;
 - (ii) Prevent placement into a more restrictive living arrangement than necessary;
 - (iii) Enable such individual to live, learn[,] work, and enjoy life in the community;
 - (c) Include:
 - (i) Early intervention services;
 - (ii) Respite care;
 - (iii) Personal assistance services;
 - (iv) Family support services;
 - (v) Supported employment services;
 - (vi) Support services for families headed by aging caregivers of individuals with developmental disabilities;
 - (vii) Provision of assistive technology devices and services; and
 - (viii) Transportation services.

(8) "Integration" means exercising the equal right of individuals with developmental disabilities to access and use the same community resources as are used by and available to other individuals.

(9) "Productivity" means:

- (a) Engagement in income-producing work that is measured by increased income, improved employment status, or job advancement; or
- (b) Engagement in work that contributes to a household or community.

(10) "Self-determination" means that individuals with developmental disabilities have, with appropriate assistance:

- (a) The ability and opportunity to communicate and make personal decisions;
- (b) The ability and opportunity to communicate choices and exercise control over the type and intensity of services, supports and other assistance the individuals receive;
- (c) The authority to control resources to obtain needed services, supports and other assistance;
- (d) Opportunities to participate in and contribute to their communities;
- (e) Financial and other support necessary to:
 - (i) Advocate for themselves and others;
 - (ii) Develop leadership skills, through training in self-advocacy;
 - (iii) Participate in coalitions;
 - (iv) Educate policymakers; and
 - (v) Play a role in the development of public policies that affect individuals with developmental disabilities.

67-6703. IDAHO STATE COUNCIL ON DEVELOPMENTAL DISABILITIES.

(1) The Idaho state council on developmental disabilities is established to engage in advocacy, capacity building, and systemic change activities that:

- (a) Contribute to a coordinated, consumer and family-centered, consumer and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families; and

(b) Are consistent with the requirements of the developmental disabilities assistance and bill of rights act of 2000 (P.L. 106- 402) and subsequent acts.

(2) For budgetary purposes and for administrative support purposes, the council shall be assigned, by the governor, to a department or office within the state government. However, this assignment shall not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, plan development or plan implementation of the council, except that the designated state agency shall have the authority necessary to carry out the responsibilities described in P.L. 106-402, section 125(d)(3).

67-6704. COMPOSITION.

(1) The council shall consist of twenty-three (23) members to be appointed by the governor, at least sixty percent (60%) of whom shall be individuals with developmental disabilities, parents or guardians of children with developmental disabilities, or immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves. These members shall not represent any other category of membership.

(2) At least five (5) of the members shall be persons with a developmental disability, and at least seven (7) of the members shall be parents or guardians of children with a developmental disability. One (1) additional member shall be either a person with a developmental disability or the parent of a child with a developmental disability. These members shall not be employees of a state agency that receives funds or provides services under P.L. 106-402 or managing employees of any other entity that receives funds or provides services under P.L. 106-402. For purposes of this subsection, "managing employee" shall have the same meaning as in 42 U.S.C. 1320a-5(b).

(3) The principal state agencies concerned with services or programs affecting individuals with developmental disabilities shall be represented as members of the council, including entities responsible for administering funds under:

- (a) The rehabilitation act of 1973 (29 U.S.C. 701 et seq.);
- (b) The individuals with disabilities education act (20 U.S.C. 1400 et seq.);
- (c) The older Americans act of 1965 (42 U.S.C. 3001 et seq.);
- (d) Titles V and XIX of the social security act (42 U.S.C. 701 et seq. and 42 U.S.C. 1396 et seq.).

(4) The council shall also have representation from:

- (a) The state protection and advocacy organization;

- (b) The university center for excellence in developmental disabilities education, research and service.

One (1) representative may represent more than one (1) program or service.

(5) The remainder of the members shall be representatives of local and nongovernmental agencies and private nonprofit groups concerned with services for individuals with developmental disabilities pursuant to P.L. 106-402 and council bylaws required by section 67-6707(2), Idaho Code.

(6) The membership of the council shall be geographically representative of the state and reflect the diversity of the state with respect to race and ethnicity.

67-6705. APPOINTMENT AND TERM OF OFFICE.

(1) Council members' terms shall be for three (3) years.

(2) The governor shall make appropriate provisions for rotation of membership on the council.

(3) A vacancy occurring in the membership of the council shall be filled by appointment of the governor for the unexpired portion of the vacated term.

(4) Members may be replaced because of poor attendance, lack of participation in the council's work, or malfeasance in office.

67-6706. COMPENSATION AND EXPENSES.

Members of the council shall serve with no salary or benefits, but are entitled to reimbursement for travel and other expenses as authorized by the Idaho Code.

Those members of the council, as set out in section 67-6704(2), Idaho Code, shall also be reimbursed for expenses associated with the respective members' respite care for their child or adult family member with developmental disabilities when necessary for the members to participate in authorized council activities and meetings required under section 67-6707(2), Idaho Code.

67-6707. ORGANIZATION OF COUNCIL -- EMPLOYMENT OF NECESSARY PERSONNEL.

(1) The governor shall, after consultation with the council members, appoint a chair from among the council membership who shall serve for a one (1) year term, but at the pleasure of the governor.

(2) The council shall adopt and amend bylaws governing its proceedings, activities and organization, including, but not limited to, provisions for election of officers other than the

chair; provision for a quorum, procedure, frequency and location of meetings; and establishment, functions and membership of council committees.

(3) The council shall employ and fix the compensation, subject to provisions of [chapter 53, title 67](#), Idaho Code, of such personnel as may be necessary, including, but not limited to, a full-time administrator, who shall be designated as the executive director of the council and who shall be exempt under the provisions of [chapter 53, title 67](#), Idaho Code.

67-6708. RESPONSIBILITIES AND DUTIES.

The council shall:

- (1) Serve as a forum by which issues and benefits regarding current and potential services and programs for persons with developmental disabilities may be discussed by consumer, public, private, professional and lay interests.
- (2) Advocate for individuals with developmental disabilities and conduct or support programs, projects and activities that carry out such advocacy.
- (3) Advise the executive and legislative branches of local, state and federal governments and the private sector on programs and policies pertaining to current and potential services to persons with developmental disabilities and their families.
- (4) Submit periodic reports to the governor, the legislature and departments of state government on how current federal and state programs, rules, regulations, and legislation affect services to persons with developmental disabilities.
- (5) Assess, review and/or monitor the services and programs being provided for individuals with developmental disabilities.
- (6) Review and comment on all service plans and budgets of the state which will or may affect services and programs for persons with developmental disabilities.
- (7) Review and comment on proposed state legislation and/or rules and regulations relating to services and programs for persons with developmental disabilities.
- (8) Participate in community integration for individuals with developmental disabilities.
- (9) In consultation with the designated state agency develop and adopt, and annually review and revise as necessary, a five (5) year strategic state plan. Such state plan shall be the state plan required to be submitted under P.L. 106-402, as amended, and shall describe how the council will conduct and support advocacy, capacity building and systemic change through:

- (a) Outreach and identification of individuals with developmental disabilities and their families to assist and enable them to obtain services, supports and assistance;
- (b) Training for individuals with developmental disabilities, their families and personnel to enable them to obtain access to the services and supports they need;
- (c) Technical assistance to assist public and private entities to assist and support individuals with developmental disabilities in achieving independence, integration, productivity and self-determination;
- (d) Support for and education of communities to respond positively to individuals with developmental disabilities and their families;
- (e) Interagency collaboration and coordination;
- (f) Coordination with related councils, commissions and programs concerning individuals with disabilities;
- (g) Efforts to eliminate barriers to the access and use of community services by individuals with developmental disabilities, to enhance system design and redesign, and to enhance citizen participation;
- (h) Public education activities regarding the capabilities, preferences and needs of individuals with developmental disabilities through coalition development, self-advocacy training and education of policymakers;
- (i) Conducting studies, analyses, information gathering, and providing recommendations to local, state and federal policymakers in order to increase their ability to offer opportunities or enhance services to individuals with developmental disabilities;
- (j) Demonstration of new approaches to services and supports for individuals with developmental disabilities and their families to assist them in achieving independence, integration, productivity and self-determination;
- (k) Demonstration of new approaches to increase access to electronic and information technologies for individuals with significant disabilities; and
- (l) Other advocacy, capacity building and systemic change activities to promote a coordinated, consumer and family directed comprehensive system of supports and services for individuals with developmental disabilities.

67-6709. Short title. This act shall be known and cited as the "Idaho state council on developmental disabilities act."

ICDD Policies

Policy Type: Ends Policy

Policy Title: Global Ends Policy

All Idahoans, including those with developmental disabilities, will participate as equal members of society, empowered to reach their full potential as responsible and contributing citizens of their communities.

Policy Sub-Title: Public Policy Agenda

The Council members shall adopt a public policy agenda yearly that supports the above Global Ends statement. This can include collaborating with other organizations in supporting systems change activities within the legislative setting.

Policy Sub-Title: Participating Members of Their Community(ies)

The Council shall support the national and state trends that support individuals in achieving the Global Ends statement by working in one or more of the following areas as identified in the 5-Year Plan:

- a) Quality Assurance
- b) Education
- c) Early Intervention
- d) Childcare
- e) Health
- f) Employment
- g) Housing
- h) Transportation
- i) Formal and Informal Community Supports

Policy Sub-Title: Strategies to Achieve Global Ends

The Council may choose to use a combination of the following strategies, and others, to achieve the Global Ends statement:

- a) Outreach
- b) Training
- c) Technical assistance
- d) Supporting and educating communities
- e) Interagency collaboration and coordination
- f) Coordination with related councils, committees and programs

- g) Barrier elimination
- h) System design and redesign
- i) Coalition development and citizen participation
- j) Informing Policymakers
- k) Demonstration of new approaches to services and supports
- l) Demonstration projects or activities

Policy Sub-Title: Targeted Disparity

The Council shall identify underserved populations within the developmental disabilities population in Idaho and shall focus efforts to help this population achieve the Global Ends statement. A commitment to on-going learning about the identified culture(s) will be undertaken as necessary in order to achieve outcomes within this sub-population.

Policy Type: Council-Executive Director Linkage Policy

Global Council-ED Linkage Policy

The Council's official connection to the operating organization will be through the Council Executive Director.

Policy Sub-Title: Accountability of the Executive Director

The Executive Director is the Council's primary link to outcomes of the work assigned to staff members. All accountability for the productivity and work products from staff falls to the Executive Director.

Policy Sub-Title: Delegation to the Executive Director

The Council shall instruct the Executive Director through written policies that describe the organization's Ends to be achieved as well as situations and actions to be avoided, allowing the Executive Director to use any reasonable interpretation of these policies.

Policy Sub-Title: Monitoring of Executive Director Performance

The Council shall monitor the Executive Director annually by monitoring progress towards the goals identified in the 5-Year plan, monitoring the Ends policies, and evaluation of Executive Limitations policies.

Policy Sub-Title: Unity of Control

The Executive Director works only for the Council as a body.

Accordingly:

- Instructions made to the Executive Director by individual Council members, officers or ad hoc Committees are not binding to the Executive Director unless the Council as a body specifically authorizes such exercise of authority.
- In the case of Council members or committees requesting information or assistance without Council authorization, the Executive Director may refuse such requests that require a material amount of staff time or funds.

Policy Type: Delegation of Authority to the Executive Director

Global Executive Limitations Policy

The Executive Director shall not cause or allow any practice, activity or decision that is in violation of commonly accepted business and professional ethics or any unlawful activities.

Policy Sub-Title: Treatment of People Served by the Council

The Executive Director will not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy in interactions with persons served by the Council.

Policy Sub-Title: Treatment of Staff

The Executive Director may not allow conditions that are unfair, unsafe or undignified for staff, interns or volunteers.

Additionally, he or she will not:

1. Discriminate or retaliate against a staff member for expressing an opinion different than that of the Executive Director.
2. Prevent staff from complaining to the Department of Health and Welfare Human Resources Division or the Human Rights Commission about the Executive Director.
3. Prevent staff complaining to the Human Resource Commission

Policy Sub-Title: Financial Planning/Budgeting, Grants and Contracts

The Executive Director shall not violate the Division of Financial Management and the Governor's office policies.

Accordingly, he or she will not:

1. Apply for any grant or contract that does not support the Council's Mission or would go against the values of the Council.
2. Enter into any contract or grant prior to approval from the Department of Health and Welfare Financial Services or Department of Health and Welfare Contracts Management Unit, and the Governor's office
3. Fail to take reasonable steps to prevent the theft of vandalism of Council property
4. Fail to take reasonable steps to protect the Council's intellectual property, information, and files from loss or significant damage.

Policy Sub-Title: Representation of the Council via Digital Communication or Council E-Mail

All posts written by the Executive Director on any social media web site relating to Council business will not deviate from Council objectives, Mission and Vision, and will not deviate from “Treatment of Persons Served by the Council” policies, above.

Accordingly, he or she will not:

1. Endanger the Council’s public image or credibility, particularly in ways that would hinder accomplishment of its Mission.
2. Deviate from other state guidelines set forth by the Governor’s Office

Policy Sub-Title: Communication and Support to the Council

The Executive Director will not allow Council Members to be uninformed or unsupported in the work of the Council, to the best of his/her ability and within reason.

Additionally, he or she will not:

1. Neglect to submit monitoring information required by the Council in a timely, accurate, and understandable fashion.
2. Fail to present as many internal and/or external points of view necessary for the Council members to be fully informed of all available choices.
3. Fail to supply the Consent Agenda to all Council members in a timely fashion, in plain language and/or in the way the Council members’ request the information to be delivered.

Policy Sub-Title: Endorsements

The Executive Director may, upon request, endorse either verbally or in writing the efforts of other entities, groups or organizations when it aligns with the Mission and Vision of the Council. These decisions should, at minimum, involve the Council Chair and/or Full Council, if possible.

Policy Sub-Title: Succession of Executive Director

In order to protect the Council, its members and staff from the interruption in work that accompanies the succession of an Executive Director, the current Executive Director will ensure that one or more staff members have

training in operational processes delegated specifically to the Executive Director.

In the event the Executive Director decides to retire or otherwise depart from the Council, the Executive Director will notify the Management Assistant of his/her intent to depart with the intended departure date. The Management Assistant will follow the procedure associated with Succession of the Executive Director.

The outgoing Executive Director will commit to train the new Executive Director for at least two weeks before his/her departure date.

It is the responsibility of the current Executive Director and the Management Assistant/Fiscal Manager to ensure that the Division of Financial Management at the Department of Health and Welfare is aware of any payments that are due to the outgoing Executive Director once he/she departs the Council.

Policy Sub-Title: Emergency Succession of Executive Director

In order to protect the Council from the sudden loss of the Executive Director, there will be assurances that one or more staff members are trained in the operational processes delegated specifically to the Executive Director.

There should be at least one (1) staff member trained on the Council's issues and processes, as well as the day-to-day tasks of the current Executive Director.

In the event of emergency succession and/or lengthy absence of the current Executive Director:

1. The Interim Executive Director will work with the Council Chair on hiring a new Executive Director (see Procedure section).
2. The Interim Executive Director will assume the work of the Executive Director until a new Executive Director is chosen by the Council.
3. In the case of a lengthy absence but NOT succession from the Council, the Interim Executive Director will assume the work of the Executive Director until the return of the Executive Director.

Policy Type: Council Responsibilities

Policy Title: Council Responsibilities Policy

The purpose of the Council, on behalf of individuals with developmental disabilities and their families, is to ensure that the Idaho Council on Developmental Disabilities

1. Achieves what is stated in the 'Mission' and 'Vision' statements and
2. Avoids unacceptable and/or illegal actions and situations.

Mission Statement:

Promote the capacity of people with developmental disabilities and their families to determine, access and direct the services and/or supports they need to live the lives they choose, and to build the communities' ability to support their choices.

Vision Statement:

All Idahoans participate as equal members of society, empowered to reach their full potential as responsible and contributing citizens of their communities.

Policy Sub-Title: Governance Process—Designated State Agency

The Council Chair and Executive Director shall work with the Designated State Agency, to review, interpret, and implement the roles and responsibilities as set out in federal law in the Developmental Disabilities Act. These respective roles shall be outlined in a Memorandum of Understanding between the Council and the Designated State Agency (the Idaho Department of Health and Welfare).

Policy Sub-Title: Governing Style

The Council shall govern with an emphasis on:

1. Outward vision rather than internal preoccupation
2. Encouragement of diversity in viewpoints
3. Collective rather than individual decisions
4. Proactivity rather than reactivity
5. Decision making with meaningful input of individuals with developmental disabilities
6. Decision making with meaningful input of parents with children who have developmental disabilities.

Accordingly, the Council shall:

- Cultivate a culture of group responsibility;
- Demonstrate responsibility for excellence in governing;

- Initiate needed public policy for the collective good of Idahoans with developmental disabilities; not merely react to staff initiatives
- Acknowledge the individual expertise of each member to enhance the ability of the Council as a whole;
- Work constructively together to meet set timeframes;
- Focus on intended long-term outcomes;
- Provide annual orientation to new Council members including, but not limited to:
 - a. policy governance process
 - b. periodic discussion of desired improvements
 - c. organizational outcomes as part of being a learning organization;
- Monitor and discuss Council process and performance at each quarterly Council meeting.

Policy Sub-Title: Council Job Description

The Council demonstrates a commitment to each Five-Year Plan with the purpose of benefitting individuals with developmental disabilities and their families throughout Idaho. The Council recognizes that the Five-Year Plan is a living document that requires ongoing, thoughtful review and quarterly outcome presentations to members for oversight.

Accordingly, the Council shall:

- Formulate a Plan: Form a course of action for each program year, including setting objectives, outcomes, and performance measures for the Council.
- Set a Policy Agenda: Establish long-term directives which serve as the foundation for Council operations regarding scope of activity, target population(s), timelines, collaborative partners, and funding sources. Internal policy is established by federal and state law, as well as the bylaws of the Council.
- Set a Financial Plan: Oversee Council funds in order to assure that all monies are utilized in the best interest of the Council, the target population, and the State of Idaho. All Council activities in the area of financial management shall be compatible with federal and state grants, regulations, and policies. This also includes:
 1. ANNUAL BUDGET APPROVAL: The Council shall annually approve the budget for projected expenses and anticipated income for a funding period.

2. **QUARTERLY BUDGET REPORTS:** The Council shall review and approve quarterly expenditure reports.
3. **ROLES OF COUNCIL AND STAFF:** The Council shall oversee the management and expenditure of all funds. It remains the role of the staff to establish and maintain bookkeeping and reporting procedures in compliance or in addition to state and/or federal law, Council By-laws or policy.
- **Affiliates and Networks:** The Council shall maintain membership designated by our state and federal laws and provide opportunities for information sharing and collaboration during Council meetings, as time permits.

Policy Sub-Title: Council Member Job Description

All Council Members shall receive new member orientation after appointment is received from the Governor's office and prior to the fourth quarterly Council meeting. At the time of new member orientation, members shall be asked to sign a Council Member Agreement acknowledging their understanding of the responsibilities of Council membership. Additionally, Council members commit to:

1. *Public Relations:* Influencing the perception of the Council by the state-at-large. Each Council member should continually work to impact the image of the Council and people with developmental disabilities by building positive relationships with persons/groups/agencies in the state and within the Council itself. All Council members shall be given adequate information regarding the Council to ensure knowledgeable representation to the state-at-large.
2. *Advocacy:* Where allowed for individual members, advocating, advancing, interceding, assisting, and generally supporting appropriate public policy, services and delivery systems for persons with developmental disabilities. Before speaking or testifying on the Council's behalf, individual Council members must have approval from the Executive Director. This policy in no way is intended to interfere with each Council member's right to speak to public officials on their own behalf as a citizen of Idaho.

Conversely, Council members may not:

- A. Be chronically absent from quarterly meetings, as defined in procedure
- B. Refuse to participate in committee assignments in which they previously volunteered

- C. Continually choosing not to participate in Council meetings and/or discussions
- D. Commit illegal acts or violate the Council Member Agreement

Policy Sub-Title: Council Member Code of Conduct

The Council commits itself and its membership to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members. Council members who violate the Council member Agreement may be referred to the Governor for removal.

Support Person's Code of Conduct

It will be clearly communicated to all support staff what is expected of them in their role supporting individual Council members. The Council will seek to ensure that all Council members have the necessary support to fully participate in all Council and related meetings. All support staff will be expected to sign and adhere to the "Support Person's Code of Conduct." The Code of Conduct shall be signed by the support person and returned to Council staff before or at the beginning of a Council meeting or related activity. Support persons shall review and sign the Code of Conduct form annually.

Policy Sub-Title: Conflict of Interest and Remote Interest***Conflict of Interest:***

A conflict of interest may arise when an action or decision by a Council member creates a financial benefit to:

1. That Council member *and/or*
2. To a person from the member's household *and/or*
3. To a business with which the Council member is associated *and/or*
4. A member of the Council member's household is associated

Remote Interest:

A "remote interest" may occur if:

1. The member is a non-salaried officer of a nonprofit corporation that contracts with the Council
2. The member is an employee or agent of a corporation and his/her compensation consists entirely of fixed wages or salary from the corporation who receives funds from the Council
3. The member is a landlord to or a tenant of a party that contracts with the Council

4. Any action undertaken in the members official capacity on the Council that would directly or indirectly affect the Council member's household or business

Each Council member is obligated to bring to the Chair's attention instances in which it is unclear whether a conflict of interest or a remote interest may arise. In such cases, the Chair shall instruct the Executive Director to review the potential conflict with the Office of the Attorney General to determine whether a conflict exists. If it is determined that a conflict of interest is present, then the procedures listed in the "Conflict of Interest" section of the Procedure manual will be followed.

It is not considered a conflict of interest or remote interest when:

1. The member's position on the Council is required by law
2. A Council member has programmatic expertise and knowledge that should be considered in the overall planning and discussion of Council business.

Policy Sub-Title: Chairperson's Job Description

The chairperson assures the integrity and fulfillment of the Council's process. Additionally, the Chairperson can represent the Council to outside parties, as discussed with the Full Council and/or the Executive Director.

Accordingly, the Chairperson shall:

1. Preside at all Council meetings
2. Present policy for consideration by the Council membership
3. Work closely with the Executive Director on developing all agendas for Council meetings
4. Be a delegate at National Association of Councils on Developmental Disabilities (NACDD) activities and assist in the information sharing and policy implementation of NACDD (NOTE: Participation on national committees is subject to approval by the Full Council due to Council funds being dedicated towards participation)
5. Serve as liaison to other organizations and government entities unless otherwise delegated directly by the Chair, or by Full Council vote, whichever the Chair may choose
6. Initiate and maintain ongoing communication with Council membership between quarterly meetings
7. Work with individual members to resolve member issues
8. Initiate and oversee Executive Director evaluation annually

9. Report to the Full Council at each regular meeting on activities performed on behalf of the Council
10. Perform all other duties as outlined by Council membership, by-laws, and policy

If at any time, the Chairperson is absent from a Council meeting, the Vice-Chairperson will assume the Chairperson's duties. In the case where the Vice-Chairperson is absent from a Council meeting, the past Chair will assume the Chairperson's duties.

Policy Sub-Title: Council Committee Principles

A Council committee is any group that is formed by, instructed by, and ordered to report to the Full Council. The committee's duty is to complete the task assigned by the Full Council but not make decisions for the full Council.

Accordingly, Council committees:

1. Will be formed on an ad hoc basis for the purpose of performing specific tasks outlined by the Full Council
2. May not take official votes or elect leadership
3. Will report information back to Full Council in order to take official action on the task(s) at hand

Policy Sub-Title: Cost of Governance

The Council shall comply with all state and federal requirements regarding expenditures.

Travel, Lodging, Meals and Personal Care Support Costs

Council members shall be reimbursed for travel, meals, childcare or costs associated with necessary support for members to fulfill their Council duties. The Council will not support day care costs for children that normally attend day care nor will the Council pay day care to a parent providing care for their child.

Unpaid Employment Leave

Council members may be compensated for the time they spend at authorized Council meetings and activities if they have to take leave without pay or use vacation time associated with their regular employment. The amount paid each member shall be \$50 per day as set out in Idaho Code 59-509 (h).

Council Budget – Overview

What is a Budget?

An itemized summary of estimated or intended expenditures for a given period along with proposals for financing them

A systematic plan for the expenditure of a usually fixed resource, such as money or time, during a given period (fiscal year)

Formalized statement of the goals of an organization stated in financial terms

Explanation of Terms

Expenditure – Items bought and paid for within the same fiscal year

Federal Fiscal Year - October 1 to September 30

Calendar Fiscal Year - January 1 to December 31

State Fiscal Year - Specific to state or territory (Idaho is July 1 to June 30)

The Purpose of a Budget

A spending plan of an organization for a specific period of time

Formal statement of the goals of an organization in financial terms (numbers)

The Council Budget

Reflects the Council's State Plan – the budget is the plan of how a Council will fund their State Plan goals and objectives

Is for a specific period of time – fiscal year, or calendar year

The Council Federal Allotment

Each fiscal year a Council receives an allotment from the Department of Health and Human Services, Administration for Community Living

Allotments are based on: the population of the State; the extent of need for services for individuals with developmental disabilities and; the financial need of the State

Councils are given a total of three years to expend one grant award

Councils are given two years to obligate and perform the work with the federal funds

Councils are given one additional year to liquidate funds

Explanation of Terms

Obligate –A legal ‘promise’ to pay money that has been set aside for a specific activity or purpose

Liquidate – spending money that has been obligated

DD Act requires

At least 70% of a Council’s allotment must be used to implement the Council State Plan

No more than 30% of a Council’s allotment may be used for administrative costs – the 30% includes the DSA reimbursement percentage of 5% of the annual award.

The Council member role in the budget process

Approve annual budget

Monitor the Councils financial status on a regular basis (ex. Quarterly)

The Council’s business

In terms of dollars, at least 70% of the Council’s business involves working with contractors and grant recipients as well as Council staff who perform functions/activities to meet the Councils goals within the State Plan

A systematic approach to keeping everything focused and on track is needed (policies, reports)

No more than 30% of the annual grant award may be used for administrative purposes

What are administrative costs?

- An expense that is incurred in directing or managing the Council; costs related to the Council as a whole (common examples: utilities, rent, accounting)

Who prepares the budget?

The Executive Director and/or related staff typically prepare the budget for Council approval*

Staff are in an excellent position to ensure the Council budget meets all State requirements (and requirements of the designated State agency) and is reflective of allowable categories and meets the “terms and conditions” of the grant award (as determined by ACL and OMB)

The Executive Director should prepare the administrative budget for the Council.

The administrative budget should be itemized with items related to staffing costs, office costs, equipment costs, staff development (training) costs and other costs as determined by the Executive Director to implement the functions of the Council and in concert with the Council 5-year plan.

*unless the Council has specific procedures or process outlined in Council approved documents such as policies and procedures or by-laws

Questions Council members may ask as they consider budget development

- What activities or programs will the Council undertake?
- Are the activities/programs consistent with the State Plan?
- Are these programs/activities consistent with the Council’s mission and 5-Year State Plan?
- How will the Council allocate resources to fund the activity/program?

Monitoring the Council budget

Council members should receive a financial report on a regular basis (example: Council meetings)

The purpose of the Council budget report is so that members can monitor obligation and liquidation of the Council grant award(s)

The purpose is not to review and approve each expenditure incurred by the Council. Staff and the designated State agency will ensure expenditures are in concert with the budget and meet State and Federal rules for allowable costs.

Good questions to consider when reviewing a Council financial report

- Are our expenses in line with our budget?
- Are we meeting the overall budget by line-item? If not, why?
- Is a particular grant spending according to schedule?
- Were all grantee expenses allowable? How did the Council handle any unallowable expenses?
- Do we have un-obligated funds for the current year?
- What is the Council planning for these funds?

Final thoughts

Councils who operate as their own or with a Designated State Agency must follow all State laws, policies and procedures. The Council staff will navigate Council business to ensure compliance.

Conflict of Interest

Overview and Application

Introduction

Councils value the active participation and membership of stakeholders, state agencies, DD Act agencies, allied professionals, and leaders in disability rights.

This active participation may at times create actual or perceived conflict of interests. Therefore, clear and open discussion is the path to ensure the Council maintains its public perception of integrity, while actively engaging key stakeholders.

What does the DD Act say?

Section 124 (c) (5) (D)

The plan shall provide an assurance that no member of such Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of conflict of interest.

What is an assurance?

A pledge, a guarantee; free from doubt

To maintain federal compliance, Councils must submit this assurance to the Administration on Intellectual and Developmental Disabilities with their 5-year State plan. For ICDD, part of this assurance is a signed declaration by each member.

What is conflict of interest?

A conflict of interest is real or perceived and exists when the Council member or a member of their family appears to gain or benefit personally from their position on the Council.

Appearance of conflict of interest

Members of governance have a responsibility to avoid the appearance of a conflict of interest. They should never use the organization as a platform for personal benefit or gain. A perceived conflict is often more damaging than a real one since it is much harder to resolve.

What is a dual role?

A dual role exists if a Council member also serves in a leadership/decision making role of another entity who is seeking Council funding.

Example: Council member also serves on the Board of Directors of the local disability organization.

Helpful hints if you find yourself in dual roles...

If you are a member of the Council and also a member of a Board of Directors of an agency or organization applying for Council funds, first and foremost you should keep the primary purposes and guidelines of the Council as a priority.

Dual role Council members should take great care they not influence any other Council member to gain their support or “sway” them to vote for or against proposals or decisions that may benefit their organization.

Example #1

Situation: A member serves on the Council as well as on the Board of Directors or Advisory Committee of a disability organization that applies for a grant through the Council.

Result: Even though the Council member may not receive financial benefit from the grant, there may be an appearance of a conflict of interest.

Recommendation: The Council member must publicly disclose the conflict (so that it is on the record) and recuse themselves from discussions on the topic.

Example #2

Situation: A Council member has a spouse, significant other, immediate family member (or other relationship outlined within State guidelines) receiving funds from a Council funded project.

Result: This would constitute a conflict of interest for the Council member.

Recommendation: Council member would consider resigning appointment to the Council.

Example #3

Situation: A Council member participates in the design of a request for proposal outlining the activities of a project that will be funded by the Council; the Council member's place of employment competes for the funding.

Result: The involvement of the Council member may constitute a perception of conflict of interest and unfair advantage to other entities competing for the Council funds.

Recommendation: The Council member can publicly disclose the conflict [so that it is in the record] and recuse themselves from discussions and voting on the topic.

How do Council's provide the assurance?

Council's use a variety of methods to provide the assurance.

The most common are:

- Conflict of Interest policies
- Information forms that provide disclosure from Council members about other boards and organizations they represent
- Code of Conduct policies
- Recusing oneself from the room when discussion or voting occurs

Cultural Competence

Cultural Competence: What the DD Act Says

The federal Developmental Disabilities Act, Public Law 106-402, includes specific language related to cultural competence and requirements of Councils on Developmental Disabilities:

Sec. 101(b) PURPOSE The purpose of this title is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life, **through culturally competent programs authorized under this title, including (1) State Councils on Developmental Disabilities**

Sec. 101(c) POLICY (4) services, supports, and other assistance should be provided in a manner that **demonstrates respect for individual dignity, personal preferences, and cultural differences;**

(5) specific efforts must be made to ensure that individuals with developmental disabilities **from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental and their families;**

(6) recruitment efforts in disciplines related to developmental disabilities relating to pre-service training, community training, practice, administration, and policymaking must focus on brining larger numbers of racial and ethnic minorities into the disciplines in order to provide appropriate skills, knowledge, role models, and sufficient personnel to address the growing needs of an increasing diverse population;

Sec. 102. DEFINITIONS

(7) CULTURALLY COMPETENT – The term “culturally competent”, used with respect to services, supports, or other assistance, means services, supports or other assistance that is **conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of**

individuals who are receiving the services, supports or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.

IDAHO'S STATE LAW
TITLE 67-CHAPTER 67

67-6703. IDAHO STATE COUNCIL ON DEVELOPMENTAL DISABILITIES.

(1) The Idaho state council on developmental disabilities is established to engage in **advocacy, capacity building, and systemic change activities** that:

(a) Contribute to a coordinated, **consumer and family-centered**, consumer and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families; and

(b) Are consistent with the requirements of the developmental disabilities assistance and bill of rights act of 2000 (P.L. 106-402) and subsequent acts.

**Federal Maternal and Child Health Bureau
Division of Services for Children with Special Health Needs
DEFINITION OF FAMILY-CENTERED CARE**

Family-Centered Care assures the health and well-being of children and their families through a respectful family-professional partnership. It **honors the strengths, cultures, traditions and expertise that everyone brings to this relationship**. Family-Centered Care is the standard of practice which results in high quality services.

THEREFORE

Cultural Competence is a tool and an approach to build capacity and make system changes to have a truly consumer and family-centered system of services as required by Idaho DD law and to meet the spirit of the Federal DD Act that requires cultural competence, including for State Councils for DD.

Council Member Responsibilities and Community Relationships

Council By-Laws, Article IV, Section 4. Member Responsibility:

It is the responsibility of each member to represent their appointed segment of the population and the geographic area of the State, and present the issues and concerns of that representation and geographic area in the formation of all Council policy and programs. Each member shall also perform specific duties set out by written policy, and/or assigned by the full Council or Council Chair.

COUNCIL MEMBERS' RESPONSIBILITIES

- **Planning**
- **Policymaking**
- **Financial Management**
- **Public Relations:** Influencing the perception of the Council by the state-at-large. Each Council member should continually work to impact the image of the Council and people with developmental disabilities by building positive relationships with persons/groups/agencies in the state and within the Council itself. All Council members shall be given adequate information regarding the Council to ensure knowledgeable representation to the state-at-large.
- **Advocacy:** Where allowed for individual members, advocating, advancing, interceding, assisting, and generally supporting appropriate public policy, services and delivery systems for persons with developmental disabilities. Before speaking or testifying to public officials on the Council's behalf, individual Council members must have approval from the Executive Director. This policy in no way is intended to interfere with each Council member's right to speak to public officials on their own behalf.

Between meetings Council members should...

- ✓ Build relationships and listen to people in their community
- ✓ Share Council information with others and positions on issues when it is appropriate

- ✓ Prepare for Council meetings and committee meetings
- ✓ Ask questions and get information they need
- ✓ Take responsibility to follow-through on assignments

Between meetings Council staff are responsible to support Council members to fulfill their responsibilities under the law. They also do projects and activities that help the Council make progress towards the goals and objectives in its work plan.

Building Relationships in the Community

Serving on the Council is more than attending four meetings each year. Although attendance at those meetings is important, it is also important to recognize as a Council member you are an ambassador for the Council's efforts.

Members are in an excellent position to listen to people with developmental disabilities, their family members, and other partners in their communities and bring their issues and concerns to the Council. Listening to the public is an important part of finding out how the Council is doing and if we are paying attention to the right issues.

Members are also in a position to find out what the public knows about the Council and measure how well our messages are reaching individuals and communities.

Members report back to the Council about these things through reports at meetings, emails to staff, and through evaluation activities.

Legislative Action Recommendations: Setting Priorities for Legislative Issues

The Council has three levels of involvement in legislative issues.

Priority One -- Leading the Way:

ICDD will actively promote, oppose, influence, and advocate for programs and policies that impact people with developmental disabilities and their families. ICDD will take a leadership role on these activities, and will use these ways to do so:

- Educating Policymakers
- Grassroots advocacy
- Working with others
- Media
- Other activities, as needed
 - Past example: Criminal History Background Checks for Guardians and Conservators Legislation – Council drafted legislation to require prospective guardians and conservators to undergo a criminal history background check. We worked with legislative services to create the bill and a sponsor Legislator to carry the legislation. Staff created plain language fact sheets and promoted the issue with stakeholders, associations, and partners. Staff and Council members met with legislators about the issue and then staff testified in support of the bill during hearings (the bill passed and became law in 2013).

Priority Two -- Lending Support:

ICDD will work closely with people with developmental disabilities, parents, disability partners, coalitions, and others to promote legislation that is helpful -- and will work against harmful legislation to -- individuals with developmental disabilities and their families. ICDD may choose to lead on some issues, or may follow the lead of others, but in general will use these ways to do so:

- Active Coalition Participation (i.e., serving on committees, signing on to coalition efforts, forwarding coalition information)
- Watch Legislation
- Communicating with Council Members
- Communicating with Policymakers
- Communicating through social media and web-site
- Action Alerts

- Past Example: Sign Language Interpreter Licensing – Council members heard a presentation from the Council for the Deaf and Hard of Hearing (the sponsor) about their legislation. Staff drafted plain language versions of fact sheets and informed Council members who met with legislators about the issue. Staff presented testimony in support of the bill for both germane committee hearings. (bill passed and became law in 2017).

Priority Three -- Keeping Track:

ICDD will closely watch legislation and have a voice on issues of interest to the disability community. ICDD will watch legislation, answer questions to the Council, and provide clear information and recommendations.

- Past Example: Futile Care Legislation – in 2013 the Idaho Medical Association introduced legislation to change the definition of “futile care” in Idaho code. The ICDD Public Policy Committee was informed about the issue and recommended monitoring the legislation. Staff tracked the bill’s status during the session and informed members and stakeholders through ICDD legislative updates.

AIDD Guidance on Informing Policymakers

Under the Developmental Disabilities Act (DD Act) Councils have a responsibility to inform, educate or advise policymakers, however, there are restrictions on the use of grant funds to influence the enactment of legislation and related activities. This is noted in Section 503 of Public Law 106-554, the Consolidated Appropriations Act, 2001 - <https://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf> which says:

SEC. 503. (a) No part of any appropriation contained in this Act shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself.

(b) No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

The Administration on Intellectual and Developmental Disabilities (AIDD) believes that grantees (Councils: members, staff, and their project grantees/contractors) will be able to meet their responsibility to inform, educate or advise policymakers under the DD Act and avoid violating the applicable limitations on lobbying by emphasizing a nonpartisan analysis, study and research.

ACTION ITEMS:

Present Facts in a Full and Fair Way

Grantees are free to advocate a position or viewpoint as long as there is a full and fair sharing of the facts that help the policymaker to come to their own decision. This means that the grantee would **only present an opinion that is supported by facts**. Councils should not provide distorted facts (*partial facts or only those that support your opinion*), inflammatory and disparaging terms (*saying negative things about other options or opinions that do not align with yours*), or conclusions based more on strong emotional feelings than on facts.

Share Information from All Sides of an Issue

Grantees advising legislators and others about legislation should do this in a balanced way, discussing the advantages and disadvantages of the legislation and comparing it to other proposals that may also be under consideration.

The Council should be informed of different possible ways to address an issue and share the good and bad of different solutions compared to the one we support and/or give the policymaker contact information for someone who has that information.

Share Desired Outcome but Be Willing to Consider Different Solutions for Meeting Needs

A nonpartisan approach does not mean that a grantee must be neutral about outcomes for individuals with developmental disabilities. But grantees must present an **unbiased attitude when considering alternatives** for meeting the needs of people with developmental disabilities.

We should not be only willing to support our own solution but be willing to think about other possibilities to solving a problem.

Be a Source of Information

Councils should emphasize their role as a **source of information and advice** in helping legislators and other policymakers to identify and evaluate the available alternatives for meeting the needs of individuals with developmental disabilities.

Share that the Council is available to help policymakers identify and evaluate different solutions for meeting the needs of individuals with developmental disabilities.

Definition of Developmental Disability

Federal Definition of Developmental Disability

A "developmental disability" means a severe and ongoing disability of an individual that is:

- A.** Caused by a mental or physical impairment or combination of mental and physical impairments;
- B.** Present before the individual reaches age 22;
- C.** Likely to affect them all their life;
- D.** A disability that limits the individual's ability to do three (3) or more of the following areas of major life activity:
 - taking care of himself/herself;
 - speaking and understanding language;
 - learning;
 - moving around on their own;
 - directing their own life;
 - living independently; or
 - earning money and supporting himself/herself financially; and
- E.** A disability that creates a need for a combination of specialized support services or other forms of help which the individual will need their whole life or for a long time; and services that are individually planned and coordinated.

State of Idaho Definition of Developmental Disability

Section 66-402(5) Idaho Code defines a developmental disability as" a chronic disability of a person that appears before 22 years of age and is:

- Attributable to impairment such as an intellectual disability, cerebral palsy, epilepsy, autism or other condition found to be closely related to or similar to one of these impairments that requires similar treatment or services or is attributable to dyslexia resulting from such impairments.

The condition:

- Results in substantial functional limitations in three or more of the following areas of life activity: self-care, receptive and expressive language, learning, mobility self-direction, capacity for independent living, or economic self-sufficiency;
- Reflects the needs for a combination and sequence of special interdisciplinary or generic care, treatment or other services, which are of life-long or extended duration and individually planned and coordinated.

Basics of Parliamentary Procedure

Parliamentary procedure is a set of rules used for groups to conduct business. It gives each member a chance to be heard and be part of making informed decisions in the most effective, fair, democratic, and efficient way.

All members have equal rights, privileges, and responsibility.

A quorum must be present for the group to take action. This means 12 members must be present to take action if all 23 positions are filled.

Every member should feel free to discuss every motion.

Only one topic may be considered at a time.

No member should speak until recognized by the Chair.

To be Recognized by the Chair

1. Raise your hand and say “Madame or Mr. Chair.”
2. Wait for the Chair to call on you.
3. Your comments must be related to the issue or question before the group.
 - Speakers should have a well thought out statement
 - Speakers should not attack another person’s idea or position
 - Remarks should be addressed through the Chair

Handling a Motion in a Meeting

A motion is a proposal that the members take action on.

Three steps to bring a motion before the group:

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair restates the motion.

How Do I Make a Motion?

1. Wait for the Chairperson to recognize you.
2. State your motion clearly and avoid personal attacks.

3. Wait for another member to second your motion, or the Chair will ask for a second. Motions made from a committee do not require a second.
4. If there is not a second, then your motion will not be considered. If there is a second, then your motion will be open for discussion. Your motion becomes “assembly property” and you can’t change it unless the members agree.
5. You will be allowed to speak first.
6. When there is no more discussion, the Chair will call for the vote.

Consideration of a Motion

1. Members discuss and give opinions on the motion.
2. The chair puts the question to a vote.
 - a. The chair restates the question.
 - b. The chair takes the vote: "All in favor of the motion, say aye." "Those opposed, say no."
3. The chair announces the result of a vote – the motion passed or the motion failed.

Parliamentary Procedure Helps Get Things Done

Always...

- Make Motions that are in order.
- Obtain the Floor properly - no member should speak until recognized by the chair.
- Speak clearly and with a well thought out statement.
- Obey the rules of debate.
- Be Courteous.

Acronyms

A

AAA	Area Agency on Aging
AABD	Aid to the Aged, Blind and Disabled
AAS	Associate of Applied Science Degree
ABA	American Bar Association
ABI	Acquired Brain Injury
ACCESS	Access to Care Coordination, Evaluation, Services and Supports
ACCESS Unit	Access to Community Coordination for Effective Services and Supports
ACCSES	Association of Non-Profit Community Rehabilitation Providers
A/CDC	Adult/Child Development Center
ACF	Administration for Children and Families
ACL	Administration on Community Living (federal government)
ACLA	Alternative Community Living Arrangements
ACLD	Association for Children with Learning Disabilities
ACLU	American Civil Liberties Union
ADA	Americans with Disabilities Act - PL 101-336
ADAAG	Americans with Disabilities Act Accessibility Guidelines
AIDD	Administration on Intellectual & Developmental Disabilities (federal)
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactive Disorder
ADRC	Aging and Disability Resource Center
AEYC	Association for the Education of Young Children
AIRF	Association of Idaho Rehabilitation Facilities
AMAS	Alternate Mobility Adventure Seekers
AMI	Alliance for the Mentally Ill
ANSI	American National Standards Institute
AP	Adult Protection
APA	Administrative Procedures Act
APD	Advance Planning Document
APSE	Association of People Supporting Employment First
ASD	Autism Spectrum Disorder
AT	Assistive Technology
AUCD	Association of University Centers on Disabilities

B

BBA	Balanced Budget Act
BSU	Boise State University
BYU	Brigham Young University (BYU Idaho – in Rexburg)

C

CAN	Child Abuse and Neglect
CAP	Client Assistance Program

CARF	Commission on Accreditation of Rehabilitation Facilities
CASSP	Child and Adolescent Services System Program
CBRS	Community Based Rehabilitation Services
CCAP	Child Community-based Alternatives Program
CCDD	Consortium for Citizens with Developmental Disabilities
CCP	Citizen Companion Program
CD	Child Development
CDA	Child Development Associate
CDC	Child Developmental Center
CDH	Central District Health
CDHD	Center on Disabilities and Human Development
CEC	Council for Exceptional Children
CETA	Comprehensive Employment and Training Act
CF	Cystic Fibrosis
CFH	Certified Family Home
CFR	Code of Federal Regulations
CHILD	Children's Institute for Learning Differences
CHIP	Children's Health Insurance Program
CID	Consortium for Idahoans with Disabilities
CIL	Center for Independent Living
CMHC	Community Mental Health Center
CMI	Chronically Mentally Ill
CNA	Certified Nurse Assistant
CNOW	Community NOW!
CO	Central Office
COB	Commission for the Blind
COBRA	Consolidated Omnibus Budget Reconciliation Act
CP	Cerebral Palsy
CP	Child Protection
CPS	Child Protection Services
CPT	Common Procedural Terminology
CRP	Community Rehabilitation Program
CSE	Community Supported Employment
CSI	College of South Idaho
CSP	Community Support Project
CSS	Community Support Services
CST	Child Study Team
CWEP	Community Work Experience Program
CW HOG	Cooperative Wilderness Handicapped Outdoor Group
CWI	College of Western Idaho

D

DAG	Deputy Attorney General
DD	Developmental Disabilities or Developmentally Disabled
DDA	Developmental Disabilities Agency
DDB	Developmental Disabilities Bureau

DDC	Developmental Disabilities Council
DDP	Developmental Disabilities Program
DE	Designated Examiner
DEC	Division of Early Childhood
DHD	District Health Department
DHW	Department of Health and Welfare
DJC	Department of Juvenile Corrections
DOE	Department of Education
DOE	Department of Employment
DOL	Department of Labor
DME	Durable Medical Equipment
DRI	DisAbility Rights Idaho
DS	Developmental Specialists
DSM-IV	Diagnostic and Statistical Manual for Mental Disorders (4th edition)
DUR	Drug Utilization Review
DVR	Division of Vocational Rehabilitation
DWI	Development Workshop, Inc.
Dyslexia	A disturbance of the ability to read, usually by visual rearranging letter sequence

E

EC	Early Childhood
ECSE	Early Childhood Special Education
ED	Emotionally Disturbed or Emotional Disturbance
EDS	Electronic Data Systems
EEG	Electroencephalograph
EFA	Epilepsy Foundation of America
EFI	Epilepsy Foundation of Idaho
EHS	Early Head Start
EI	Emotionally Impaired (a definition used by the Department of Education)
EI	Early Intervention
EIS	Early Intervention Specialist
EKG	Electrocardiograph
EMR	Educable Mentally Retarded
EMS	Emergency Medical Services
EOB	Explanation of Benefits
EP	Epilepsy
EPICS	Eligibility Programs Integrated Computer System
ES PDT	Early Periodic Screening Diagnosis and Treatment
ESY	Extended School Year
ERA	Employment Related Activities

F

FACS	Division of Family and Community Services
FAPE	Free and Appropriate Public Education
FFP	Federal Financial Participation

FHA	Federal Housing Administration
FmHA	Farm Home Assistance
FQHC	Federally Qualified Health Centers

G

GATE	Gifted and Talented Education
GAS	Global Assessment Scale
GCC	Genetics Counseling Clinic
GMRAC	Governor's Medicaid Reform Advisory Council

H

HC	Health Check
HCBS/DD	Home and Community Based Services for people with Developmental Disabilities (Medicaid Waiver)
HCBS/NF	Home and Community Based Services for people with Physical Disabilities and the Elderly (Aged and Disabled (A&D) Medicaid Waiver)
HCDA	Housing and Community Development Act
HCFA	Health Care Financing Administration
HHA	Home Health Agencies
HHS	Health and Human Services (federal government)
HIS	Human Interaction System
HMO	Health Maintenance Organization
HOYO	Home of Your Own
H&W	Health and Welfare
HS	Head Start
HUD	Housing and Urban Development

I

IAA	Idaho Autism Association
IACOR	Idaho Association of Community Options and Resources
IAEYC	Idaho Association for the Education of Young Children
IAPHA	Idaho Association for Physically Handicapped Adults
IADD	Idaho Association of Developmental Disabilities Agencies
IARI	Idaho Association of Rehabilitation Industries
IASA	Idaho Association of School Administrators
IASEA	Idaho Association of Special Education Administrators
IBE	Idaho Board of Education
I.C.	Idaho Code
ICA	Idaho Counseling Association
ICAN	Idaho Community Action Network
ICC	Interagency Coordinating Council (Idaho Infant Toddler Program)
ICDD	Idaho Council on Developmental Disabilities
ICF	Intermediate Care Facility
ICF/ID	Intermediate Care Facility for Persons with Intellectual Disabilities (formerly ICF/MR)
I/DD	Intellectual/Developmental Disability

IDAPA	Idaho Administrative Procedures Act
IDEA	Individuals with Disabilities Educational Act - PL 105-17 <u>Part C</u> Refers to services for children ages 0 -3 (Infant Toddler Program) <u>Part B</u> refers to services for children ages 3 – 21 (Educational Services)
IDT	Interdisciplinary Team
IDVR	Idaho Department of Vocational Rehabilitation
IEA	Idaho Education Association
IEFC	Idaho Employment First Consortium
IEP	Individual Education Program
IFSP	Individual Family Services Plan
IHA	Idaho Hospital Association
IHFA	Idaho Housing and Financing Administration
IHP	Individualized Habilitation Plan
IIC	Idaho Interagency Council on... (normally includes identifier of group)
IIP	Individualized Implementation Plan
ILC	Independent Living Center
IMA	Idaho Medical Association
IMHCA	Idaho Mental Health Counselor's Association
IMPD	Indian and Migrant Program Division
I&R	Information and Referral
IPF	Idaho People First
IPP	Individualized Program Plan
IPUL	Idaho Parents Unlimited
IRALA	Idaho Residential and Assisted Living Association
ISO	Idaho Special Olympics
ISSD&B	Idaho State School for the Deaf and the Blind
ISSH	Idaho State School and Hospital
ISU	Idaho State University
ITA	Individual Training Account
ITP	Individual Transition Plan
IWG	Implementation Work Group
IWRP	Individualized Written Rehabilitation Plan

J

JCAH	Joint Commission of Accreditation of Hospitals
JFAC	Joint Finance and Appropriation Committee

L

LCF/CH	Licensed Community Facility/Certified Homes
LCSC	Lewis and Clark State College
LD	Learning Disability
LEA	Local Education Agency (school district)
LEAA	Law Enforcement Assistance Administration
LINC	Living Independence Network Center
LPN	Licensed Practical Nurse

LRE Least Restricted Environment
LTC Long Term Care

M

MAID Medical Assistance Identification
MCAC Medical Care Advisory Committee
MD Muscular Dystrophy
MDT Multi-Disciplinary Team
Medicaid Medical Assistance for Persons on Public Assistance and who have disabilities
Medicare Medical Services for the Elderly
MHAI Mental Health Association of Idaho
MI Mentally Illness or Mental Impairment
MICASSA Medicaid Community Attendant Services and Supports Act
MMIS Medicaid Management Information System
MR Mental Retardation
MS Multiple Sclerosis
MSG Mountain States Group, Inc.
MSTI Mountain States Tumor Institute
MVRS Magic Valley Rehabilitation Services

N

NAC National Advisory Council
NACDD National Association of Councils on Developmental Disabilities
NAEYC National Association for the Education of Young Children
NAMI National Alliance for the Mentally Ill
NCLH National Center for Law and the Handicapped
NEC-TAS National Early Childhood Technical Assistance System
NF Nursing Facility
NIC North Idaho College
NICH North Idaho Children's Home
NICU Neonatal Intensive Care Unit
NIMH National Institute of Mental Health
NNU Northwest Nazarene University (Nampa)
NRA National Rehabilitation Association
NRC National Rural Center
NSAC National Society for Autistic Children

O

OAG Office of the Attorney General
OASIS Outcome and Assessment Information Set
OHDS Office of Human Development Services
OJT On the Job Training
OOA Office on Aging
OSEP Office of Special Education Programs

OSERS	Office of Special Education and Rehabilitation Services (under U.S. Department of Education)
OT	Occupational Therapist, Occupational Therapy
OUI	Opportunities Unlimited, Inc.

P

Palouse DOG	Palouse Disabled Outdoor Group
PA	Public Assistance or Prior Authorization
PADD	Protection and Advocacy for Individuals with Developmental Disabilities
PAIMI	Protection and Advocacy of Individuals with Mental Illness
PAIR	Protection and Advocacy of Individual Rights
PAS	Personal Attendant Services
P&A	Protection and Advocacy (CO-AD)
PBS	Positive Behavior Supports
PCCM	Primary Care Case Management
PCMR	President's Committee on Mental Retardation
PCP	Person-Centered Planning
PCS	Personal Care Services
PDD	Pervasive Developmental Delay
PERC	Parent Education Resource Center
PI	Palouse Industries
PICU	Pediatric Intensive Care Unit
PIP	Partners in Policymaking
PL	Public Law
PL 89-313	Law Requiring Public Schools to service Children who are Deaf or Blind, ages birth through 21
PL 104-183	Developmental Disabilities Assistance and Bill of Rights Act Amendment of 1996 (DD Act)
PL 105-17	IDEA (94-142)
PPP	Public Participation Process
PRO	Peer Review Organization
PSA	Public Service Announcement
PT	Physical Therapy or Physical Therapist
PTC	Parent Training Center
PTI	Parent Training Information
PTU	Psychiatric Treatment Unit at State Hospital North
PWC	Pregnant Women and Children
PWD	People/Person with Disability
PWDD	People/Person with Developmental Disability

Q

QDWI	Qualified Disabled and Working Individuals
QMB	Qualified Medicare Beneficiary
QMHP	Qualified Mental Health Professional
QMRP	Qualified Mental Retardation Professional

R

RCF	Residential Care Facility
REOMB	Recipient Explanation of Medicaid Benefits
RESNA	Rehabilitation Engineering Society of North America
RFCP	Request for Concept Paper
RFI	Request for Information
RFP	Request for Proposals
RHC	Rural Health Clinic
RHEC	Rural Health Education Center
RITC	Regional Infant Toddler Committees
R & R	Resource and Referral
RMHA	Regional Mental Health Authority
RMU	Regional Medicaid Unit
RR	Resource Room
RRC	Regional Resource Centers
RSA	Rehabilitation Services Administration
RSVP	Retired Senior Volunteer Program
RT	Recreational Therapy or Recreational Therapist

S

SABE	Self Advocates Becoming Empowered
SALN	Self-Advocate Leadership Network
SAVI	Self Assessment and Validation Instrument
SC	Self Contained
SDE	State Department of Education
SE	Special Education
SEAP	Special Education Advisory Panel
SECTION 504	Section of the Rehabilitation Act with Requires Accessibility to all Public Buildings/Federally Funded Programs
SED	Seriously Emotionally Disturbed (generally a term applied to children)
SHN;SHS	State Hospital North (Orofino); State Hospital South (Blackfoot)
SIB-R	Scales of Independent Behavior - Revised
SIDS	Sudden Infant Death Syndrome
SLP	Speech Language Pathologist
SNF	Skilled Nursing Facility
SPI	Superintendent of Public Instruction
SS	Social Services
SSA	Social Security Act or Social Security Administration
SSBG	Social Services Block Grant
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
ST	Speech Therapist
SWIFT	Special Workers Industries for Training

T

T/TA	Training and Technical Assistance
TAFI	Temporary Assistance to Families in Idaho
TANF	Temporary Assistance to Needy Families
TASH	The Association for the Severely Handicapped
TBI	Traumatic Brain Injury
TESH	Transitional Employment Services for the Handicapped
Title XIX	Medicaid
Title XX	Social Services Block Grant
TPR	Third Party Recovery
TSC	Targeted Service Coordination
TVAHI	Treasure Valley Association for the Hearing Impaired

U

UAI	Uniform Assessment Instrument
UAP	University Affiliated Program
UCP	United Cerebral Palsy
UCPA	United Cerebral Palsy Association
UCPI	United Cerebral Palsy of Idaho
U of I	University of Idaho
UVI	United Visions of Idaho

V

VI	Visually Impaired or Visual Impairment
VR	Vocational Rehabilitation (IDVR)
VRA	Vocational Rehabilitation Act
VSAI	Very Special Arts Idaho
VSI	Vocational Service of Idaho

W

WIOA	Workforce Investment and Opportunity Act
WIC	Women, Infants and Children
WITCO	Western Idaho Training Company

Y

YES	Youth Empowerment Services
YLF	Youth Leadership Forum
YR	Youth Rehabilitation
YSC	Youth Services Center, St. Anthony

Appendix - Forms

Following pages include Council Member Forms:

1. Council Member Agreement (to be signed by member and given to staff)
2. Council Member Conflict of Interest Form (to be completed and signed by member then given to staff)
3. In-Kind Match Form - example (completed by member at least quarterly, signed, and given to staff)
4. Photograph or Video Release Form (to be signed by member and given to staff)

COUNCIL MEMBER AGREEMENT

As a member of the Council, I will:

- Respect all people the Council serves.
- Listen carefully to my fellow Council members.
- Respect the opinion of my fellow Council members.
- Have respectful discussion on issues without making personal attacks.
- Understand that all legal actions must be voted on by the full Council.
- Stay informed about issues that may come before the Council.
- Be an active participant in Council meetings.
- Make the Council aware of any issues that may have a negative effect on people with developmental disabilities or the Council.
- Work through conflicts directly.
- Understand that Council decisions are made by a majority vote and the outcome should be ultimately supported by all Council members.
- Understand that my role on the Council is **not** to manage the Council, but to make sure it is well managed, financially stable, staffed appropriately, and operate under the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402, as amended).
- Understand that the Council is a learning organization, empowered by the Developmental Disabilities Act to try new approaches to eliminate barriers presented to people with developmental disabilities.
- Understand it is my responsibility to openly share a conflict of interest between my personal/professional life and my position as a Council Member and abstain from discussions and voting as directed by the Council's "Conflict of Interest" policy.
- Understand the duties of the Executive Director and support his/her role with staff members.
- Understand the duties, support and respect the role of the Council Chair.

I agree with these values and expectations:

Signature

Date

Council Member Disclosure Statement Possible Conflict of Interest

The purpose of this Conflict of Interest Statement is for you to declare that you do not have a conflict between your private interests and your responsibilities as a member of the Idaho Council on Developmental Disabilities. A conflict of interest arises when an action or decision by a Council member creates a financial benefit to that Council member or person from that member's household or to a business that the member or someone from their family is associated.

This statement will protect you, the signer and the Council from adverse criticism because of a business dealing or relationship where a possible known or unknown conflict of interest exists.

The following questions should show conflicts so that we can plan a resolution that may avoid any embarrassing situations.

Having received and read the Conflict of Interest policy my answers to the following questions are as follows:

- 1) I represent that I (check one)

☐ DO *or* ☐ DO NOT

own or hold any form of ownership interest in a company or other business which does business with or has a grant from the Idaho Council on Developmental Disabilities.

- 2) I further represent that I (check one)

☐ HAVE *or* ☐ HAVE NOT

accepted any payments, gifts, or entertainment from anyone that either does business with or reasonably could anticipate doing business with the Idaho Council on Developmental Disabilities.

- 3) I further represent that I (including any member of my family) (check one)

☐ DO *or* ☐ DO NOT

have a relationship with any persons or firms which: (A) do business directly or indirectly with the Idaho Council on Developmental Disabilities or (B) may benefit from activities and decisions of the Council.

- 4) Please disclose, on the back of the last page of this form, all organizations in which you serve in a board or directorship position.

If you answer "I do" or "I have" to any of the above numbered questions, please below by referencing that number.

It is understood that my answers include relationships which I have directly or which might benefit me directly. For example, if my husband or wife is employed by a business with interests in Council activities, I will be expected to reveal that fact in my answer.

My signature below is an acknowledgment that, in my opinion, no conflict of interest exists between myself and the Idaho Council on Developmental Disabilities except as I have indicated on this disclosure form. I have also reported any organizations or associations with which I am involved which may create a conflict of interest in the future.

I certify that the information given is true, to the best of my knowledge and belief, and that I will promptly report any future change in my situation which might produce conflict of interest.

Name (please print)

Street Address

City

Zip

Signature/Stamp

Date

Organization	My Role/Title

Explanation of Possible Conflicts:

In-Kind Match Contribution

In-kind is time volunteered, travel, or supplies donated and not paid for by the Council.

Date					
Name			Phone		
Address			Email		
City		State		Zip	
1. Use one form for ALL in-kind/matching donations. 2. For materials and supplies, please include receipts of purchase. 3. Form must be signed by the person who donated the item, time or service. This form is not valid without signature. 4. Keep a copy of all forms for your records and submit original to the Council office. 5. The volunteer rate of pay is \$21.20 per hour. Volunteers acting in their professional capacity may use their personal hourly rate of pay to calculate. To calculate your service value: hours x hourly rate = total value. 6. The current mileage reimbursement rate is \$0.535/per mile.					Budget Categories 1. Time 2. Travel 3. Materials and Supplies 4. Other
Date	Description	Category	Value		
<i>EXAMPLE</i>	<i>Mileage to/from airport (40 x .535)</i>	<i>2</i>	<i>\$21.60</i>		
<i>EXAMPLE</i>	<i>Parking</i>	<i>2</i>	<i>\$25.00</i>		
<i>EXAMPLE</i>	<i>Meeting Prep Time (\$21.20 x 10 hours)</i>	<i>1</i>	<i>\$212.00</i>		
<i>EXAMPLE</i>	<i>Purchased poster board for local event</i>	<i>3</i>	<i>\$36.50 (save receipt)</i>		
Total Contribution:					

By signing this form, I hereby certify that the contribution above is not paid from federal funds and will not be used as match for any other federally funded program.

Signature: _____

Total Contribution (add to other side):

Idaho Council on Developmental Disabilities

PHOTOGRAPH / VIDEO RELEASE

I give my permission to the Idaho State Council on Developmental Disabilities, its clients, agents, successors, and assigns to use my name and photograph in and for publications, audio/visual displays, advertisements, social media, and Council website.

I fully understand that my name and photograph will be used for newsletters, state documents, public service announcements, and other publications of the Idaho State Council on Developmental Disabilities.

NAME					
ADDRESS					
CITY		STATE		ZIP	
HOME PHONE		CELL PHONE		FAX	
E-mail					

SIGNATURE: _____

DATE: _____

If under 18 years of age, parent or guardian's signature is required

SIGNATURE: _____
(Parent or Guardian)

DATE: _____

Form W-9 (Rev. November 2005) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Or Employer Identification Number

--	--	--	--	--	--	--	--	--

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
The U.S. owner of a disregarded entity and not the entity

Cat. No. 10231X Form **W-9** (Rev. 11-2005)

Where to Find the Council

Office location: Joe R. Williams Building (Hall of Mirrors)
700 W. State Street, Suite 119
Boise, ID 83702-5868

Phone: 1-208-334-2178

Toll free Phone: 1-800-544-2433

Fax: 1-208-334-3417

Email: icdd@icdd.idaho.gov

Webpage: <http://www.icdd.idaho.gov>

Find us on:

