



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

Disabilities Awareness Training Advisory Workgroup Charter

This Charter establishes the working parameters of the In-Home Supportive Services (IHSS) Program Disabilities Awareness Training Advisory Workgroup.

PURPOSE:

To collaborate with the California Department of Social Services (CDSS) in the development of curriculum aimed at increasing consistency and accountability with sensitivity to aged, blind, and disabled program recipients. The goal is to provide IHSS Social Workers with the appropriate knowledge, skills, and awareness that affirm the rights and dignity of IHSS recipients.

Workgroup Objectives:

- Review IHSS core training content for inclusion of voice, language, and perspective of aged, blind, and disabled IHSS recipients.
- Develop recommendations to strengthen core IHSS curriculum and educational resources in working with IHSS recipients with disabilities, including but not limited to:
 - identifying and addressing assumptions regarding disabilities
 - communicating appropriately with people with disabilities
 - aging awareness and sensitivity
- Provide policy guidance, best practices, and documentation.
- Determine appropriate outreach highlighting relevant content and approach.
- Identify and build the knowledge, skills, and awareness necessary to increase quality and consistency of assessments.
- Address other issues as needed.

Workgroup's Guiding Principles:

- The process will be informed by stakeholder input.
- The work will be evaluated at regular intervals to assure desired impact.
- Members ask for clarity, are respectful of others' points of view, and strive for principled collaboration.



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MEMBERSHIP:

The Workgroup is composed of representatives from the Department of Social Services, Adult Programs Division; IHSS County and Public Authority representatives; IHSS recipients and providers; Representatives of consumers with disabilities and on the impact of aging on disabilities; labor unions and provider representatives.

STRUCTURE:

The Workgroup will meet a minimum of three times between September 6, 2016 and December 30, 2016. Subcommittees will be formed if needed.

ROLES AND RESPONSIBILITIES:

Role of Workgroup members:

- Review existing core curriculum and emerging educational materials to ensure county training appropriateness and consistency with IHSS program statutes/regulations and the needs of aged, blind, and disabled IHSS recipients.
- Consistently participate in meetings.
- Provide insight through firsthand experience and/or knowledge.

Role of CDSS:

- Develop Workgroup meeting agendas.
- Prepare for and oversee Workgroup.
- Communicate with Workgroup members.
- Support and contribute to Subcommittee meetings if needed.



CDSS

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- Develop and monitor the work plan to ensure timeliness.

DECISION-MAKING PROCESS

The Workgroup operates on a consensus model of decision making with a fallback process where the CDSS gathers input from members and makes the final decision.

OPERATING AGREEMENTS

1. Help us hear you – take responsibility for being clear when you speak.
2. Allow everyone the opportunity to contribute.
3. Stay on task with the agenda.
4. Be mindful of time constraints.
5. Use technology respectfully.