



agency for persons with disabilities
State of Florida

Family Care Council

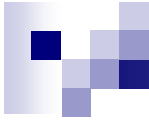
New Member Orientation



Family Care Council

Charlie Crist, Governor
Jane Johnson, APD Director

August 2007



apd
agency for persons with disabilities

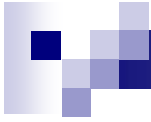


Family Care Council

Part One:

Agency for Persons with Disabilities (APD)

Introduction



APD - Introduction

- October 2004 New Agency
 - 14 Local areas around the state and I region

- Chapter 393 Florida Statutes

- Developmental Disability
 - Spina Bifida
 - Autism
 - Mental Retardation
 - Prader-Willi
 - Cerebral Palsy
 - At Risk (3 and over)



APD



■ APD Mission

*The Agency Supports
Persons with Developmental Disabilities in
Living, Learning and Working in their Community*

■ APD Goals

1. Ensure well being and safety of persons with DD and maximize self-sufficiency
2. Improve consumer outcomes and service quality

Rights of All Persons with Developmental Disabilities FS 393.13(3)



1. Right to dignity, privacy, and humane care, including the right to be free from sexual abuse . . .
2. Right to religious freedom and practice . . .
3. Right to receive services, within available sources, to protect the personal liberty of the individual, and which are provided in the least restrictive conditions necessary . . .
4. Right to participate in appropriate program of quality education and training regardless of chronological age or degree of disability, within available resources.
5. Right to social interaction and to participate in community activities.
6. Right to physical exercise and recreational opportunities.
7. Right to be free from harm, including unnecessary physical, chemical, or mechanical restraint . . .
8. Right to consent to or refuse treatment . . .
9. Right not to be excluded from participation in or denied the benefits of or the subject of discrimination . . .
10. Right to vote in public elections.



APD - Services



Waivers

- Home and Community Based Services (HCBS)
 - Consumer Directed Care (CDC+)
- Florida Supported Living (FSL)
- Intermediate Care Facilities for the Developmental Disabled (ICF/DD)
 - Public (APD Institutions)
 - Private
- Mentally Retarded Defendant (MRD) Program for Persons with Disabilities



APD -

- Agency for Health Care Administration (AHCA)
 - Funding: Center for Medicaid and Medicare Services (CMS)

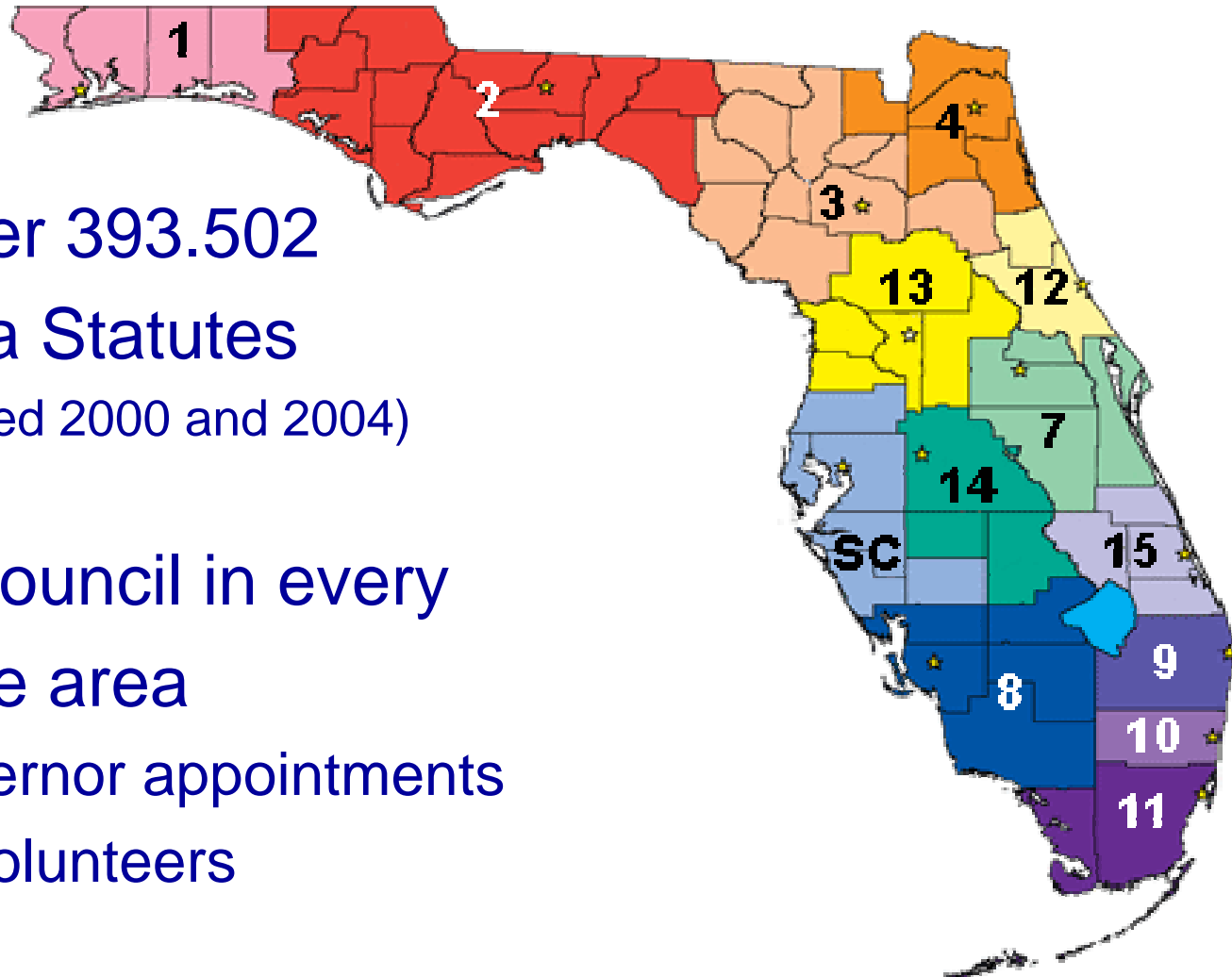
- Agency for Persons with Disabilities (APD)
 - APD Interagency Quality Council (IQC)
 - Local Area Quality Leadership (AQL)
 - Family Care Council (FCC)
 - Family Care Council Florida (FCCF)



Part Two: Family Care Council (FCC) Creation



Creation - FCC



- Chapter 393.502
Florida Statutes
(1993; revised 2000 and 2004)
- One Council in every
service area
 - Governor appointments
 - All volunteers

Creation - FCC

- Gubernatorial Appointments
- Representing the Governor
 - Governor's Executive Summary:
 - Code of Ethics
 - Plain Language Initiative
- Working with the Media

(FCC Orientation Manual, Appendix, D, E, F)



Purpose - FCC

- Advise Agency for Persons with Disabilities
- Develop plan for delivery of family support services
- Monitor effectiveness of services in plan



Functions - FCC

- Provide information & outreach
- Review programs & make recommendations
- Advise APD on policy issues
- Meet with other councils (FCCs)

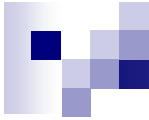
Membership - FCC

- Ten to 15 members on each Council
 - Represent diversity of disabilities, ages, racial, ethnic, cultural and geographic (rural and urban) areas.
- One council in every service area
 - Two councils in SunCoast Region
(14 service areas, 15 councils)
 - Area Administrator works with FCCs to find and encourage members

Membership - FCC con't

- **Qualifying Governor Appointment Members:**
 - At least 3 people with developmental disability
 - Parents, brothers, sister, or guardians of an individual with developmental disabilities

- **Appointments:**
 - Vacancies filled by vote of area FCC:
 - Qualifying membership encouraged even if paid or volunteer of another organization or agency
 - Gubernatorial Appointment Questionnaire on FCC web site.
 - Appointed by Governor



Membership Limits - FCC

- People who cannot be FCC members
 - Members with other Governor Appointments
 - Agency employees
 - Family members of current FCC members

- Terms – Three years:
 - May be reappointed one additional term
 - Twelve month break after second term



Meetings

- At least six meetings per year
 - Council actions:
 - Recorded in the minutes . . . Or . . .
 - Responsibility delegated in the by-laws
 - May hire an administrator
 - Travel reimbursement available for members and committee members
 - Per diem



Committees - FCC

- Potential Committees Appointees by the Chairperson
 - Current members
 - Former members
 - People waiting for appointment
 - Anyone not eligible to serve on Council

Orientation Training

- **New Member Appointments**
 - Receive copy of the FCC Orientation Manual
 - Area Administrator give orientation
 - Every appointed member must complete FCC orientation
 - completed within 90 days of appointment

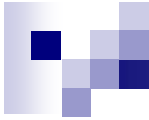
- **Committee Members & Attendees**
 - Encouraged to take orientation training



New Councils

- If an area FCC Council Dissolves
 - Area Administrator recommends four new members to the Governor's office
 - Governor appoints four members
 - Area FCC considered active

- Additional members recommended by Council and APD to Governor
 - Within 90 days



Part Three:

Family Care Council (FCC)

Legal Responsibilities

Legal Responsibilities

- **Maintain confidentiality**
 - HIPAA Regulations
 - Authorizations for Confidential Information
- **Abuse Hotline:**
 - 1-800-96ABUSE (2873)
- **Follow Government in the Sunshine**



By-Laws - FCC



■ Content

- Name
- Purpose
- Mission
- Membership
- Meetings
- Voting
- Officers
- Duties of Officers
- Elections
- Parliamentary Authority
- Amendments of by-laws

■ Should be reviewed annually

(Sample in Orientation Manual, Appendix J)



FCC Family Support Plan



- Mission
- Outcomes to be achieved
- Goals and Objectives
- Programs, activities to be accomplished

(Samples on page 17, FCC Orientation Manual)

FCC Legal Requirements

(Per 393.502)



- Support Plan
- Proposed Budget
- Minutes of every meeting
 - a. Recorded promptly
 - b. Submitted to Area Administrator
- By-Laws
- Meet with other FCCs



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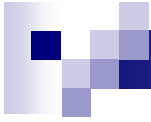


Family Care Council

Part Four

Family Care Council (FCC)

Financials



Financials - FCC

- Funds provided by APD
 - Funds used for Purchases and Travel:
 - Comply with state spending guidelines
 - Subject to financial review

- May use donations, grants and other funds

Financials- FCC

■ FCC Funds

- Approve expenditures documented in:
 - Minutes or
 - Proposed budget
 - Chairperson authorization spending in by-laws

- Prior authorization from APD
 - Show support for the council
 - Area Administrator assist FCC for smooth transition in spending

Financial - Purchases

■ Purchases

- Must follow state purchasing requirements.
- Must use an approved state vendor
- A council member or Area Administrator can assist someone to register as an approved state vendor

■ Personnel (Hiring)

- Council can hire personnel services for the FCC (not a FCC member)
- Individual must register as a state vendor



Financials - Purchases

- Allowable Purchases include:

Supplies

Copies

Postage

Administrator

Equipment

Long Distance Calls

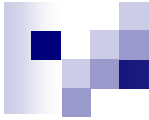
Conference Registration

Internet Service

Speakers

Local Transportation

- Tax exempt form available from APD



Financials - Purchases

■ **CANNOT Purchase**

- Promotional items
- Entertainment for visitors
- Refreshments (food of any kind)
- More expensive office supplies

(Complete instructions in the FCC Orientation Manual Appendix K, Page 74)

FCC Funds -Travel

■ Local Travel

■ Travel relating to FCC

- \$.45 per mile
- Keep accurate approved vicinity travel log

■ Out of Area Travel

■ Advance or Reimbursement

■ Expenses include:

- Meals
- Gas or transportation
- Registrations for Conferences

FCC Funds -Travel

■ Before you travel

- Have approval from council
- Complete and submit APD prior authorization

■ While you travel

- Log travel information, keep receipts
- Make only approved travel changes

■ After you travel

- Turn in paperwork within 5 days

(State Expenditure Guidelines and Forms are in the Orientation Manual, Appendix K, page 74)



Part Five

Family Care Council Florida (FCCF)

Relationship

Relationship – FCCF

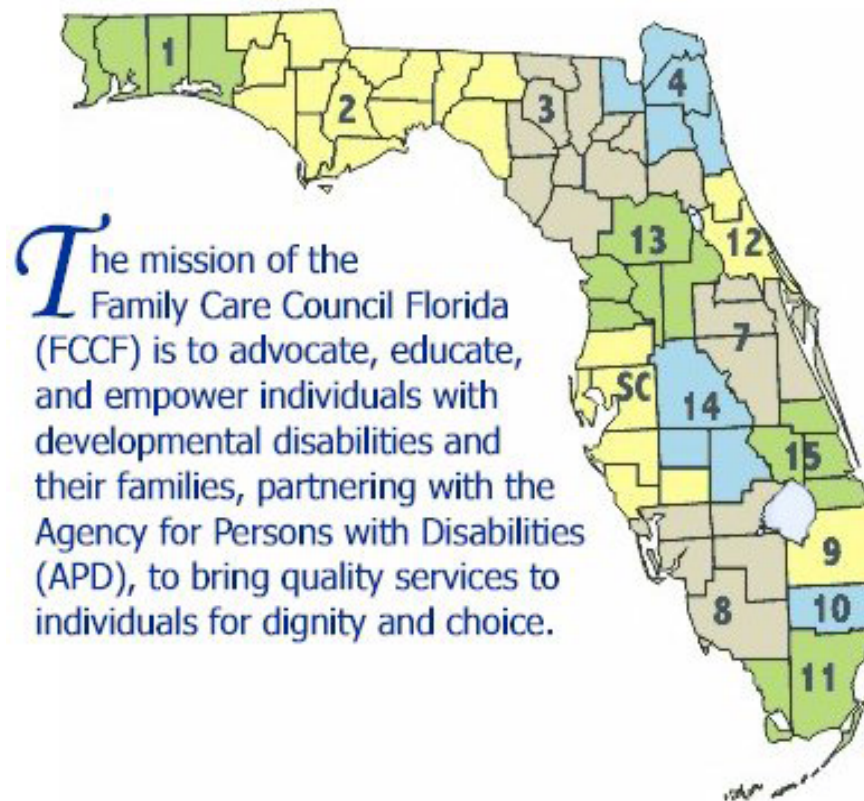
■ FCCF

- Not Legislated
- Council members are chairpersons or representatives from each APD Area
 - Each area Family Care Council (FCC) is independent of the statewide FCCF
- Funded through donations from local FCCs



FCC Relationships: FCCF

Family Care Council Florida (FCCF)



*T*he mission of the Family Care Council Florida (FCCF) is to advocate, educate, and empower individuals with developmental disabilities and their families, partnering with the Agency for Persons with Disabilities (APD), to bring quality services to individuals for dignity and choice.

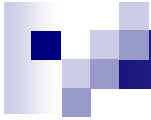
Website:

www.fccflorida.org

Toll-Free

Telephone Number

1-800-470-8101

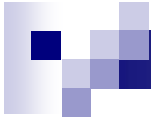


FCCF - Purpose

- Focus on FCCs statewide identified issues for individuals with DD and family input
- Participate in Central Office conference calls, emails, etc. and maintain relationships
- Encourage and help identify all FCC members for committees throughout the state
- Help FCC to be equal participant at meetings outside APD to represent individuals and their families

FCCF - Meetings

- Bi-monthly in Orlando
 - Workshop
 - General Meeting
- Everyone Encouraged to Attend
 - All local FCC participants can learn from FCCF meetings
 - State speakers and issues
 - First hand information and input
 - Support local Chairperson or Representative
- Meeting dates available on website



FCCF – Best Practices

- F.S. Bill of Rights for Persons with Disabilities
- People First Language
- Respect the views of others
- Only Governor appointed members can speak on behalf of the area council
- Be careful to clarify any position you have as either a FCC member OR as the parent or individual with DD



FCCF - Ethics

- Financial
- Legal Responsibilities
 - Minutes
 - Budget
 - Support Plan
 - By-Laws
- Attend FCCF Meetings



Part Six

Family Care Council (FCC)

Relationships

Relationships

- **Governor Appointed Councils**
 - Florida Developmental Disabilities Council (FDDC)
 - Statewide Advocacy Council (SAC)
 - Local Advocacy Council (LAC)
 - **1-800-342-0825, www.floridasac.org**

- **Federal and State Funded Organizations**
 - Florida Developmental Disabilities Council (FDDC)
 - Center for Autism and Related Disabilities (CARD)
 - Advocacy Center for Persons with Disabilities (AC)



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Welcome