

DEVELOPMENTAL DISABILITIES SERVICES STATE PROGRAM STANDING COMMITTEE

Committee Resources and Operating Procedures



February 2022



State of Vermont
Agency of Human Services
Department of Disabilities, Aging, and Independent Living
Developmental Disabilities Services Division
280 State Drive
Waterbury, VT 05671-2030
www.DDSD.Vermont.gov

Department of Disabilities, Aging, and Independent Living Mission Statement

The mission of the Department of Disabilities, Aging and Independent Living is to make Vermont the best state in which to grow old or to live with a disability – with dignity, respect and independence.

Developmental Disabilities Act – Principles of Services

Services provided to people with developmental disabilities and their families must foster and adhere to the following principles:

☞ ***Children's Services.*** Children, regardless of the severity of their disability, need families and enduring relationships with adults in a nurturing home environment. The quality of life of children with developmental disabilities, their families and communities is enhanced by caring for children within their own homes. Children with disabilities benefit by growing up in their own families; families benefit by staying together; and communities benefit from the diversity that is provided when people with varying abilities are included.

☞ ***Adult Services.*** Adults, regardless of the severity of their disability, can make decisions for themselves, can live in typical homes and can contribute as citizens to the communities where they live.

☞ ***Full Information.*** In order to make good decisions, people with developmental disabilities and their families need complete information about the availability, choices and costs of services, how the decision-making process works, and how to participate in that process.

☞ ***Individualized Support.*** People have differing abilities, needs, and goals. To be effective and efficient, services must be individualized to the capacities, needs and values of each individual.

☞ ***Family Support.*** Effective family support services are designed and provided with respect and responsiveness to the unique needs, strengths and cultural values of each family, and the family's expertise regarding its own needs.

☞ ***Meaningful Choices.*** People with developmental disabilities and their families cannot make good decisions without meaningful choices about how they live and the kinds of services they receive. Effective services shall be flexible so they can be individualized to support and accommodate personalized choices, values and needs, and assure that each recipient is directly involved in decisions that affect that person's life.

☞ **Community Participation.** When people with disabilities are segregated from community life, all Vermonters are diminished. Community participation is increased when people with disabilities meet their everyday needs through resources available to all members of the community.

☞ **Employment.** The goal of job support is to obtain and maintain paid employment in regular employment settings.

☞ **Accessibility.** Services must be geographically available so that people with developmental disabilities and their families are not required to move to gain access to needed services, thereby forfeiting natural community support systems.

☞ **Health and Safety.** The health and safety of people with developmental disabilities is of paramount concern.

☞ **Trained Staff.** In order to assure that the goals of this chapter are attained, all individuals who provide services to people with developmental disabilities and their families must receive training as required by Section 8731 of the *Developmental Disabilities Act*.

☞ **Fiscal Integrity.** The fiscal stability of the service system is dependent upon skillful and frugal management and sufficient resources to meet the needs of Vermonters with developmental disabilities.

**DEVELOPMENTAL SERVICES
STATE PROGRAM STANDING COMMITTEE**

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**Chapter 204A: DEVELOPMENTAL DISABILITIES ACT
18 V.S.A. § 8733. Advisory board**

TITLE 18 Health
PART VIII Mental Health
CHAPTER 204A. DEVELOPMENTAL DISABILITIES ACT
Subchapter I. Services to People with Developmental Disabilities and
Their Families

§ 8733. Advisory board

(a) An advisory board is created to advise the department on the status and needs of people with developmental disabilities and their families. The board shall also advise the commissioner regarding the development of the system of care plan described in section 8725 of this title and recommend legislation, rules, policies and standards to implement the system of care plan.

(b) The board shall consist of 15 members appointed by the governor: five persons shall be recipients, five members shall be advocates that represent people with developmental disabilities, and five members shall be professionals with expertise in the area of developmental disabilities.

(c) Members of the board shall be appointed for staggered terms of three years, beginning April 1 and shall serve until a successor is appointed.

(d) The board shall elect a chair from among its members. The board shall meet at least annually at the time and place determined by the chair, and at such other times and places as the chair may determine to be necessary.

(e) Members shall be entitled to reimbursement for necessary and actual expenses incurred in performance of their duties under this chapter. (Added 1995, No. 174 (Adj. Sess.), § 1.)

Administrative Rules on Agency Designation CVR 13-150-006

State Program Standing Committees: There shall be a State Program Standing Committee (State Committee) for each DDMHS population served.

- **Each State Committee shall be comprised of between 9 and 15 members**, a majority of whom will be disclosed consumers and family members of the disability group that they represent.
 - All members of the State Program Standing Committees shall be appointed by the Governor for staggered terms of three years and shall serve until a successor is appointed.

- **An already existing statewide board or committee may serve as the State Program Standing Committee** if it meets the membership requirements as stated above and performs the functions as stated below.
 - The Developmental Disabilities Advisory Board created by 18 V.S.A. Chapter 204A, section 8733 shall serve as the State Program Standing Committee for this population. (This statute is listed at the beginning of the Operating Procedures.)

- **The State Committee shall advise the department on the performance of the system with respect to the points below**, based on a uniform evaluative format developed by DDMHS.
 - *Hiring of Key Management*: The Commissioner shall seek advice from the Committee in the appointment of a new Division and/or Unit director. The Division Director shall no less than annually seek feedback from the committee regarding program management.
 - *Evaluation of Quality*: The Committee shall review information and advise the Department on quality and responsiveness of services offered statewide.

- State System of Care Plan; The Committee shall participate in the development of the State System of Care Plan and its updates. In doing so, it will advise the Department in regard to establishing general priorities for resource allocation consistent with the State System of Care Plan. Committee members will have a working knowledge of:
 - Regulatory requirements or mandates that significantly influence resource allocation decisions.
 - Other community and departmental pressures on the resources
 - Outcomes related to system of care plan priorities and general resource allocations
 - Any new initiatives, demonstration projects.
 - Department Policy: The Committee shall review and recommend policy that pertains to or significantly influences services for the population they represent.
 - Complaints, Grievances & Appeals: The Committee shall review aggregate information on the frequency, nature and resolution of complaints about services in order to make recommendations on how the statewide network of services or Departmental operations could be improved.
- **The State Program Standing Committee shall be involved in the agency designation and re-designation process, as defined in section 6 of these rules.**

Operating Procedures

The Developmental Disabilities Advisory Board (DS State Program Standing Committee) was created to advise the department on the status and needs of people with developmental disabilities and their families.

When these words are used in the Operating Procedures, this is what they mean.

Committee – The Developmental Services State Program Standing Committee (DS SPSC or SPSC). This Committee is also known as the ‘State Program Standing Committee for Developmental Services’ and the ‘Developmental Disabilities Advisory Board.’ It is a Gubernatorial committee which means the members are appointed by the Governor.

Commissioner – The Commissioner of the Department of Disabilities, Aging, and Independent Living (DAIL).

Department - The Department of Disabilities, Aging, and Independent Living (DAIL), part of the Agency of Human Services in State government.

Division – The Developmental Disabilities Services Division (DDSD), part of the Department of Disabilities, Aging, and Independent Living (DAIL) under the Agency of Human Services in State government.

Members – The members of the Developmental Services State Program Standing Committee (SPSC).

Membership on the Committee

The Committee has 15 members.

There are three (3) categories of members:

- 5 members represent Recipients ("Recipient" means a person with a developmental disability or a family that has been approved to receive services or funding under criteria specified in the system of care plan.)



- 5 members represent Advocates that represent people with developmental disabilities (“Advocate” may mean an official or unofficial person, For example, someone from a group or as an individual.)
- 5 members represent Professionals with expertise in the area of the delivery of services of developmental disabilities. (The Professional does not have to work at an agency)

People with developmental disabilities or family members can be nominated to serve in any of the 3 categories. The minimum number of individuals with developmental disabilities and family members across all three categories is eight (8). The maximum number of professionals and advocates who are not individuals with developmental disabilities or family members is seven (7).

Members of the Committee are appointed by the Governor for staggered terms of three years and shall serve until a successor is appointed. The Committee has no limit of the number of terms a member can serve. However, the Committee recommends that, if possible, not more than two complete terms be served; and a member can be nominated to return to the committee after he or she has been off the committee for at least one year.



Meetings

The Committee usually meets on the third Thursday of the month via virtual format. As appropriate, an in-person component can be made available. Meetings begin at 9:30 and end at 12:30. Sometimes it might be necessary to have meetings on a different day or for a longer time. The Committee does not usually meet in the month of July or August; however, the Committee discusses any changes in the schedule before they happen.

Decisions to cancel a meeting will be made by the department by noon the previous day. Once the decision is made, an e-mail will go to the Committee

Meetings are usually held in the Central Vermont area and are open to the public. Because they are public meetings, Committee meetings have to follow Vermont laws about public meetings and all meetings are held in accessible places.

A **quorum** is the number of members that need to be present in order for a meeting to be official. The quorum for the Committee is one-third of all members (5 people).

A copy of the meeting minutes will be provided to the Committee members. The minutes of the Committee meetings will be available through the Division's website: www.ddsd.vermont.gov

How to Get on the Committee

People are appointed to the Committee by the Governor. Individuals are appointed, organizations are not. When there is an opening on the Committee, these things will happen:



- The Division will advertise the specific openings (recipient, advocate, or professional) by mailing information to individuals or groups of individuals who are interested in services for people with developmental disabilities.
- Designated Agencies will receive a notice of any vacancy.
- The Committee will appoint a Nominating Committee to review all of the applications that are received. The Nominating Committee will have 1 person who is a recipient, 1 person who is an advocate, and 1 person who is a professional. The members of the Nominating Committee will be reviewed, and voted in, by the SPSC every two years.

The Nominating Committee will look at all the interested people, may talk with people who apply, and will take the following into consideration:

1. parts of the State that need representation.
 2. what category of position is open.
 3. the commitment of the individual to regularly attend meetings and participate in relevant work
 4. if applicable, the desire of an existing Committee member to continue for another term.
- The Nominating Committee will make a recommendation to the full Committee. The full Committee, in an executive session, will vote on whom it wants to recommend for membership.

- All applications to the Committee will be sent to the Commissioner and the Governor. The Division will be responsible for making sure the Committee's recommendation(s) are included with this information.
- The Governor will send an appointment notification and the *Executive Code of Ethics* to the member being appointed or re-appointed.

Responsibilities of Members

Each person who is a member of the Committee has certain responsibilities. Some of these are:

- Representing the people, you are appointed to represent.
- Attending meetings and arrive at the meeting on time.
- E-mailing the Division if you cannot attend a meeting.
- Asking questions if you need more information or don't understand something that is being discussed.
- Serving on subcommittees.
- Signing and following the *Executive Code of Ethics*, which includes information about when a person has a conflict of interest.



For more information about the responsibilities of the Committee, see Administrative Rules on Agency Designation on page 2.



Attendance

Each member is expected to attend all meetings. If a person cannot attend a meeting, he or she has a responsibility to notify the Division.

- Attending and participating in meetings is a big responsibility because a member is not just representing himself or herself, they are representing a large number of other people.
- If a person misses 3 or more consecutive meetings in a year between January and December, one of the Co-Chairs may call him/her to discuss attendance, see if the person is still interested in serving on the Committee, and/or if they need any assistance. If the person is not interested in serving on the Committee, they will be asked to submit a resignation letter to the Division.

- If the person still does not attend meetings, the Co-Chair may decide to notify the Division Director, in writing, of the person's absence, steps taken to contact and assist the person, and ask to submit another person to replace the member and fill the position. The Division Director will discuss this with the Commissioner who will, if they support the request, take further action to obtain the Governor's approval to appoint a new member.



Chairpersons

A *Chairperson* is a person who is in charge of the meeting. When more than one person runs the meeting, they are called Co-Chairpersons or Co-Chairs.

The Committee has two Co-Chairs. One of the Co-Chairs is a Recipient or an Advocate. The Co-Chairs are elected by the Committee in October and serve for two (2) years. Co-Chairs may be re-elected by the Committee for one (1) additional term making their total term in office a maximum of four (4) years. A Co-Chair may continue to serve in office beyond a term until a new Co-Chair is elected.

The election of co-chairs is staggered so that the terms do not end at the same time.

Responsibilities of Co-Chairpersons

The Co-Chairs have some specific responsibilities. These are:

- Being in charge of the meeting. This includes making sure the schedule is followed, helping everyone have a chance to speak, encouraging everyone to listen to one another, and beginning and ending on time.
- Work with the Division Director in making the agenda for each meeting.
- Acting as the spokespeople for the Committee.
- Making sure the Committee gets all the work done it needs to for the year.
- Be available to help people understand their roles as Committee members.
- Helping each member to understand his or her responsibilities, including attendance at meetings.
- The Co-Chairs may assign duties to other members of the Committee.

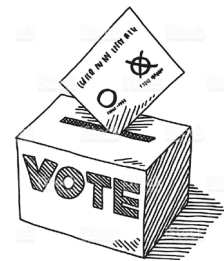
How to Make Decisions

Most of the time the Committee makes decisions by *consensus*. This means that everyone discusses his or her point of view and in the end, everyone can agree with the decision, even though it might not be *exactly* what you wanted.



Sometimes a formal vote is required. When it is, Robert's Rules of Order will be used, and a vote will be taken. Even though a quorum is 5 members, a formal vote can only be taken if at least 51% of the voting members present are people with developmental disabilities and family members. This means that if only 5 members are at the meeting, at least 3 of the people voting need to be members representing people with developmental disabilities or their family members.

You must be present in order to vote unless you have given another member your *proxy*. A proxy is a formal way to tell another member that they can vote at a meeting where you are not present. This should be given in writing before the meeting. If you give someone your proxy, you can tell them how you want them to cast your vote, or they can vote how they think you would vote.



There are a number of times when a formal vote is necessary. Here are some examples:

- When the Committee is deciding on its recommendation for designating agencies.
- When the Committee is deciding on who will be the Co-Chairs.
- When the Committee is taking action on recommendations from the Nominating Committee about new members
- Other recommendations or actions the Committee wants to take, such as writing a letter, creating a workgroup, or accepting recommendations from a workgroup; and
- When the Committee wants to make recommendations to the Commissioner or Agency Secretary regarding issues, policies, or legislation they feel strongly about.

Agenda

Every meeting must have an *agenda*. An agenda is a schedule of what is going to be talked about during the meeting. The agenda will also have the time that will be spent on each item.



The Co-Chairs and the Division Director will work together to put together an agenda each month. Other members of the Committee may also ask for items to be put on the agenda. If a person wants to have something on the agenda, he/she needs to let one of the Co-Chairs or the Division Director know.

Usually, the public is encouraged to participate in the discussions; however, there may be times when this is not possible. Time on the agenda may be set aside for a comment period for the public.

The agenda will be sent to all members approximately a week in advance of the meeting. Whenever possible, all available materials for the meeting will also be sent in advance. The agenda will also be posted on the Division's website at www.ddsd.vermont.gov

**Accessibility**

For everyone's benefit, the Committee must make every effort to make meetings and materials accessible to everyone. To do this, the following will happen:

- The Division will try to have the meeting in a consistent place each month. Members will know ahead of time if the meeting needs to be in a different place.
- Everyone will have a name card.
- Meetings will always be held in a place that is physically accessible to everyone.
- Information to be discussed will be sent to each person ahead of time. If it cannot be sent ahead of time, all items will be summarized aloud at the meeting.
- The Division Director, or other people that might be appropriate, will be available to meet with any member personally if they have any questions.
- All people present at Committee meetings will allow enough time for everyone to communicate their thoughts.

- Recipients, Advocates and Professionals who are people with developmental disabilities or family members will be paid a stipend (small fee) for attendance at Committee meetings, provided they are not otherwise paid by their employer during this time. These Committee members will also be reimbursed for mileage expenses at the rate paid to State employees. This includes a higher rate for accessible van transportation.
- Before a formal vote is taken there will be a brief break to allow anyone who might need some additional time to think about their vote and ask questions.
- If a Committee member is in need of an additional accommodation, they can talk with the Division Director.

System of Care Plan

The Committee shall advise the Commissioner regarding the development of the Developmental Services State System of Care Plan (SOCP). This is done every three years, with an annual update, if needed. Every three years, or as needed, Committee members attend a public hearing to receive input regarding changes and then discuss it at the next meeting. The department tries to schedule the public hearing on one of the regularly scheduled meeting dates so all Committee members may attend.

The State System of Care Plan topics are often discussed throughout the year during regular scheduled meetings.

For more information about the Committee's responsibilities and the State System of Care Plan, see Administrative Rules on Agency Designation on page 2.

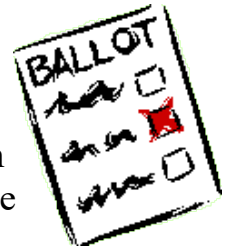


Designation

The Department of Disabilities, Aging, and Independent Living (DAIL) authorizes one agency in each region of the state to provide, or contract with other providers or individuals to provide, needed developmental disabilities services. These agencies are called ***Designated Agencies (DAs)***. In addition to the DAs, there are ***Specialized Services Agencies (SSAs)*** that are contracted with the Department to provide services to meet specific individual needs. The Quality Management Team of the Division review information at the Designated Agencies and the Specialized Services Agencies to make sure they are meeting all requirements and can be designated as a providing agency.

The Quality Management Team provides information from their reviews to the Committee and attends a committee meeting to review this information and answer any questions. People from the agency may also attend the meeting to add additional information or to answer questions.

The Committee will make a recommendation to the Commissioner about whether they feel an agency meets the specific requirements to be considered a “designated agency.” Committee members must be present during the majority of the discussion in order to vote on the designation of an agency. If a Committee member must leave early, they may give their proxy to another Committee member.



If a Committee member is an employee, consumer, family member or otherwise associated with the agency, he/she may not participate in the formal vote. The person can, though, participate in the discussion.

The outcome of the vote will be noted in the meeting minutes. A representative from the Quality Management Team is responsible for letting the Commissioner know the full Committee’s recommendation.

Helpful Hints

The Committee is made up of many different people. People may not know each other, so sometimes it is helpful to think about these things:

- The Committee is a partnership with the Division and a chance to work together to make services better
- Be respectful to others during the meeting
- Remember to check and answer e-mail messages
- Read agenda and information before the meeting
- Remember there are time limits for agenda topics
- Remember that people come from all walks of life
- Keep a positive attitude to make positive change
- Be willing to take the time to listen carefully
- Make the Committee a place where it is safe to take risks about strong opinions
- Try not to judge based on too little information
- Encourage people to relate personal experiences
- Accept different forms of communication
- Remember the Committee and its members serve as role models for others
- Create good learning experiences for each other
- Ask questions, have fun and laugh!



The Vermont Statutes Online
Title 18: Health
Chapter 204A: Developmental Disabilities Act
Subchapter 001: Services To People With Developmental Disabilities And Their Families
(Cite as: 18 V.S.A. § 8722)

§ 8722. Definitions

As used in this chapter:

(1) "Department" means the Department of Disabilities, Aging, and Independent Living.

(2) "Developmental disability" means a severe, chronic disability of a person that is manifested before the person reaches 18 years of age and results in:

(A) intellectual disability, autism, or pervasive developmental disorder; and

(B) deficits in adaptive behavior at least two standard deviations below the mean for a normative comparison group.

(3) "Family" means a group of individuals that includes a person with a developmental disability and that:

(A) is related by blood, marriage, or adoption; or

(B) considers themselves a family based upon bonds of affection, which, for the purposes of this subdivision, means enduring ties that do not depend upon the existence of an economic relationship.

(4) "Person with a developmental disability" means a person who is a resident of Vermont and who has a developmental disability.

(5) "Recipient" means a person with a developmental disability or a family that has been approved to receive services or funding under criteria specified in the system of care plan.

(6) "Service" means support or service provided, funded, or coordinated by the Department.

(7) "System of care plan" means the plan adopted pursuant to section 8725 of this title and that describes funding and services to be provided to people with developmental disabilities and their families. (Added 1995, No. 174 (Adj. Sess.), § 1; amended 2005, No. 174 (Adj. Sess.), § 45; 2013, No. 96 (Adj. Sess.), § 112; 2013, No. 140 (Adj. Sess.), § 1.)

DEPARTMENT OF DISABILITIES, AGING, AND INDEPENDENT LIVING

The Department of Disabilities, Aging, and Independent Living (DAIL) is part of the Agency of Human Services (AHS) in the Vermont State government. DAIL oversees an array of services for elderly Vermonters and people with disabilities. There are 5 divisions in DAIL:

- ***The Adult Services Division (ASD)*** is responsible for a full array of long-term services and supports for older Vermonters and adults with physical disabilities.
- ***Developmental Disabilities Services Division (DDSD)*** plans, coordinates, administers, monitors and evaluates state and federally funded services for people with developmental disabilities and their families within Vermont. DDSD funds services through private non-profit Service Providers and provides systems planning, technical assistance, training, quality assurance, program monitoring and standards compliance.
 - *Office of Public Guardian (OPG)* is a unit within DDSD that exercises guardianship on behalf of the commissioner for people who are under court-ordered public guardianship.
- ***Division for the Blind and Visually Impaired (DBVI)*** serves individuals who are blind or visually impaired, providing services from vocational services to a variety of support services. Most of the services provided by this Division are contracted out to private or nonprofit agencies.
- ***Division of Licensing and Protection (DLP)*** grants licenses to and inspects long-term care facilities such as nursing homes, residential care homes, and specialty homes for individuals with developmental and intellectual disabilities. The Division also investigates complaints about abuse, neglect, and/or exploitation of vulnerable individuals.
 - *Adult Protective Services (APS)* is a unit within DLP that investigates complaints about abuse, neglect, and/or exploitation of vulnerable adults and implements protective services, as necessary, to limit future maltreatment.

- *Survey and Certification (S&C)* is the State Survey Agency for the State of Vermont, and in this role, they license and certify health care organizations to ensure they meet minimum state and federal regulations.
- ***Division of Vocational Rehabilitation (DVR, VR, or VocRehab)*** provides vocational rehabilitation services to individuals with disabilities, assisting them in preparing for, obtaining, or retaining employment.
 - *Assistive Technology Program (ATP)* is a program within DVR that provides device demonstrations and loans, equipment exchange, technical assistance, training and information and assistance on assistive technology.

The DAIL organizational chart can be found on the DAIL website at:
<http://dail.vermont.gov/contact-us/org-charts>

The DDSD organizational chart can be found on the DDSD website at:
http://ddsd.vermont.gov/contact_us/staff_list

DDS State Program Standing Committee

Nominating Committee

Guidance

The DS State Program Standing Committee (SPSC) will appoint a Nominating Committee to review the applications that are received for the SPSC. The Nominating Committee will have 1 person who is a recipient, 1 person who is an advocate, and 1 person who is a professional. The members of the Nominating Committee will be reviewed, and voted in, by the SPSC every two years.

Nominating Committee's Review

The Nominating Committee will look at all the applications, may talk with people who apply, and will take the following areas into consideration:

- **Part of the state that needs representation.** The members of the SPSC should come from different areas of the State, different agencies, and different organizations. If there are multiple members or applicants from the same part of the State, work with the same provider agency, or work or volunteer for the same organization, the Nominating Committee should consider alternate applicants.
- **The category of the position that is open.** The statute defines the type of positions for the SPSC. See below.
- **The commitment of the individual to regularly attend meetings and participant in relevant work.** In addition to attending the SPSC meetings on a regular basis, if the applicant has been a member of the SPSC in the past, the Nominating Committee should also consider the applicant's *active* involvement in the meetings (e.g., willingness to speak up and share ideas and concerns).
- **Conflict of Interest.** Members of the Committee should share the Mission and the Principles of the Department.
- **Opportunities for New Members.** While there is no firm limit on the number of terms a member can serve on the SPSC, and there is a benefit to having active long-term members, the committee would also benefit from fresh perspectives from new members. *The current SPSC Operating Procedures state the Committee recommends that, if possible, not more than two complete terms be served; and a member can be nominated to return to the committee after he or she has been off the committee for at least one year.*

Positions on the SPSC

"Recipient" means a person with a developmental disability or a family member that has been approved to receive services or funding under criteria specified in the system of care plan.

While family members can be approved to fill these positions, the Developmental Disabilities Services Division (DDSD) encourages the majority of these positions to be filled by people with developmental disabilities who have been approved to receive services or funding under criteria specified in the system of care plan.

"Advocate" means a person that represent people with developmental disabilities.

An Advocate is a person who actively participates in multiple ways to advocate for individuals with developmental disabilities. This may be in a paid or unpaid capacity, and as part of a group or as an individual. This does not apply to a person whose advocacy experience is limited to that of just one or two specific individuals.

"Professional" means an individual with expertise in the area of delivery of services of developmental disabilities.

The Professional does not have to work at an agency.

Historically, two of the "Professional" SPSC members have been DD Service Directors from designated agencies (DA) and/or specialized services agencies (SSA), ideally, one from each. Professionals can also be paid providers in other capacities as well as current or former employees from other organizations connected to services or supports to individuals with developmental disabilities.

ACRONYMS

AAA	Area Agency on Aging
AAC	Augmentative and Alternative Communication
ABA	Applied Behavior Analysis
ACA	Affordable Care Act
ACL	Administration for Community Living
ADRC	Aging and Disabilities Resource Connections
ADRD	Alzheimer's Disease and Related Disorders
AHS	Agency of Human Services (State of Vermont)
AOE	Agency of Education (State of Vermont)
APM	All-Payer Model
APS	Adult Protective Services (State of Vermont)
APSE	Association of People Supporting Employment
ARIS	ARIS Solutions, Inc. (Fiscal/Employer Agent that is used by the Department)
ASD	Adult Services Division (State of Vermont)
AT	Assistive Technology
CIR	Critical Incident Report
CCS	Champlain Community Services, Inc (Specialized Service Agency)
CDCI	Center on Disability and Community Inclusion
CFC	Choices for Care program, State of Vermont
CMS	Centers for Medicare and Medicaid Services
CSAC	Counseling Service of Addison County, a designated agency (Designated Agency)
CY	Calendar Year
DA	Designated Agency (Contracted with the State to provide developmental disabilities services)
DAIL	Department of Disabilities, Aging, and Independent Living, State of Vermont
DBVI	Division for the Blind and Visually Impaired, State of Vermont
DCF	Department for Children and Families, State of Vermont
DD	Developmental Disability/Developmental Disabilities
DD-Act	Developmental Disabilities Act of 1996
DDC or DD Council	Developmental Disabilities Council (State of Vermont)
DDS	Developmental Disabilities Services
DDSD	Developmental Disabilities Services Division (State of Vermont)

DLP	Division of Licensing and Protection (State of Vermont)
DMH	Department of Mental Health (State of Vermont)
DOC	Department of Corrections (State of Vermont)
DS	Developmental Services
DVHA	Department of Vermont Health Access (State of Vermont)
DVR	Division of Vocational Rehabilitation Services (also known as Voc Rehab or VR) (State of Vermont)
EPSDT	Early and Periodic Screening, Diagnosis and Treatment
F/EA	Fiscal/Employer Agent (Currently ARIS Solutions)
FF	Families First (Specialized Service Agency)
FY	Fiscal Year
GC	Global Commitment to Health Medicaid Waivers
GF	General Funds (State Budget)
GMSA	Green Mountain Self Advocates
GMSS	Green Mountain Support Services (Specialized Service Agency)
HC	Howard Center, Inc. (Designated Agency)
HCBS	Home and Community Based Services
HCRS	Health Care and Rehabilitation Services of Southeastern Vermont (Designated Agency)
HHA	Home Health Agency
HHS	Federal Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
I/DD	Intellectual/Developmental Disability
IEP	Individualized Education Plan
ISA	Individual Support Agreement
ISO	Intermediary Services Organization (currently Transition II)
LCMH	Lamoille County Mental Health (Designated Agency)
LSI	Lincoln Street, Inc. (Specialized Service Agency)
LTC	Long Term Care
LTSS	Long Term Services and Supports
MCE	Managed Care Entity
MFP	Money Follows the Person (State of Vermont program)
MH	Mental Health
NASDDDS	National Association of State Directors of Developmental Disabilities Services
NASUAD	National Association of States United for Aging and Disabilities

NCSS	Northwest Counseling and Support Services (Designated Agency)
NKHS	Northeast Kingdom Human Services (Designated Agency)
OPG	Office of Public Guardian (State of Vermont)
PCP	Primary Care Physician
PDD	Pervasive Developmental Disorder
QA	Quality Assurance
QM	Quality Management
QSR	Quality Service Review
RMHS	Rutland Mental Health Services (Designated Agency)
SCC	Specialized Community Care (Specialized Service Agency)
SFY	State Fiscal Year
SOCP	System of Care Plan
SPSC	State Program Standing Committee
SSA	Social Security Administration
SSA	Specialized Service Agency (Contracted with the State to provide developmental disabilities services)
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TBI	Traumatic Brain Injury
T-II	Transition II (Supportive Intermediary Services Organization)
TXIX	Title XIX of the Social Security Act (Medicaid)
UCS	United Counseling Service (Designated Agency)
UVS	Upper Valley Services (Designated Agency)
VABIR	Vermont Association for Business, Industry and Rehabilitation
VABVI	Vermont Association for the Blind and Visually Impaired
VCDR	Vermont Coalition for Disability Rights
VCIL	Vermont Center for Independent Living
VCP	Vermont Care Partners
VDH	Vermont Department of Health (State of Vermont)
VHCA	Vermont Health Care Association
VR	Vocational Rehabilitation (see also DVR)
WCMH	Washington County Mental Health Services (Designated Agency)

