



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

PROCEDURE	
Subject: <i>Family Support Council</i>	Procedure No.: 2019-DDA-PROC02
Responsible Program or Office: Developmental Disabilities Administration	Effective Date: July 22, 2019
	Number of Pages: 3
Date of Approval by Director: August 22, 2019	Expiration Date: N/A
Cross Reference, Related Policies and Procedures, and Related Documents: D.C. Official Code § 7-761.12 (2018 Repl.)	Replaces Family Support Council Procedure, 2017-DDS-PR04 (April 18, 2017).

1. PURPOSE

The purpose of this procedure is to guide the operations of the Family Support Council (FSC or Council) and establish meeting protocols for the group. The FSC provides recommendations, assists and advises the Department on Disability Services (DDS) and its sister agencies on developing person-centered and family-centered systems of support.

2. APPLICABILITY

These procedures shall apply to the FSC organized by the DDS Director and DDS employees.

3. PROCEDURES

A. DUTIES OF THE FAMILY SUPPORT COUNCIL

The duties of the FSC are to:

1. Gather input and develop a vision and guidelines for a coordinated system of Long Term Services and Support to support people with intellectual and/ or developmental disabilities (I/DD) and their families, across the lifespan;
2. Advise DDS and other agencies on the development, implementation, and delivery of services that support people with I/DD and their families, across the lifespan, and that reflect the support needs, hopes and preferences of people with I/DD and their families;



3. Advise on the need for and make recommendations on the potential establishment of a coordinated system of family support services for persons with intellectual and/ or developmental disabilities throughout the lifespan;
4. Identify and make recommendations for supports and services that are needed for families of children, youth and adults with I/DD, that will support people with I/DD to live with their families and be as independent as possible;
5. Make recommendations on implementation of person and family directed supports;
6. Advise on any changes that may be needed to support people with I/DD, with support from their families, to make as many decisions as they are able, about their own lives;
7. Upon request, participate in the review of agencies' governing statutes, regulations, policies, procedures and practices to make recommendations for changes so that the agency can better support people with I/DD and their families;
8. Endeavor to obtain widespread public input which may include sponsoring public forums, conducting focus groups, and creating committees; and
9. Other responsibilities as identified by the FSC or the DDS Director.

B. FSC ORGANIZATIONAL STRUCTURE, MEMBERSHIP AND MEETING REQUIREMENTS

1. The FSC shall consist of eleven (11) voting members, of whom the majority shall be people with I/DD and their family members.
2. Members shall be appointed by the DDS Director. Members shall be appointed with the due consideration for representation by people with I/DD and their families and advocates, subject matter experts, established non-profit and volunteer community organizations that support people with I/DD and their families, members of the public who have shown dedication to and knowledge of the needs of persons with I/DD and their families, as well as recommendations from the FSC. Members should be solicited from the DC Parent Training and Information Center (presently Advocates for Justice), the DC Parent-to-Parent or Family-to-Family organization (currently Family Ties of D.C.), Project ACTION!, DC's self-advocacy coalition, and local advocacy organizations.
3. Voting members shall typically serve terms of two (2) years and may be reappointed for an unlimited number of terms. FSC voting members' two year-terms shall be staggered to ensure continuity of voting members on the Council. When a vacancy develops, the DDS Director shall solicit applicants to fill the vacancy.
4. In addition to voting members, the FSC shall consist of *ex officio* non-voting members including the following agency Directors or their designees as well as a



- representative from Health Services for Children with Special Needs, or its successor managed care organization:
- a. Department on Disability Services;
 - b. Child and Family Services Agency;
 - c. District of Columbia Public Schools;
 - d. Office of the State Superintendent for Education (OSSE);
 - e. Department of Behavioral Health; and
 - f. District of Columbia Department of Aging and Community Living.
5. The FSC Chair shall be decided by majority vote of the FSC members with that vote reflected in the minutes from the meeting. A vote on the Chair must take place every two years.
 6. The FSC shall operate by Robert's Rules of Order with modifications or recommendations to meeting operations approved by the Chair of the Council. The DDS Director shall designate a DDS employee to staff the Council and serve as liaison between the FSC and DDS and other District agencies.
 7. The FSC shall meet at least eight times per year.
 8. Voting members who miss more than three meetings per year may be removed upon recommendation by the FSC to the DDS Director.
 9. DDS shall provide staff support and facilitate space for meetings and forums, with reasonable accommodations upon request, including meeting with members with I/DD in advance, as needed, to help them prepare to fully participate in the meeting.
 10. The FSC meetings and minutes shall be open to the public in accordance with the Open Meetings Act. Meeting dates and notices shall be published at DDS and on the DDS website. The FSC shall establish an annual schedule of its meetings, to the extent feasible, which shall be updated throughout the year, and be published in the D.C. Register.
 11. DDS shall maintain the records of meetings and forums, as well as the terms and term-end dates of FSC members.
 12. Voting members may be entitled to stipends to be approved and distributed as outlined in the DDS Stipends policy and procedure. Visitors are welcome but not eligible for stipends.