

**East Los Angeles Regional Center  
Self-Determination Program  
Local volunteer Advisory Committee  
Recruitment and Training for Independent Facilitators (language other  
than english)**

---

*Request for Proposal  
Autism Society of Los Angeles  
April 28, 2022*



## Table of Contents

- 1. INTRODUCTION.....4
- 1.1 Objective of Proposal .....4
- 1.2 About Autism Society of Los Angeles (ASLA) .....4
- 1.2.1 Mission Statement .....4
- 1.3 Experience and Expertise .....4
- 1.3.1 Languages Supported .....5
- 1.3.2 ASLA experience in providing Person-Centered Planning / Independent Facilitation .....5
- 1.3.3 ASLA experience developing Spending Plans .....6
- 1.4 Previously awarded Independent Facilitator training Projects.....6
- 1.5 Self-Determination Events .....6
- 2. Organization Staff .....7
- 2.1 Overview .....7
- 2.2 Staff .....7
- 2.3 ASLA Board Members .....7
- 2.4 Trainers .....7
- 3. Services to be Provided (Statement of Work).....8
- 3.1 Target Population: estimated number of consumers and families to be served under this proposal. ....8
- 3.2 Language .....9
- 3.3 Content of Training .....9
- 3.4 Training Schedule .....10
- 3.5 Project Activities .....10
- 4. Measures and Data .....11
- 4.1 Registration .....11
- 4.2 Pre and Post-test.....11

**5. Data Analysis.....11**

**5.1 Data Compiling.....11**

**5.2 Final Project Report.....12**

**6. Project Financial Proposal.....12**

**6.1 Hourly Billing Rate.....12**

**6.2 Proposal Total Cost.....12**

**6.3 Payment.....12**

**6.4 Signing of the Contract.....12**

**7.0 References.....12**

## 1. INTRODUCTION

### 1.1 Objective of Proposal

The purpose of this Proposals is to demonstrate the qualification of our organization, Autism Society of Los Angeles (ASLA) to implement the **Recruitment and Training for Independent Facilitators Project (languages other than english)** listed on the ELARC LVAC Request for Proposal for Self Determination Program published on 3/25/22. This proposal will identify how our bid meets the project goal of increasing Independent Facilitators that speak languages other than english by planning, creating, preparing, and implementing Independent Facilitator certificate trainings with appropriate language supports. The trainings provided will prepare the Independent Facilitator to develop person-centered plans, understand the budget and spending plan process.

### 1.2 About Autism Society of Los Angeles (ASLA)

Autism Society of Los Angeles (ASLA)  
Pacific Center  
21250 Hawthorne Blvd Suite 500  
Torrance, CA 90503  
P. (310) 849 6505  
Email: [info@autismla.org](mailto:info@autismla.org)  
501(c)(3) EIN 300243440  
[www.autismLA.org](http://www.autismLA.org)  
Attention: Kim Sinclair – Executive Director

ASLA is based in Los Angeles and supports all of Los Angeles county.

#### 1.2.1 Mission Statement

Autism Society of Los Angeles empowers individuals with autism and other disabilities, their families, and professionals through advocacy, education, and community support to ensure an equitable quality of life for all.

### 1.3 Experience and Expertise

The Autism Society of Los Angeles (ASLA), is a 501(c) (3) non-profit organization, that aims to empower individuals with developmental disabilities. A key competency of ASLA is to support the community with education and knowledge to build self-advocacy and empowerment.

ASLA improves the quality of life and provides support throughout the individual's lifespan. ASLA has a long history of working with underserved populations. In 2018 ASLA created the Parent Empowerment Project (PEP), a parent-led program that helped reduce the racial and ethnic disparities for individuals and families served by Westside Regional Center.

ASLA was the co-author of SB 468, the Self-Determination Law, and has been a leader in the implementation. During 2019 and 2020 ASLA in collaboration with Disability Voices United trained over 340 **culturally and linguistically diverse individuals** under the **Cross-Cultural Independent Facilitator Trainings** and

ongoing support for the Self-Determination Program project. ASLA continues to provide ongoing support for this project. In 2021 and 2022, this initiative continued with the training of an additional 200 plus ***individuals who speak languages other than English.***

Our team supports clients in creating person-centered plans, developing individual budgets, and finding and managing services as well as providing resources and supports in their communities that can help them meet their goals.

### 1.3.1 Languages Supported

Our staff provides support in Spanish and English and has led and written Person-Centered Plans in both languages. ASLA is recently completed providing training for Independent Facilitators in English, with translation into Spanish, Mandarin, and Korean. ASLA has demonstrated that real time translation can be used effectively, both in person and over Zoom, to provide training and coaching.

### 1.3.2 ASLA experience in providing Person-Centered Planning / Independent Facilitation

ASLA provides Person-Centered Planning services and has gained inside knowledge on the PCP process, effective PCP report writing, and PCP planning. ASLA has successfully delivered 15 Person Centered Plans as a service, to support the Self-Determination community

During person-centered planning, the ASLA team supports families to identify unmet needs, gaps in supports, and resources that could assist the self-determination participant to reach their dreams and goals.

Additionally, our staff has provided trainings on the Person-Centered Plan process, meetings, and the development of the Person-Centered Plan report to Independent Facilitators across California.

ASLA is currently executing on two DDS grants to provided Independent Facilitator training. The grant in support of North Los Angeles County Regional Center provides an introductory one-day training for Independent Facilitators and Family Members. The second grant is an extensive, 1-year Independent Facilitator Mentor Training Program intended to give prospective IFs the detailed training required to support a client throughout the Self-Determination program process.

As parents of regional center clients and leaders in the community, our staff has the knowledge, resources, passion, and compassion in mentoring, guiding, and supporting self-advocates, families, and other community leaders.

The ASLA team are experienced advocates with years of experience in navigating different systems of care. The ASLA resource specialist and staff have helped

thousands of families connect with the support and services they need.

During the person-centered plan and consulting through the resource warm line, the ASLA team has supported families to identify unmet needs, gaps in supports, and resources that could assist the self-determination participant to reach their dreams and goals.

Additionally, our staff has provided trainings on the Person-Centered Plan process, meetings, and the development of the Person-Centered Plan report to Independent Facilitators across California.

### **1.3.3 ASLA experience developing Spending Plans**

The ASLA team has worked closely with the self-determination participant and their circle of support to help in identifying the support needed for the participant to reach their goals. In collaboration with the Financial Management Service team, the participant, and their circle of support, our staff has helped develop the spending plan to match the regional center budget funds.

Our team has streamlined the spending plan development process to ensure the self-determination categories and service codes are properly matched to the supports needed to achieve the participant's goals.

Additionally, The ASLA has provided training on Spending Plan development to Independent Facilitators across California.

ASLA is fortunate to have two board members with experience in spending plan development as resources for this project. Victor Lira, President at Aveanna Healthcare, brings the expertise of a Financial Management Service (FMS) provider to resolve spending plan issues. Andy Kopito, President of ASLA, is the parent of Tyler, who recently completed his certified spending plan and has transitioned to Self-Determination services at Harbor Regional Center. (Additionally, we have a board member, Charlie Zuker, who was an early adopter in SDP.)

## **1.4 Previously awarded Independent Facilitator training Projects**

- 1) DDS -2018/19 DISPARITY FUNDS PROGRAM- Cross-Cultural Independent Facilitator Trainings and Ongoing Support for the Self-Determination Program
- 2) DDS- 2020/2021 Promoting Service Access and Equity Grant- ASLA Cross-Cultural Independent Facilitator Mentor Training Program for Self-Determination Program.
- 3) DDS – 2021/2022 ASLA Cross-Cultural SDP Independent Facilitator Mentor Training Program

## **1.5 Self-Determination Events**

- 1) Self-Determination Conference 2014 (Host)
- 2) Self-Determination Comprehensive Independent Facilitator Northern and

- Southern California 2015 (Host)
- 3) Self-Determination Conference 2016 (Host)
  - 4) Self-Determination Lottery Informational Meetings- Approved partner for DDS Self-Determination Initial Lottery 2017 (Host)
  - 5) Self-Determination Conference 2019 (Co-Hosted)

## 2. Organization Staff

### 2.1 Overview

Our team has years of experience advocating for services for their children and other families. They have collaborated with Regional Centers and many other organizations to promote equity, decrease disparities, and supporting the success of the Self-Determination program.

### 2.2 Staff

Executive Director:	Kim Sinclair	kimautismla@gmail.com
Resource Specialist:	Ronda Kopito	ronda@autismla.us
Program Coordinator:	Jane Sakurai	jane@autismla.us

### 2.3 ASLA Board Members

Autism Society of Los Angeles board members have a strong focus and priority to help reduce disparities in the community and is represented by a diverse group across ethnicity (Latino, Asian, African American, white), gender, age, self-advocates (verbal and non-verbal), parents, professionals, and professions.

Andy Kopito	President and Parent
Kendra Oliver	Vice President and Provider
Victor Lira	Treasurer and Provider
Mari-Anne Kehler	Secretary and Parent
Neal Katz	Self-Advocate, and Speaker
Christine Motokane	Self-Advocate and Educator
Charlie Zuker	Self-Advocate, Speaker and student
Ryan Berman	Provider
Terry DeBell	Sibling of Self-Advocate
Kim Ransom	Educator
David Wyles	Parent

### 2.4 Trainers

ASLA staff have years of knowledge on the self-determination program and are content experts. They are trainers and have participated in Independent Facilitator trainings during previous projects.

ASLA in addition partners with state and nationally recognized Self-Determination trainers to augment training expertise.

### 3. Services to be Provided (Statement of Work)

The goal of this project is to recruit and train individuals who speak languages other than English from the East Los Angeles Regional Center catchment area to join and complete the Self-Determination program Independent Facilitator certification training. At least 4 independent facilitator trainings will take place via live training on Zoom.

Based on the previous ASLA Independent Facilitator certification training projects, we found that more individuals were able to access online live training vs in-person training:

- 1) **Training attendance:** In-person trainings are restricted by location, meaning that only those from the local demographic or those willing to make the drive can attend the training. Online live trainings were not restricted by region nor by city, therefore allowing for attendees from all across the state to participate. The data shows that attendees for the online live training sessions came from cities all across the state and were part of almost every regional center.
- 2) **Delivery of content, Online Training vs In-Person:** In a follow-up survey, In-person Independent Facilitator trainees were asked “Do you think you could have successfully learned the information provided at the live training event via remote training using Zoom or other methods?” of the 55 who responded everyone but 2 responded Yes to this question.

For best possible attendance we recommend online Zoom trainings. ASLA can provide in-person trainings if in-person trainings are requested by ELARC or LVAC. However, if the COVID-19 infection rate increases ASLA reserves the right to switch training to online Zoom trainings.

The cost incurred for in-person training includes travel, accommodations, mileage, and meals for staff, trainers, and translators. Event location set up and break down hours will need to be added. Lastly, meals for attendees will also have to be included.

#### 3.1 Target Population: estimated number of consumers and families to be served under this proposal.

This project aims to train a minimum of 15 individuals from the East Los Angeles Regional Center catchment area per training. At least 4 Independent Facilitator certification trainings will be completed.

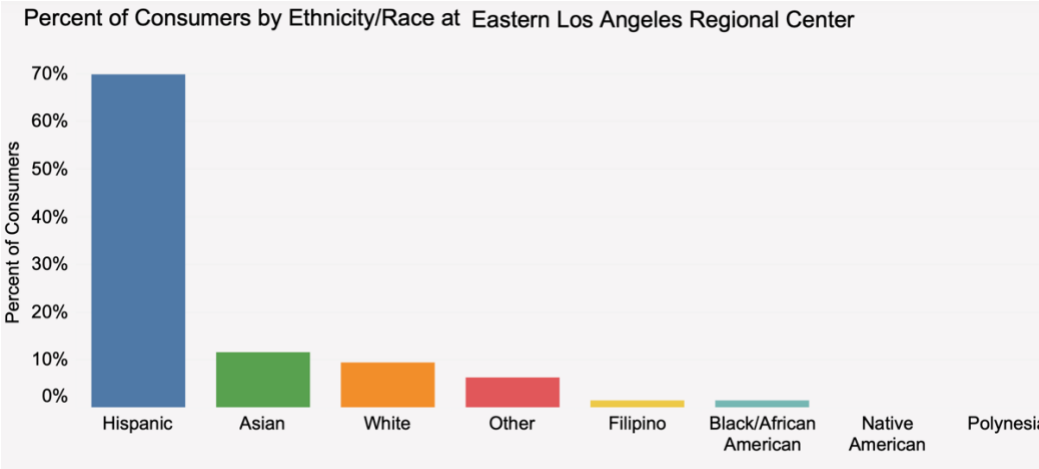
The target minimum total is **60** individuals certified as Independent Facilitators.



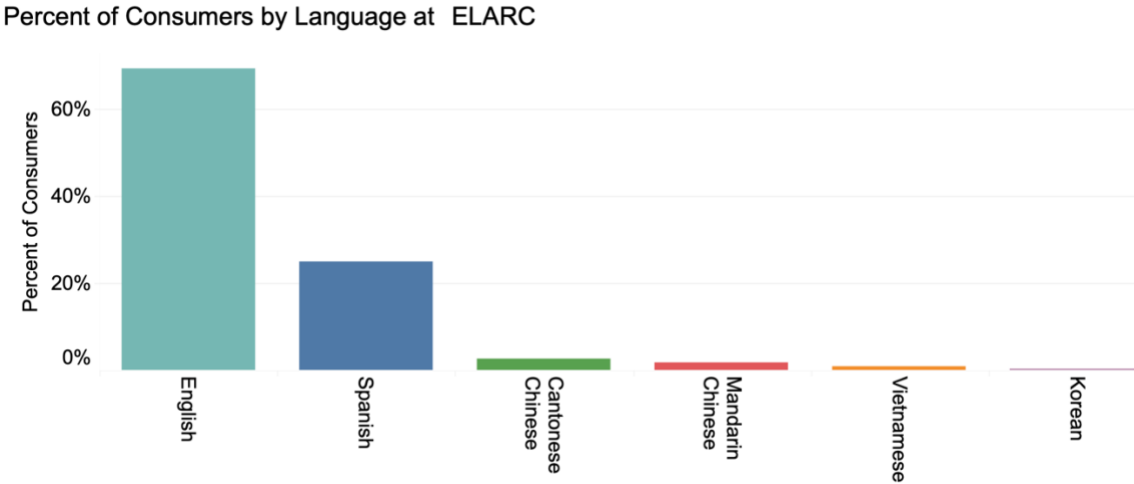
### 3.2 Language

Translation in Spanish will be provided during trainings. Materials will also be provided in Spanish. Supported by the following data:

- The DDS Purchase of Service data for ELARC indicates approximately 70% of clients are Hispanic.



- The DDS Purchase of Service data for ELARC indicates approximately 25% of clients speak Spanish.



Translation for other languages will be provided upon request, however, the cost for translation of other languages is not included in project proposal funds, increase in funds would be required.

### 3.3 Content of Training

The content of the trainings will include the areas required by the Self-Determination Law, including the principles of self-determination, person-centered planning, the roles of the independent facilitator, the development of the individual

budget, negotiating rates and prices for services, and finding services in the community. In addition, the training will cover the rules for being an independent facilitator and the restrictions on who can and who cannot provide this service.

The trainings will be based on the successful trainings conducted by ASLA in the past few years, which will include a walk-through of a person-centered plan. The trainings will also allow the trainees to break out into groups and review examples of SDP participants where they will practice conducting a planning meeting, identifying community services, creating an individual budget, and advocating for them. In addition, the training curriculum will include the requirements of submitting criminal background checks for direct care workers; ensuring inclusive settings; and accessing generic services.

In addition, the trainings will be critical to cover the independent facilitator's potential role as an advocate for the SDP participant. Because some of the SDP participants will be underserved in the traditional system, their individual budgets may be much lower than other SDP participants with similar needs. Thus, the training will cover the SDP concepts of changing the individual budget because of unmet needs and changes in circumstances.

Finally, the training will assist individuals in strategies to build a small business as an independent facilitator. We expect that many of the people we are training have never worked as independent contractors, which is likely how they will be paid through the SDP. We will cover the importance of keeping track of their worked hours, billing FMS agencies, filing taxes, maintaining liability insurance, and other features of owning a small business.

At the end of the training, each attendee will receive a certificate of attendance that they may use to promote their services.

### 3.4 Training Schedule

- 1) Zoom Training- 2 Part morning training of 3 hours each or 3-part training of 2 hours, windows varied to meet community needs.
- 2) In-Person (if applicable), 1-day training from 8:30am – 4:30pm

### 3.5 Project Activities

- 1) ASLA staff meetings with ELARC and LVAC self-determination team
  - a. Project set up
  - b. Initial project meetings
  - c. Quarterly meetings
  - d. Final project meeting
- 2) Select training date, confirm trainers and translators
  - a. If in-person training, select a location and confirm the hours of the event (ELARC responsible for refreshments, room, logistics, etc)
- 3) Promotion for each Training event
  - a. Attending Self-Determination committee meetings to promote events
  - b. Connecting with ELARC Family Resource Center
  - c. Connecting with local organizations, promotora and support groups
- 4) Recruit and review trainee completed registration.
  - a. Registered trainees to complete Pre-test; staff to confirm that

- trainees complete Pre-Test prior to training event
  - b. Send approval emails and Zoom registration link
- 5) Prepare training materials and translate
  - a. Prepare trainee material packages
  - b. Email training materials to registered participants
- 6) Conduct at least 4 trainings with Spanish translation
- 7) Post Training Activities
  - a. Email Independent Facilitator Certificates to attendees
  - b. Analyze Pre and Post-test
  - c. Analyze Evaluations
  - d. Provide quarterly results to ELARC and LVAC
- 8) Billing & Invoice
  - a. Quarterly invoicing
- 9) Final project activities
  - a. Complete data analysis
  - b. Prepare final project report

## 4. Measures and Data

### 4.1 Registration

Registration criteria for project:

- 1) ELARC catchment area individuals
- 2) Interest in providing Independent Facilitator services to self-determination participants with language other than english.

### 4.2 Pre and Post-test

Prior to each training event, all potential trainees will be asked to take a short pre-test to gauge their knowledge of the Self-Determination Program, the principles of self-determination, the various roles of the independent facilitator, and the major components and requirements of the program. At the end of each training event, all trainees will be asked to take a short post-test that will gauge their gained knowledge on the above-mentioned topics. Through the pre-and post-tests, we will be able to assess whether the trainings have been effective in providing the knowledge necessary to become independent facilitators.

In addition, at the end of the training, trainees will be asked to complete an evaluation of the training. The feedback will be used to improve future trainings. These evaluations will also be used in measuring the effectiveness of the project.

Other measures can be tracked and analysed, upon request.

## 5. Data Analysis

### 5.1 Data Compiling

Data collected from each training event will be compiled and analysed. Demographic and geographical data will be used to provide a total of trained individuals, the language of attendees, their city, their ethnicity/race, and a brief description of the trainees.

## 5.2 Final Project Report

A final report will be provided upon completion of all training events. The report will provide a summary of the activities and data collected.

---

## 6. Project Financial Proposal

### 6.1 Hourly Billing Rate

Personnel costs for this project range from \$45 per hour for ASLA staff, to \$130 to \$200 per hour for Interpretation Services. Overhead expenses of 10% and well as other program costs. Based on similar programs for other regional centers, ASLA can perform the project for a net blended rate of \$110/hour.

If languages beyond Spanish are required ASLA would be happy to examine the cost structure required as these are typically more expensive and would need to be factored in accordingly.

If ELARC would like to include an ELARC IF Support Group for Independent Facilitators on a periodic basis for the cohort of graduates, this can be worked during contract negotiation.

If ELARC would prefer a more complex, multiple rates plus other fixed costs structure, ASLA will be happy to accommodate during the contract negotiation period.

### 6.2 Proposal Total Cost

**Based on activities and hourly rate, our proposal total cost is \$30,000**

### 6.3 Payment

Payment to be remitted to Autism Society of American- Los Angeles OR Autism Society Los Angeles. Directed deposit is requested. Payments schedule can be discussed during contract negotiations.

### 6.4 Signing of the Contract

Contract Contact: Kim Sinclair, executive director.

## 7.0 References

### Attached:

- **Disability Voices United**, Judy Mark – President
- **The Aurelia Foundation**, Lisa Szilagyi – Founder/Director



Judy Mark, President  
530-JOIN-DVU  
judymark@dvunited.org  
www.disabilityvoicesunited.org  
Mailing address: 1230 Rosecrans Ave, Suite 650  
Manhattan Beach, CA 90266

April 28, 2022

Eastern Los Angeles Regional Center  
Self Determination Program Local Volunteer Advisory Committee  
1000 S. Fremont Ave  
Alhambra, CA 91802

**RE: Support letter for Autism Society of Los Angeles**

Dear ELARC SDP Local Volunteer Advisory Committee,

Disability Voices United is writing in support of the proposal by the Autism Society of Los Angeles (ASLA) to increase the pool of independent facilitators that speak languages other than English.

ASLA was a co-sponsor of SB 468, the Self-Determination Law. During 2019 and 2020, ASLA, in collaboration with Disability Voices United, trained over 340 culturally and linguistically diverse individuals under the Cross-Cultural Independent Facilitator Trainings funded by DDS. ASLA continues to provide ongoing support for this project. In 2021 and 2022, this initiative continued with the training of an additional over 200 individuals who speak languages other than English. DVU continues to collaborate with ASLA on these trainings and others.

We strongly support ASLA's proposal. Please reach out if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Judy Mark".

Judy Mark  
President, Disability Voices United

April 28, 2022

Eastern Los Angeles Regional Center (ELARC)  
Self Determination Program (SDP)  
Local Volunteer Advisory Committee (LVAC)

Re: SDP Grant for ASLA

I am writing this letter in support of ASLA receiving a grant for start-up funding, to increase the pool of Independent Facilitators that speak languages other than English.

There is a large, and growing, need for Independent Facilitators to support the many individuals who are interested in being part of the Self Determination Program. Many of these individuals speak a language other than English, and therefore require an Independent Facilitator who is able to speak their preferred language.

ASLA has been a leader in providing high quality training for Independent Facilitators. Receiving this grant would allow ASLA to continue their outstanding work, as well as filling the need for increasing the number of non-English speaking Independent Facilitators.

Sincerely,



Lisa Szilagyi  
Founder/Director  
The Aurelia Foundation - Creative Steps Adult Program  
[lisa@aurelia-cs.org](mailto:lisa@aurelia-cs.org)  
(818) 917-1460