



Joe Lombardo
Governor

Richard Whitley, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGING AND DISABILITY SERVICES DIVISION
Helping people. It's who we are and what we do.



Dena Schmidt
Administrator

NEVADA COMMISSION ON AUTISM SPECTRUM DISORDERS MEETING

Date and Time of Meeting: May 17, 2024, 3:30 PM

Location of Meeting: Hybrid (Virtual, Telephonic)
Virtual Microsoft Teams Meeting at
<http://Teams.Microsoft.com>

TEAMS Meeting ID: 277 341 929 05 / **Passcode:**
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Date Published: May 13, 2024

Draft Minutes

1. **Call to Order**

2. **Roll Call**

1. Anna
2. Kelly Bagnall
3. Abbie Chalupnik
4. Amy Coyne
5. Vanessa Delgado-Acosta
6. Luke Dumaran
7. Lori Follett
8. George Hernandez
9. Shannon Ivy
10. Samantha Jayme
11. Carmen Jones
12. Nicole Muhoberac
13. Corey Nguyen
14. Cheyenne Pasquale
15. Katie Pfister
16. Danielle Race
17. Ralph Sacrison
18. Sabrina Schnur
19. Cydne Stephenson
20. Rebekah Sullivan-Moyer
21. Linda Tran
22. Amy Walch

3. **Public Comment:**

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item. To provide public comment telephonically, dial [1(775)-321-6111]. When prompted to provide the Meeting ID, enter [832794904]. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

No public comment.

4. **For Possible Action:** Approval of Meeting Minutes from the Previous Meeting held April 12, 2024

Corey Nguyen, the BCD should be the BACB. Page 3

Corey Nguyen motioned to approve the minutes with corrections. Nicole Muhoberac seconded the motion. Members voted and the motion passed.

5. **For Information:** Present and Solicit Feedback– Aging and Disability Services Division (ADSD) Language Access Plan, Shannon Ivy, Language Access Coordinator
Shannon Ivy provided a PowerPoint presentation that was uploaded to the ADSD webpage for the Nevada Commission on Autism Spectrum Disorders. [Home \(nv.gov\)](http://www.nv.gov)

ADSD Language Access Plan (LAP) Policies and Procedures

- ADSD is committed to take all reasonable steps to provide Limited English Proficiency (LEP) individuals with meaningful access to services, programs, and activities.
- ADSD seeks to reduce barriers by increasing capacity to deliver services and benefits to people in their preferred language.
- Language services are required to be provided at no cost to the individual.
- Staff, at the initial point of contact, have a duty to identify the primary language and assist the individual with interpreter services as needed.
- Use of a formal interpreter/translator is required by qualified bilingual staff or a professional interpreter/translator service. Family, friends, other customers, or minor children are not permissible.
- No individual shall be denied services based on their language access needs

Language Access Services

All language service providers must be competent and qualified. Services include:

- Oral Interpreter Services
- Sign Language Interpreter Services
- Written Language Services
- Vital Documents for Translation by Program
- Safe Harbor thresholds
- Public Notices
- Community Outreach and Engagement
- Alternative Language Access

Vital Document Translations

For SFY23, 36% of all vital documents were translated in Safe Harbor Languages.

- Progress dependent on available funding and qualified translation services.
- Data does not account for translations of vital documents at the individual level (e.g., Person-Centered Care Plans, Individual Family Service Plans, Individual Support Plans, etc.)
- One shot appropriation for SFY25, pending work program.

Recruitment

ADSD follows fair and equitable hiring practices (State Law and Department of Administration).

- All efforts are made to recruit qualified dual role interpreters to meet the

needs.

- Leverage state contracts for interpreter/translation services to the extent funding is available.

Training

ADSD will ensure staff are familiar and trained on the Language Access Policies, and procedures to include:

- New Employee Onboarding:
 - Position Specific Training:
 - Incorporated LAP into regular training provided by programs with annual refreshers;
- and
- LAP policies and procedures for annual review and acknowledgement.

ADSD Implementation Limitations

ADSD continues to work towards full compliance with language access services and considered the following limitations as part of the implementation plan:

- System limitations to meet full reporting requirements on LEP individuals, primary language proficiency, indigenous individuals, and refugee status.
- Dual-role interpreter certification and access to qualified and competent workforce.
- Funding

Implementation & Evaluation

Bilingual Staff Directory September 1, 2022

Update Website w/Language Access Information September 1, 2022

Complaint Procedures October 1, 2022

Training on ADSD LAP October 1, 2022

Vital Document Translation* January 1, 2023 (ongoing)

Vital Document Distribution As materials are translated

Develop/Distribute "I SPEAK" Cards January 1, 2023

Policies and Procedures January 1, 2023

Website language options (English/Spanish) January 1, 2023

Bilingual Staff Qualifications* Ongoing

System enhancements to address data collection* Dependent on budget authority and available system enhancement hours.

At a minimum ADSD will review, evaluate, and update the LAP to include:

- Program data on language needs and the population served:
- Review of vital documents for any addition/revisions:
- Review any issues/concerns (including formal complaints filed) regarding language access services:
- Conduct periodic quality assurance reviews to ensure LAP compliance:
- Surveying staff/contractors on knowledge and use of language access

services; and

- Solicit and monitor stakeholder feedback

Budget Implications and Legislative

Recommendations

Budget Implications:

- ASD will submit funding requests in accordance with biennial legislative process.

Legislative Recommendations:

- Align requirements with the existing federal language plan requirements.
- Add definitions on the parameters of English proficiency level.
- Revisions to dual-role interpreter qualifications in NRS 232.
- Add clarity around language access services for individuals who are deaf/blind or nonverbal.

Full document is available at: [Home \(nv.gov\)](http://Home.nv.gov)

6. **For Information:** Update on Nevada's Olmstead Plan
Cheyenne Pasquale, Planning Chief I

ASD OLMSTEAD PLAN: EXECUTIVE SUMMARY

CURRENT SYSTEM OF SUPPORTS

- ASD is one of many systems that is charged with ensuring individuals with disabilities have access to services and supports that help ensure people can live, work, and play in the community of their choice. Beyond ASD, the other systems that impact community integration include those that provide behavioral health, housing, transportation, job training, education, and healthcare.
- A review of the current system of support was limited to ASD for the purpose of this plan. The review included:
 - Programs and corresponding services offered by ASD as well as the number of people historically served.
 - The number of people on various waitlists and the average time spent on waitlists.
 - The number of individuals served in HCBS Waiver programming versus those served in Medicaid-funded intermediate care facilities or nursing homes
 - Information collected from people with disabilities, individuals who make up their support system, and other community service providers.

PLAN FOR THE FUTURE – GOAL #1

Goal #1: Improve knowledge about ASD services and other resources.

PLAN FOR THE FUTURE – GOAL #2

Goal #2: Expand workforce capacity to serve people in community-based settings.

PLAN FOR THE FUTURE – GOAL #3

Goal #3: Increase accountability within ASD for the implementation of timely, high quality, community-based services for individuals with

disabilities.

PLAN FOR THE FUTURE – GOAL #4

Goal #4: Embed a person-centered culture among all ASD staff and within Division operations.

PLAN FOR THE FUTURE – GOAL #5

Goal #5: Develop a systems-wide approach to addressing the comprehensive needs of individuals with disabilities from a personcentered framework.

ASD OLMSTEAD PLAN: COLLECTING PUBLIC INPUT

Written comments are welcomed, and can be submitted on the following webpage:

<https://socialent.com/resources/asd-olmstead-planning-process/>

ASD will host a Virtual Presentation to accept input as well:

- November 2nd 3-5 PM

Public Comments will be received through November 9th

Full document is available at: [Home \(nv.gov\)](http://Home.nv.gov)

7. **For Information:** Autism Treatment Assistance Program (ATAP) Updates as it Relates to Current Caseload, Caseload Growth, Waitlist Elimination Progress, Referrals, Applied Behavior Analysis Profession Growth in Nevada, and Status of Active Providers.

Samantha Jayme:

Caseload update: Not a whole lot has changed from the last two months.

ATAP has started undergoing a data modernization project.

It may change some workflow and hopefully create some efficiencies as well.

But as they identify changes to either consumer driven items or provider driven items.

They will present it to the Commission as well for feedback.

They are hoping that this new system will allow their families as well as their providers to go into the system to streamline things like signing documents, reviewing documents and then there are significant changes to workflow will likely be provider billing.

They are working on crosswalks, between what they have, what they need and then what the system will allow.

She will update on progress and workflow changes each month.

Referrals have remained steady at over 100 per month. Typically, there is a dip in summer months.

They had a heavy autism awareness outreach month and made sure to get into different crisis teams at schools and development.

Administrator Rique Robb did a rural tour of all the school districts in Nevada with Medicaid, with DHCP, Samantha Jayme, the clinical program planner was able to join her for some, but not all.

Rique Robb was able to meet with all the school districts and do a presentation on ATAP as well to improve that communication and partnership.

Nicole Muhoberac will work with Samantha Jayme on a crisis team due to an influx of students on the Autism Spectrum.

Samantha Jayme: Right now they have 1,052 active children, which is the highest they have had. They are actively recruiting for a bilingual Developmental Specialist in the northern region.

They are recruiting one more Developmental Specialist in the South as well due to their caseload growing in the next fiscal year.

They have 52 kids that are inactive right now.

42 of them are we're waiting for documents, and 10 of them will be starting in the next two weeks and the average age of those kids starting, is 5 1/2 years old, and currently the average wait time for all children, which is the day from the application start date to the day they become active or ineligible as 50 days. They are continuing to see the upward trajectory of their Registered Behavior Technicians (RBT) and their Board-Certified Behavior Analyst (BCBA).

They are seeing how they can get involved with different projects to do presentations, throughout their community.

One of the things that they have identified in outreach, is that they are starting in college, when really they should be starting in high school to explain what the field of autism is and the possibilities.

They have started gaining volunteers internally from their staff to start attending career days and explaining what that field looks like and what the current news are.

They have been working with the "You Can Lend" program and they are recruiting currently for new Lend trainees and they are hoping that they can incorporate that with the Lend trainees into a new program that they're doing to help with that outreach too.

Elko was on Wednesday.

8. **For Discussion Only:** Workforce Development, Funding and Insurance, and Resource Development Subcommittee Updates as it Relates to Topics for Consideration, Past Meetings, and Upcoming Meetings.

This item was tabled.

Nicole Muhoberac motioned to table this item. Corey Nguyen seconded.

9. **For Possible Action:** Discuss and Approve the Statewide Process and Progress of the English and Spanish Language Translation - 16 Item Provider Survey and the Consumer Survey, Outlined in the 5-Year Strategic Plan, * for Circulation to

Individuals Across the State Living with Autism Spectrum Disorder (Consumers, Family Members, Care Providers, and Advocates).

Corey Nguyen and Linda Tran both reviewed the surveys for correct translation and sent their feedback to Abbie Chalupnik.

Abbie Chalupnik requested listservs by Thursday, May 23rd, to send out the surveys in an email blast. Nicole Muhoberac will draft the body of the email. The plan is to get feedback from consumers, advocates, caregivers, and families. Linda Tran and Corey Nguyen will assist with data analysis. A second email blast is planned for the beginning of the next school year.

Nicole Muhoberac motioned to send all correspondence information for Consumers, family members, care providers and advocates to Abbie Chalupnik by Thursday the 23rd, including the body of the email to be prepared by Nicole Mahabharat and sent to Abbie by Wednesday at the 22nd.

Corey Nguyen seconded. Members voted and the motion passed.

This item will also appear on the next agenda.

10. **For Possible Action:** Discuss and Approve Agenda Items and Discuss Future Commission Meeting Dates

Governor's Letter

Statewide Provider Surveys

Update on subcommittees

Workforce development

ATAP

Nicole Muhoberac motioned to have the next meeting on Monday, June 17, 2024, at 3:30pm

Corey Nguyen seconded. Members voted and the

Next meeting will be Monday, June 17, 2024, at 3:30pm

11. **Public Comment:**

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Nicole Muhoberac: Congratulated Linda Tran on the birth of her child.

12. **Adjourn**

Nicole Muhoberac motioned to adjourn the meeting.

Meeting was adjourned at 5:30 pm

The following complete link for the meeting is included below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTM4MjY4NjAtMDFmZC00YzZkLTK1N2EtYjhmZWRjMmU0NWF1%40t_hread.v2/0?context=%7b%22Tid%22%3a%22e4a340e6-b89e-4e68-8eaa-1544d2703980%22%2c%22Oid%22%3a%22824c0984-2e05-4c3f-88e6-9f2124324cee%22%7d

Agenda Posted at the Following Locations as Required by Law:

3811 W. Charleston Blvd., Suite 209, Las Vegas, NV 89108 and Aging and Disability Services Division at 3208 Goni Road, Building I, Suite 181, Carson City, Nevada 89706. Notice of this meeting was also posted on the Internet through the Nevada Aging and Disability Services Division website at www.adsd.nv.gov and Nevada Public Notice website at www.notice.nv.gov

* **The 5-year Strategic Plan** can be located on the Commission for Autism Spectrum Disorders web page: [ADSD Commission strategic plan final deliverable 12-24-14 \(nv.gov\)](#)