

Individual and Family Support

Regional Council Charter

VERSION DATE: Friday, February 12, 2021

- I. The Virginia Department of Behavioral Health and Developmental Services (DBHDS) Individual and Family Support Program (IFSP) will recognize local peer support coalitions that will be known as the Individual and Family Support Program Regional Councils (hereinafter referred to as the “Regional Councils”).

- II. Purpose

Regional Councils are local coalitions open to anyone interested in addressing the needs of people with developmental disabilities (DD).

Regional Councils are expected to plan activities to promote the goals of “Virginia’s Individual and Family Support State Plan” (hereinafter referred to as the “Plan”). In coordination with the IFSP State Council, the specific responsibilities of the Regional Council include:

- partnering with DBHDS to establish subgroups that support the State Plan, and
- supporting DBHDS staff efforts to increase the number and types of supports received by individuals on the Developmental Disability (DD) Waiver Waiting List.

DBHDS will recognize one regional council to represent each of the Department’s designated service areas.

The following are the current DBHDS Regions including their service areas:

Western:

Allegheny Highlands CSB: Alleghany, Covington, Clifton Forge City

Harrisonburg-Rockingham CSB: Harrisonburg, Bergton, Bridgewater, Broadway, Dayton, Elkton, Grottoes, Keezletown, Massanutten, McGaheysville, Mt. Crawford, Mt. Solon, Penn Laird, Port Republic, Rockingham, Timberville

Region 10 CSB: Crozet, Earlysville, Esmont, Greenwood, Keswick, North Garden, Scottsville, White Hall, Charlottesville, Fluvanna, Kents Store, Palmyra, Dyke, Graves Mill, Greene, Ruckersville, Arrington, Stanardsville, Bumpass, Louisa, Mineral, Trevilians, Afton, Colleen, Faber, Gladstone, Love, Lovingston, Massies Mill, Montebello, Nellysvord, Nelson, Piney River, Roseland, Schuyler, Shipman, Tyro, Wingina

Wintergreen Valley CSB: Augusta, Augusta Springs, Fishersville, Ft. Defiance, Lyndhurst, Middlebrook, Mount Solon, Staunton, Stuarts Draft, Swoope, Verona, Weyer's Cave, Blue Grass, McDowell, Monterey, Waynesboro, Highland

Hightown Horizon BH: Clifford, Elon, Lowesville, Madison Heights, Monroe, Sweet Briar, Amherst, Pamplin, Spout Spring, Appomattox, Bedford City, Bedford, Big Island, Forest, Goode, Goodview, Hardy, Huddleston, Moneta, Montvale, Thaxton, Alta Vista, Brookneal, Campbell, Concord, Lynch Station, Rustburg, Lynchburg Rockbridge Area CS: Bath, Hot Springs, Millboro, Virginia, Warm Springs, Buena Vista, Lexington, Brownsburg, Fairfield, Glasgow, Goshen, Natural Bridge, Raphine, Rockbridge Baths, Rockbridge, Steeles Tavern, Vesuvius

Northwestern CSB: Winchester, Clarke, Berryville, Boyce, Millwood, White Post, Clearbrook, Cross Junction, Frederick, Gainesboro, Gore, Stephens City, Luray, Page, Rileyville, Stanley, Basye, Edinburg, Fishers Hill, Fort Valley, Maurertown, Mt. Jackson, New Market, Orkney Springs, Quicksburg, Shenandoah, Strasburg, Toms Brook, Woodstock, Middletown, Bentonville, Front Royal, Linden, Warren

Rappahannock Area CSB: Bowling Green, Carmel Church, Caroline, Ladysmith, Milford, Port Royal, Rappahannock Academy, Ruther Glen, Woodford, Fredericksburg, Dahlgren, King George, Lake Anna, Spotsylvania, Thornburg, Falmouth, Stafford

Rappahannock-Rapidan CSB: Amissville, Brandy Station, Culpeper, Elkwood, Fauquier, Griffinsburg, Jeffersonston, Reva, Richardsville, Stevensburg, Broad Run, Casanova, Catlett, Delaplane, Goldvein, Hume, Madison, Markham, Marshall, Midland, New Baltimore, Paris, Remington, Sumerduck, The Plains, Upperville, Warrenton, Brightwood, Crigslerville, Hood, Leon, Locust Dale, Madison, Pratts, Rochelle, Syria, Wolfstown, Barboursville, Gordonsville, Locust Grove, Montpelier Station, Orange, Somerset, Bealton, Boston, Castleton, Flint Hill, Huntly, Rappahannock, Scrabble, Sperryville, Viewtown, Washington

Northern:

Alexandria CSB: City of Alexandria Fairfax Falls Church CSB: Annandale, Burke, Centreville, Clifton, Fairfax City, Fairfax, Fairfax Station, Falls Church, Great Falls, Herndon, Springfield, Vienna

Loudoun CSB: Aldie, Ashburn, Bluemont, Chantilly, Dulles, Hamilton, Hillsboro, Lansdowne, Leesburg, Lincoln, Loudoun, Lovettsville, Middleburg, Neersville, Paeonian Springs, Philimott, Purcellville, Round Hill, South Riding, Sterling, Waterford, The Plains

Arlington County CSB: Arlington

Prince William County CSB: Manassas, Manassas Park, Bristow, Dale City, Dumfries, Gainesville, Haymarket, Montclair, Nokesville, Occoquan, Prince William, Quantico, Triangle, Woodbridge

Southwest:

Blue Ridge BH: Botetourt, Buchanan Town, Daleville, Eagle Rock, Fincastle, Oriskany, Roanoke City, Troutville, Arcadia, Catawba, Craig, New Castle, Newport, Paint Bank, Bent Mountain, Roanoke, Vinton, Salem, Vinton

Cumberland Mt CSB: Big Rock, Buchanan, Grundy, Pilgrims Knot, Vansant, Castlewood, Cleveland, Dante, Honaker, Lebanon, Rosedale, Russell, Tazewell

Highland CS: Washington County, Abingdon, Clarksville, Damascus, Emory, Glade Spring, Meadowview and City of Bristol, Virginia New River Valley CS: Radford, Willis, Copper Hill, Floyd, Giles, Narrows, Pearisburg, Rich Creek, Staffordsville, Blacksburg, Christiansburg, Claudville, Montgomery, Riner, Shawsville, Pilot, Allisonia, Draper, Dublin, Hiwassee, New Bern, Pulaski, Pembroke, Meadows of Dan

Danville-Pittsylvania CSB: Danville, Blairs, Callands, Chatham, Gretna, Pittsylvania, Ringgold, Sandy Level

Dickenson County BHS: Birchleaf, Breaks, Clinchco, Clintwood, Dickenson, Haysi

Mt. Rogers CSB: Bastian, Bland, Rocky Gap, Carroll, Atkins, Ceres, Chilhowie, Elk Creek, Fires, Galax, Grayson, Groseclose, Hillsville, Independence, Mouth of Wilson, Smyth, Sugar Grove, Troutdale, Whitetop, Saltville, Marion, Barren Springs, Crockett, Fort Chiswell, Foster Falls, Ivanhoe, Max Meadows, Wythe, Wytheville, Rural Retreat

Piedmont CS: Martinsville, Boones Mill, Burnt Chimney, Callaway, Ferrum, Franklin, Glade Hill, Penhook, Rocky Mount, Smith Mountain Lake, Union Hall, Wirtz, Axton, Bassett, Collinsville, Fieldale, Henry, Ridgeway, Spencer, Stanleytown, Patrick Planning District One BHS: Dryden, Ewing, Jonesville, Lee, Middlesboro, Pennington Gap, Rose Hill, Stickleysville, Norton, Clinchport, Duffield, Dungannon, Gate City, Hiltons, Nickelsville, Scott, Weber City, Appalachia, Big Stone Gap, Coeburn, Pound, St. Paul, Wise

Central:

Richmond BHA: Richmond City Chesterfield CSB: Chester, Chesterfield, Ettrick, Matoaca, Midlothian, Mosely

District 19 CSB: Hopewell, Dinwiddie, McKenney, Emporia, Greensville, Skippers, Disputanta, Fort Lee, Prince George, Claremont, Spring Grove, Surry, Wakefield, Jarrat, Stony Creek, Sussex, Wakefield, Waverly, Colonial Heights, Petersburg

Goochland/Powhatan CS: Crozier, Goochland, Gum Spring, Hadensville, Maidens, Manakin-Sabot, Oilville, Powhatan

Hanover County CSB: Ashland, Beaverdam, Doswell, Hanover, Mechanicsville, Montpelier, Rockville

Henrico Area MHDS: Charles City, Red House, Glen Allen, Henrico, Highland Springs, Sandston, Lanexa, New Kent, Providence Forge, Quinton

Crossroads CSB: Amelia, Jetersville, Buckingham, Charlotte, Charlotte Court House, Drakes Branch, Keysville, Randolph, Red Oak, Cartersville, Cumberland, Dundas, Kenbridge, Lunenburg, Meherrin, Prince Edward, Victoria, Blackstone, Crewe, Nottoway, Farmville, Green Bay, Rice

Southside CSB: Warfield, Alberta, Brunswick, Gasburg, Lawrenceville, Rawlings, Alaton, Boydton, Buffalo Junction, Chase City, Clarksville, Clover, Halifax, Mecklenburg, Nathalie, Scottsburg, Skipwith, South Boston, South Hill, Sutherlin, Virgilina, Bracey

Eastern:

Middle Peninsula Northern Neck CSB: Wake, Saluda, Essex, Tappahannock, Dutton, Gloucester, Gloucester Point, Hayes, King and Queen, Aylett, King William, West Point, Irvington, Weems, White Stone, Burkeville, Church View, Cobbs Creek, Deltaville, Grimstead, Gwynn's Island, Hallieford, Hardyville, Hartfield, Locust Hill, Mathews, Middlesex, Port Haywood, Topping, Urbanna, Wake, Burgess, Callao, Heathsville, Kilmarnock, Lottsburg,

Northumberland, Ophelia, Reedville, Wicomico Church, Farnham, Naylor's Beach, Richmond , Warsaw, Coles Point, Colonial Beach, Kinsale, Montross, Oak Grove, Stratford, Westmoreland, Achilles, Lancaster, Morattico

Colonial BH: James City, Jamestown, Toano, Poquoson, Williamsburg, Grafton, York, Yorktown

Eastern Shore CSB: Wachapreague, Accomac City, Accomack, Belle Haven, Bloxom, Chincoteague, Grasonville, Hallwood, Harborton, Keller, Melfa, New Church, Onancock, Onley, Painter, Parksley, Pungoteague, Quinby, Sanford, Tangier, Tasley, Wachapreague, Wallops Island, Cape Charles, Capeville, Cheriton, Eastville, Exmore, Hacks Neck, Jamesville, Machipongo, Nassawadox, Northampton, Oyster, Townsend, Willis Wharf

Western Tidewater CSB: Suffolk, Isle of Wight, Boykins, Capron, Courtland, Drewryville, Franklin City, Ivor, Sedley, Southampton, Smithfield, Windsor Hampton

Newport News CSB: Newport News, Hampton Virginia Beach: City of Virginia Beach

Portsmouth BHS: City of Portsmouth

Chesapeake CSB: City of Chesapeake

Norfolk CSB: City of Norfolk

DBHDS established the Regional Councils to implement local efforts to support individuals with developmental disabilities and their family members in accessing community-based, person-centered and family-centered resources, supports, services and other assistance.

III. IFSP Regional Council Leadership Board

DBHDS will recruit and select a leadership board (herein referred to as “Regional Council Leadership Board”) to serve as local leads for each IFSP Regional Council. Regional Council Leadership Boards will be responsible for leading Regional Councils in coordinating local activities and initiatives to increase the knowledge and capacity of local communities to serve the needs of people with developmental disabilities and their families.

DBHDS will facilitate the application process for service on the Leadership Board and will select applicants to serve as volunteers based on their application and interview.

Regional Council Leadership Board members agree to the following activities:

- support and sustain regional coalitions and participate in respective regional meetings,
- lead local activities established in the annual regional work plans and coalitions,
- work with Family to Family Regional Network Coordinators (RNCs) to facilitate at least four (4) Regional Council meetings and (2) special events, and
- assist IFSP staff with drafting annual local work-plans
- assist RNCs with regular reports on local activities for submission to the State Council and other reports upon request by DBHDS.

IV. Regional Council Membership and Regional Council Leadership Board

Composition: IFSP Regional Councils are open to the public. IFSP Regional Council Leadership Board Membership is subject to appointment by DBHDS.

Each Regional Council Leadership Board should be represented by four members, one of which may serve as the alternate for the State Council under the circumstance of a State Council vacancy. DBHDS will work with State and Regional Councils to select the alternate. In addition to the four DBHDS selected regional council members, each Regional Council Leadership Board will also include the region(s) RNC who will serve as an ex-officio member and will work with the selected State Council alternate to represent the Regional Council at IFSP State Council Meetings.

Since local activity is its first priority, DBHDS will target filling all Regional Council Leadership Board vacancies before appointing State Council representatives.

Regional Councils should be inclusive and seek the involvement of a cross-section of individuals and family members within the target population, professionals in the supportive services fields, advocacy organizations, and other stakeholders.

Each Regional Council must include at least one member who is a self-advocate (i.e., a person with a developmental disability) in its annual work plan development process. Regional Council Leadership Boards should reach out to organizations who support self-advocates to get input on local activities. Examples of local organizations that can support this effort include The Virginia Board for People with Disabilities, Partners in Policymaking, Virginia Leadership Education in Neurodevelopmental Disabilities (Va-LEND), Little Lobbyist, Center for Family Involvement (CFI), Virginia Advocates United Leading Together (VAULT), Arc of Virginia and local affiliates.

Each Regional Council member must currently reside in the region which he or she represents. DBHDS will work with the State IFSP Council to identify natural sub-regions for each region and seek to ensure that the representatives for the Regional Council Leadership Board provide representation for the sub-regions.

Selection: DBHDS will establish criteria for Regional Council Leadership Board Membership and develop a membership application process. Interested candidates will complete a nomination application and submit it to DBHDS for review. DBHDS staff may enlist the assistance of the IFSP State Council and RNCs for recruiting and screening regional council applications. DBHDS will make the final selection.

Term: A term of membership shall last for one year with the opportunity to renew for consecutive terms. DBHDS will prioritize limiting membership turnover. DBHDS will state the term duration for Regional Leadership Board members in the appointment letter provided by DBHDS.

V. Organizational Structure

Officers: The Regional Council will have no officers.

VI. Procedural Rules

Meetings: The Regional Council host at least four (4) public meetings. DBHDS will provide Regional Councils with financial and administrative support to host meetings. A member of the DBHDS Regional Council Leadership Board must formally request financial support per the guidelines established by DBHDS in order to receive DBHDS financial assistance for a meeting.

Additionally, DBHDS will provide a meeting stipend, if requested, for IFSP Regional Leadership Board members attending bi-monthly Regional Council meetings, planning meetings, and/or event attendance. Board members must request assistance in advance of the event in order to be reimbursed for meeting travel costs.

Regional Council Leadership Board members are expected to establish an annual regional council meeting schedule and attend Regional Council meetings either in-person or virtually. Regional Council Leadership Board members will also need to participate in planning meetings in order to effectively convene public Regional Council meetings.

Additionally, in-person attendance will be required of Regional Council members at the State Council's annual conference.

Minutes: Regional Council updates will be documented as part of the quarterly State Council meeting minutes.

Reports: Each region will work with RNCs to develop written monthly reports on local activities for submission to the State Council. Other reports may be provided upon request by DBHDS.

Dismissal: Regional Council Leadership Board Members who are absent for more than two meetings without prior notification to IFSP staff may be considered to have resigned their seat. The Commissioner or his or her designee will fill the position.

Public Announcements: Members are expected and encouraged to discuss the policy recommendations within the community. However, members shall not report opinions expressed in meetings, nor shall they report independently on Council actions.

Individual and Family Support

State Council Charter

VERSION DATE: October 1, 2021

I. The State Council will be called the Individual Family Support Program State Council (herein referred to as the “State Council”).

II. Purpose

The State Council is created for the purpose of advising the Department of Behavioral Health and Developmental Services (DBHDS) on administration of its Individual and Family Support Program (IFSP). The goal of the IFSP is to assist individuals with developmental disabilities (DD) and their family members with accessing person-centered and family-centered resources, supports, services and other assistance. The State Council is responsible for developing and maintaining “Virginia’s Individual and Family Support State Plan” (hereinafter referred to as the “Plan”). The specific responsibilities of the State Council include:

- partnering with DBHDS to increase the resources available for individuals with DD and their families,
- developing a State Plan that establishes Virginia’s priorities for a robust statewide individual and family support program,
- establishing an annual set of priorities that supports the advancement of goals and objectives identified in the Plan,
- providing oversight and monitoring of progress towards the Plan’s goals and to assist the department with implementing an annual work plan, and
- recommending operational enhancements to the IFSP Funding Program-including recipient eligibility, administrative processes, marketing, outreach and engagement.

III. Role of the State Council

In collaboration with the Regional Council and local coalitions, the State Council will advise the Department on creating a robust family support program that increases the number of resources for families and individuals and promotes community engagement and coordination with other stakeholders. The State Council will support the development of a state plan and provide oversight and monitoring of the Plan’s action items.

As needed, the State Council will establish ad hoc committees and/or subcommittees that will convene around special topics/issues that are needed to advance the Plan.

IV. Membership

Composition: DBHDS will establish a quota for the maximum number of representatives for each of the five DBHDS service regions. State Council membership quotas will be proportional- based on the census of individuals on the DD Waiver Waitlist with regions with larger waitlist populations receiving more slots.

Each region shall be allotted no fewer than two members per region. Each region must have at least one representative at any given time. Each Regional Council Leadership Board may select one Regional Council Member to serve as an alternate representative for the region.

DBHDS will announce regional quotas on an annual basis.

Since State Council members serve as ex-officio members of the Regional Council, DBHDS will prioritize filling vacancies for the Regional Councils before appointing members to the State Council. Therefore, DBHDS may keep State Council appointments vacant aside from the Regional alternate until the quotas for Regional Boards are met.

Each region will have at least one State Council Representative regardless of vacancies on the Regional Council Leadership Board at all times.

Council members will constitute a cross-section of individuals, family members, professionals in the supportive services fields, advocacy organizations, and stakeholders. More than 50 percent of the positions must be filled by either self-advocates who are on the waitlist or family members of an individual who is on the waitlist.

Selection: DBHDS will establish an application for membership. Interested candidates will complete a nomination application and submit it to DBHDS for review. DBHDS will appoint all State Council members to their respective Regional Council, and will nominate State Council representatives at two times:

- 1) no later than 45 days after Regional Council Leadership Board appointments begin or
- 2) at-least 30 days before a scheduled State Council meeting.

Nominations to the State Council will be reviewed by IFSP Staff and the Commissioner of the Department or his or her designee will make the final selection.

Term: A term of membership shall last for one year. State Council member terms may be renewed twice to serve no more than three consecutive terms.

V. Organizational Structure

Officers: The State Council will rely on DBHDS staff to perform the functions of officers during the initial State Plan. In the case where staff is not available, the charter will be amended to establish officers, as needed.

VI. Procedural Rules

Meetings: The State Council will meet quarterly or at least four times per year. The State Council may choose to meet more frequently either in person or virtually. One of the three quarterly meetings will be an annual in-person meeting.

State Council Members will be eligible for travel stipends to cover the cost of both State and Regional Council meeting attendance.

Minutes: DBHDS will record minutes for each meeting. Copies will be disseminated to the Council membership after the meeting and shared publicly.

Recommendations and Reports: State Council recommendations will be reflected in the State Council Meeting Minutes.

Dismissal: Members who are absent for more than one quarterly meeting will be considered to have resigned their seat. The alternate for the State Council for the region will be asked to complete the term of the dismissed or resigning member. If the alternate is unable to commit to completing the term, The Commissioner or his or her designee will fill the position.

Voting: If needed, voting may be done either in-person or virtually. Two-thirds of the council membership and at least one member from each region must cast a vote in order for the vote to carry.

Public Announcements: Members are expected and encouraged to discuss the policy recommendations within the community. However, members shall not report opinions expressed in meetings, nor shall they report independently on Council actions.

Charter Acknowledgement Form

IFSP councilmembers must acknowledge and agree to the expectations set by the IFSP Council Charter. The charters are established by DBHDS and councilmembers are able to provide input on the terms at IFSP State Council meetings.

Please read the following statement, sign, and upload it to the Orientation Survey. Here is the link to the survey: <https://www.surveymonkey.com/r/9SRB6NR>

Virtual signatures are acceptable.

I acknowledge the expectations set by this charter and agree to follow them to the best of my abilities.

Signed

Date