

**CALIFORNIA HEALTH AND HUMAN SERVICES (CHHS) AGENCY  
Master Plan for Aging Stakeholder Advisory Committee  
Long-Term Services and Supports Subcommittee Charter**

*November 6, 2019 DRAFT*

**Purpose:**

On June 10, 2019, Governor Gavin Newsom issued Executive Order [N-14-19](#) calling for the creation of a Master Plan for Aging (MPA) to be developed by October 1, 2020. The purpose of the MPA is to provide a blueprint for state government, local government, private sector, and philanthropy to implement strategies and partnerships that promote aging with choice, dignity, and health in the community, thus building an age-friendly State for all Californians. The purpose of the Long-Term Services and Supports (LTSS) Subcommittee is to provide advice and input to the MPA Stakeholder Advisory Committee (SAC) and the Administration, as outlined below.

**Objectives:**

The objectives of the LTSS Subcommittee are two-fold:

1. Advise and provide input to the SAC and the Administration on the development of the Master Plan for Aging, in support of the Master Plan goal: all Californians will live where we choose as we age and have the help we and our families need to do so, as per the Framework.
2. By March 1, 2020, present a report to the SAC to present to the Governor on, but not limited to the following, as per the Executive Order:
  - a. The growth and sustainability of state programs and infrastructure for LTSS, including In-Home Supportive Services (IHSS);
  - b. An examination of access to LTSS, financing for LTSS and the quality of LTSS provided in a variety of settings;

- c. An examination of the impact of program instability and other factors on labor supply and retention of the workforce providing LTSS; and
- d. Recommendations to strengthen and stabilize LTSS for the future, including IHSS, as a foundation for implementing the Master Plan for Aging.

**Topics:**

The Subcommittee report, advice, and input shall include recommendations for short- and long-term actions that could be taken by state government, local government, private sector, and philanthropy. These recommendations shall include any available information on the evidence used to inform the recommendations, the number of individuals potentially affected, and fiscal impacts. The recommendations shall address, but not be limited to:

- Information and Assistance systems that improve awareness of and access to services and support for older adults, people with disabilities, and family caregivers;
- Home- and community-based services for older adults and people with disabilities, including In-Home Supportive Services (IHSS), Older Americans Act programs, programs serving people with disabilities, Medi-Cal programs that provide LTSS (in coordination with CalAIM), and private, charitable, or faith-based programs;
- Group living settings, including assisted living communities, residential care facilities, supported housing, and skilled nursing facilities.
- Direct care workforce, family caregivers, and assistive technologies;
- Integration and financing of programs that provide LTSS; and
- Options for financing new LTSS benefits.

**Process:**

1. The final recommendations in the LTSS Subcommittee report will be based on the consensus of the Subcommittee.

2. The Subcommittee report will be reviewed by the SAC and its contents may be modified by the SAC in the SAC's subsequent submission to the Governor by March 31, 2020.
3. The Administration will provide technical assistance, including data, to the Subcommittee in the preparation of the report. This assistance will be based on available staffing resources.
4. To the extent possible, the SAC Research Subcommittee will provide technical support to the LTSS Subcommittee to ensure that recommendations in the report are evidence-driven and that there is an evaluation plan in place.

### **Membership:**

Members of the Subcommittee are appointed by the CHHS Agency. Membership reflects a broad array of Californians with an interest in building an age-friendly California and expertise in LTSS, and/or people who are LTSS consumers or providers, including both older adults and people with disabilities. The Subcommittee size will be limited to ensure a productive discussion environment.

### **Guiding Principles:**

1. Subcommittee meetings seek to provide a collegial and open environment to allow for the expression of diverse and innovative points of view from all members.
2. Subcommittee meetings aim to support open communication and collaboration between members and the Administration.
3. A person-centered, data-driven approach is encouraged, as reflected in the CHHS Agency's [Guiding Principles](#).

### **Operating Protocols:**

1. The Subcommittee will be convened in person and via conference call or webinar several times between October 2019 and July 2020.

2. The Subcommittee will be chaired by an Administration representative.
3. Subgroups may be established for specific topic areas with co-leads from the Subcommittee.
4. Meeting agendas for each meeting will be prepared and posted by the CHHS Agency. Subcommittee members are encouraged to suggest agenda items.
5. Subcommittee members are expected to actively contribute to the development of the March 2020 report, including development of options, analysis, and recommendations, as well as written and oral feedback on draft documents.
6. Regular, consistent attendance at the meetings and active participation of members is key to meeting the Subcommittee objectives. Members are strongly encouraged to participate in-person; for those who cannot attend a meeting, teleconferencing may be provided, depending on meeting facility capabilities. Members are asked to make every effort not to send substitutes, delegates, or proxies to meetings. SAC members should contact the California Department of Aging if this situation arises.
7. The state is not able to pay a per diem or to compensate members for expenses, including travel and related costs to attend meetings.