



NORTH LOS ANGELES COUNTY

REGIONAL CENTER

15400 Sherman Way, Suite 170 • Van Nuys, CA 91406-4211
Main Number (818) 778-1900 • Fax (818) 756-6130

April 3, 2014

Biennial Requirement to Update Form DS1891, Applicant/Vendor Disclosure Statement

Dear Service Provider:

The North Los Angeles County Regional Center (“NLACRC”) is responsible for ensuring that its service providers, within its service area, comply with vendorization requirements. California Code of Regulation (“CCR”), Title 17, section 54332(b) requires NLACRC to screen, at least biennially, all of our vendored service providers to verify that our service providers are not in violation of Welfare & Institutions Code (“WIC”), Section 4648.12 to determine continued eligibility for vendorization. In accordance with current laws, NLACRC is requesting all of our vendored service providers to update their DS1891 Forms, Applicant/Vendor Disclosure Statement (“DS1891 Form”) for each of their vendored programs and services within sixty (60) days upon receipt of this written notice for screening.

NLACRC is pleased to announce that a service provider portal has been developed for the biennial screening of DS1891 Forms. The service provider portal will allow our service providers to easily and efficiently update and complete DS1891 Forms for each of their NLACRC vendored programs or services. NLACRC will be offering a web-based training for our service providers in regards to using the service provider portal for Form DS1891 screening on the following dates and times:

Training Date	Training Time	Webinar ID
Monday April 14, 2014	10:30am to 11:30am	117-294-403
Tuesday, April 22, 2014	9:00am to 10:00am	123-371-947

The website URL and Audio/Phone Number for the webinar is as follows:

Registration URL	Audio/Phone Number
https://attendee.gotowebinar.com/rt/5296516093747311362	Phone 702-489-0008 Access Code: 525-208-839 Audio Pin: Shown after joining webinar

The service provider portal will be NLACRC’s primary means of ensuring vendors are in compliance with both statutory and regulatory requirements, so it is important that our service providers become familiar with this new tool for updating their DS1891 Forms. Additionally, using the service provider portal to update your DS1891 Forms will be more efficient and will provide our service providers immediate access to the DS1891 Form information and screening results.

Enclosed, please find an Enrollment Form, to enroll into the Service Provider Portal for DS1891 Form screening. **Please complete the Enrollment Form and return the completed Enrollment Form to NLACRC’s Community Services Department located at 15400 Sherman Way; Van Nuys, CA 91406.** Once the completed enrollment form is received and processed by NLACRC, the Portal

Administrator, as designated by the service provider, will receive an email with the Portal Administrator's user name and password. Please know that NLACRC will also accept original, signed paper DS1891 Forms that are mailed to NLACRC's Community Services Department for screening. The paper DS1891 Form can be found on NLACRC's website at www.nlacrc.org under the service provider tab.

Please know that pursuant to WIC, Section 4648.12, NLACRC is prohibited from purchasing services from individuals or entities who have been placed on the U.S. Department of Health and Human Services Office of Inspector General (OIG) List of Excluded Individuals/Entities and the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider list (T17, Section 54302(b)(1)). Additionally, NLACRC is prohibited from purchasing services from individuals or entities 1) who have been convicted of any felony or misdemeanor involving fraud or abuse in any government program, or related to neglect or abuse of an elder or dependent adult or child, or in any connection with the interference with, or obstruction of, any investigation into health care related fraud or abuse; or 2) who have been found liable in any civil proceeding for fraud involving any government program; or 3) entered into a settlement in lieu of conviction involving fraud or abuse in any government program (T17, Section 54311(a)(6)). As such, NLACRC requires that you update your DS1891 Forms for each of your vendored programs and services, within the sixty (60) days provided, to demonstrate continued eligibility for vendorization. Please be aware that the failure to submit your DS1891 in a timely manner will result in a finding of noncompliance. A finding of noncompliance may result in the termination of your vendorization with NLACRC, pursuant to Section 54372(b)(9). NLACRC strongly encourages your use of the service provider portal to demonstrate compliance with this statutory and regulatory requirement for vendorization.

NLACRC strongly encourages your use of the service provider portal to demonstrate compliance with this statutory and regulatory requirement for vendorization. If you have any questions regarding this matter, please contact our Community Services Department at 818-756-6127 and we hope that you will join us during our webinar trainings regarding the use of the service provider portal for screening.