



Board of Trustees Meeting

Wednesday, January 12, 2022

6:30 p.m.

Via Zoom Technology

Packet #1

North Los Angeles County Regional Center
Board Packet #1
January 12, 2022

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~ January 2022 ~

◀ December

February ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|---|-----------|--|--|-----------|----------------------------|
| | | | | | | 1 New Year's Day |
| 2 | 3 | 4 | 5 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting <u>5:30 pm</u> Nominating Committee meeting | 6 <u>9:30 am</u> Vendor Advisory Committee (full meeting) | 7 | 8 |
| 9 | 10 | 11 | 12 <u>4:00 pm</u> Board Packet Review (Chatsworth Office) <u>6:00 pm</u> Board Dinner (Antelope Valley Office) <u>6:30 pm</u> Board Meeting (Antelope Valley Office) | 13 | 14 | 15 |
| 16 | 17 Martin Luther King Day (NLACRC closed) | 18 | 19 <u>6:00 pm</u> Consumer Services <u>7:00 pm</u> Government/Community Relations | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 <u>5:30 pm</u> Post-Retirement Medical Trust <u>6:15 pm</u> Administrative Affairs <u>7:15 pm</u> Executive Committee | 27 | 28 | 29 |
| 30 | 31 | | | | | |

~ February 2022 ~

◀ January

March ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|--|-----------|--|---|-----------|-----------|
| | | 1 | 2 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting <u>5:30 pm</u> Nominating Committee meeting | 3 <u>9:30 am</u> Vendor Advisory Committee Meeting (break-out groups) | 4 | 5 |
| 6 | 7 <u>6:00 pm</u> Strategic Planning Committee Meeting | 8 | 9 <u>4:00 pm</u> Board Packet Review (Chatsworth Office) <u>6:00 pm</u> Board Dinner (Santa Clarita Valley Office) <u>6:30 pm</u> Board Meeting (Santa Clarita Valley Office) | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 <u>6:00 pm</u> Consumer Services Committee Meeting <u>7:00 pm</u> Government/Community Relations Committee Meeting | 17 | 18 | 19 |
| 20 | 21 President's Day (NLACRC offices closed) | 22 | 23 <u>6:00 pm</u> Administrative Affairs Committee Meeting <u>7:00 pm</u> Executive Committee Meeting | 24 | 25 | 26 |
| 27 | 28 | | | | | |

North Los Angeles County Regional Center
Board of Trustees Meeting - *Via Zoom*
Wednesday, January 12, 2022
6:30 p.m.

~ **AGENDA** ~

1. **Call to Order & Welcome** – Lety Garcia, Board President
2. **Housekeeping**
 - A. Spanish Interpretation Available
 - B. Public Attendance (please note name in Chat)
 - C. Monthly Submission for Respite Billing
3. **Board Member Attendance** – Liliana Windover, Executive Administrative Assistant
4. **Introductions**
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
 - A. Approval of Agenda (*Packet 1, Page 5*)
 - B. Approval of November 10th Board Meeting Minutes (*Packet 1, Page 8*)
7. **Committee Action Items**
 - A. Administrative Affairs Committee – Ana Quiles
 1. Approval of Revised Awarding Start-Up and Development Funding Policy (*Packet 1, Page 25*)
 2. Approval of FY2021-2022 Administrative Affairs Committee Critical Calendar (*Packet 1, Page 30*)
 - B. Nominating Committee – Angelina Martinez
 1. Approval of Board President appointment of additional committee member - Ana Quiles
 - C. Consumer Services Committee – Gabriela Herrera
 1. Approval of Revised and New Service Standards
 - a. Case Finding/Public Information (*Packet 1, Page 31*)
 - b. Family Supports – (*Packet 1, Page 36*)
 - c. Social Recreation, Camp and Non-Medical Therapies (new) (*Packet 1, Page 52*)
 - d. Education & Vocational Service Standard (*Packet 1, Page 62*)
 - e. Clinical Services (*Packet 1 Page 76*)
 - f. Social/Recreational Activities (eliminated) (*Packet 1, Page 86*)

- D. Consumer Advisory Committee – Caroline Mitchell
 - 1. Approval of Committee Policy Revision
- E. Strategic Planning Committee – Marianne Davis
 - 1. Approval of Committee’s Policy Revision (*Packet 1, Page 90*)
 - 2. Approval of Bylaws Change - Article VII, Section 11 (*Packet 1, Page 92*)
 - 3. Approval of Committee’s Priorities for FY2021-22 (*Packet 1, Page 99*)
- 8. **Association of Regional Center Agencies** – Angelina Martinez
 - A. Report on ARCA Meetings
- 9. **Executive Director’s Report** – Ruth Janka
- 10. **Self-Determination Program (SDP) Report** – Jesse Weller
- 11. **Administrative Affairs Committee** – Ana Quiles
 - A. Minutes of the November 23rd Meeting
 - B. FY2021-22 Monthly Financial Report (*Packet 1, Page 100*)
 - C. FY2020-21 Provider Relief Funds Financial Report (*Packet 1, Page 110*)
 - D. Monthly Human Resources Report (*Packet, Page 111*)
- 12. **Consumer Advisory Committee** – Caroline Mitchell
 - A. Minutes of the January 5th Meeting
- 13. **Consumer Services Committee** – Gabriela Herrera
 - A. Minutes of the November 17th Meeting (*Packet 1, Page 113*)
 - B. Project Plan for Consumer Services
- 14. **Executive Committee** – Lety Garcia
 - A. Minutes of the November 23rd Meeting
 - B. Action Taken to Approve Contracts:
 - 1. Software Management Consultants, Inc. (SQL Developer/Network Architect Services) (*Packet 1, Page 120*)
 - 2. Excellence Community Rehabilitation Program LLC (PL2079-055) (*Packet 1, Page 123*)
 - 3. Excellence Community Rehabilitation Program LLC (PL0972-880) (*Packet 1, Page 128*)
- 15. **Government & Community Relations Committee** – Jeremy Sunderland
 - A. Minutes of the November 17th Meeting (*Packet, Page 132*)
- 16. **Nominating Committee** – Angelina Martinez
 - A. Minutes of the January 5th Meeting
 - B. Status of Board & VAC Member Recruitment

- C. Interest in Serving as a Board Officer or ARCA Delegate in FY 2022-23
 - 1. Officer Policy Statements available in “Policies” section of the FY21-22 Board Manual

17. Post-Retirement Medical Trust Committee – Lety Garcia

- A. Next Quarterly Meeting: January 26th

18. Strategic Planning Committee – Marianne Davis

- A. Minutes of the November 1st Meeting (*Packet 1, Page 137*)
- B. Minutes of the December 6th Meeting (*Packet 1, Page 143*)
- C. Minutes of the January 3rd, 2022 Meeting
- D. 1st Quarter Report on CIE and PIP Activities (*Packet 1, Page 151*)
- E. 1st Quarter Report on Program Closures (*Packet 1, Page 152*)
- F. 1st Quarter Report on New Vendorizations (*Packet 1, Page 153*)
- G. Strategic Thinking Survey Launch – 1/11/2022
- H. Strategic Planning Retreat Logistics
 - a. In Person and COVID Rapid Testing
 - b. Alternative Participation Options

19. Vendor Advisory Committee - Sharoll Jackson

- A. Minutes of the November 4th Meeting (*Packet 1, Page 154*)
- B. Minutes of the January 6th Meeting - *Deferred*

20. Old Business/New Business

- A. Board and Committee Meeting Attendance Sheets (*Packet , Page 165*)
- B. Board and Committee Meetings Time Report (*Packet , Page 166*)
- C. Updated Acronyms Listing (*Packet , Page 169*)
- D. Meeting Evaluation (*Packet , Page 175*)

21. Announcements/Information/Public Input

- A. **Board Training:** Cultural and Linguistic Competency, **January 22nd at 8:00am,** via Zoom
- B. **Town Hall:** “Adult Services”, **Thursday, January 20th,** at **1:30 p.m.,** via Zoom
- C. **Cafecito Entre Nos:** **Thursday, January 13th at 11:00 a.m.,** via Zoom
- D. **Aprendiendo Entre Nos:** **Thursday, February 17th at 10:00 a.m.,** via Zoom
- E. **Board Meeting:** **Wednesday, February 9th at 6:30 p.m.** via Zoom.

22. Adjournment



**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center (NLACRC), Inc., a nonprofit corporation, held their regular board meeting via Zoom on November 10, 2021.

| <u>Trustees Present</u> | <u>Trustees Absent</u> | <u>Staff Present</u> | <u>Guests Present</u> |
|-------------------------|------------------------|----------------------|-----------------------------|
| Nicholas Abrahms | Leticia Garcia | Ruth Janka | Sofia Benitez, 24 Hour Care |
| Cathy Blin | Jennifer Siguenza | Michele Marra | Shelly Hash (Interpreter) |
| Sylvia Brooks Griffin | Deshawn Turner | Kim Rolfes | Lucy Paz (Interpreter) |
| Christina Cannarella | Jennifer Koster | Dr. Jesse Weller | Perla Zuniga, DDS |
| David Coe | | Sandra Rizo | Mike S. (Minutes Services) |
| Marianne Davis | | Ana Maria P. Rivas | Amparo Dallas |
| Sharoll Jackson | | Cristina Preuss | Brian Davies, Cresa |
| Angelina Martinez | | Sheila King | Anna M. Hamilton |
| Lillian Martinez | | Tiffany J. Newman | |
| Caroline Mitchell | | Alan Darby | |
| Ana Quiles | | | |
| Alma Rodriguez | | | |
| Rocio Sigala | | | |
| Curtis Wang | | | |
| Jeremy Sunderland | | | |
| Gabriela Herrera | | | |

1. Call to Order & Welcome – Leticia (Lety) Garcia, Board President

Jeremy Sunderland, called the meeting to order at 6:35 p.m. in absence of Lety Garcia, Board President.

2. Executive Session

A. Lease Update

M/S/C (L. Martinez/A. Quiles) To go into executive session at 6:41p.m. The executive session ended at 7:42 p.m. and the board meeting resumed.

3. **Housekeeping**

- A. Spanish interpretation was available for those who were interested. Information was posted in the Zoom chat on how to access this service.
- B. Public was asked to note their name in the chat for the purpose of public attendance.

4. **Board Member Attendance** – Sandra Rizo, Executive Administrative Assistant

Board Members attendance was taken.

5. **Introductions**

- A. Cristina Preuss, Consumer Services Director at NLACRC, and Nicholas Abrahms, NLACRC Client and Board of Trustees Member

In an effort to help the board become more familiar with each other, the following volunteers gave a brief introduction of themselves.

- Cristina Preuss is one of NLACRC’s Consumer Services Director that oversees our Early Start Program/Units, and School-Age Units. Cristina provided information about her background and experience.
- Nicholas Abrahms is a client of NLACRC and a Board of Trustees member. Abrahms shared about his background and experiences.

6. **Public Input & Comments** (3 minutes)

Community Member Amparo Dallas shared that in the Antelope Valley there is a crisis/shortage issue with LVNs and recruiting appropriate staff for adaptive skills and behavioral services. A board member seconded this.

- A board member shared that as part of his son’s standard plan, the only therapy that was provided/offered in the afternoon was ABA therapy, which

he believes is not good for his son, but the only option offered. As such, the concern was shared that regional centers may be “funneling people into a box” as this is the only service option offered.

- Board member shared that the Statewide SDP Committee will be posting testimonials on SCDD website in about a week. Testimonials will be on what is working for consumers that are in SDP. Through SDP consumers and families are not having issues with providers. SDP gives choices and flexibility and curtail the program to meets the needs of consumers.

7. Consent Items

A. Approval of Revised Agenda (*Packet 2, Page 3*)

Omit number 8 on agenda and move under number 9. Add under 11b recruitment for ARCA delegate. Item 21E add tentative dates for board retreat for Strategic Planning Committee.

M/S/C (D. Coe/M. Davis) To approve the revised agenda as modified.

B. Approval of the October 13th Board Meeting Minutes (*Packet 1, Page 6*)

M/S/C (A. Martinez/M. Davis) To approve the minutes of the October 13th meeting as presented.

8. Committee Action Items

A. Administrative Affairs Committee – Ana Quiles

1. Contract(s)

- a. American Living Skills (HL0954-520) - (*Packet 1, Page 22*)

Alan Darby presented the 5 years, August 1, 2021 to July 31, 2026, contract to train and help adult consumers gain functional skills pursuant to Title 17 in the amount of \$587,790.98. The committee recommended approval. K. Rolfes explained

that the contract was retroactive because the rate letter was needed before approval.

M/S/C (M. Davis/D. Coe; Abstention: C. Cannarella) To approve the American Living Skills Contract as presented.

B. Executive Committee - Lety Garcia

1. Ana Quiles 2022 Conflict of Interest Resolution Plan Resubmission - (Packet 1, Page 157)

Conflict of interest resolution plan for A. Quiles reviewed by the board; it was noted that the plan remains unchanged.

M/S/C (A. Martinez/M. Davis) To approve resubmission of Ana Quiles' Conflict Resolution Plan to State Council and the department.

2. FY 2021-22 and CY 2022 Board Training Plans - (Packet 2, Page 36)

Contract with DDS has been amended to add a requirement for the development and submission of an annual board training plan by calendar year. It is due to DDS by Dec. 15, 2021. Mandatory trainings includes linguistic and cultural competency, implicit bias, board governance, conflict of interest, and whistleblower policy. Per the Center's contract, content approval by the department is required for the implicit bias training. The board agreed to hold the vendorization training overview during the board meeting on February 9th, 2022. Dates for other trainings were to be decided and conveyed to the board.

3. Executive Director Process - (Packet 2, Page 37)

Executive director evaluation process was reviewed; modifications to the process include a timeline for reporting deficits in the executive director's performance and the addition of legal counsel in managing

the process for evaluation and compensation. The Executive Director's Evaluation Policy was revised to provide process for all eligible board members to have an opportunity to bring concerns/issues regarding any areas of performance during the current performance evaluation period. A final copy of the policy was included in the board packet. The executive director evaluation form will be sent to board members in February and is due to the Board President and attorney by March 2022 Board Meeting.

C. Nominating Committee – Angelina Martinez

1. Approval of Committee's Policy and Procedures - (*Packet 1, Page 29*)

Board members reviewed the change to the Policy and Procedures for the Nominating Committee. The month was changed from December to November for applications to be sent for VAC membership. Application due date was changed from January 5th to December 15th each year.

M/S/C (J. Sunderland/G. Herrera) To approve the change to the Nominating Committee Policy and Procedures as presented.

2. Approval of Committee's Critical Calendar for FY 2021-22 - (*Packet 1, Page 34*)

Critical Calendar for FY 2021-22 was reviewed with members of this committee.

M/S/C (J. Sunderland/M. Davis) To approve the Nominating Committee Critical Calendar for FY 2021-22 as presented.

D. Consumer Services Committee – Gabriela Herrera

1. Approval of Committee's Priorities for FY 2021-22 - (*Packet 2, Page 48*)

Reviewed priorities for FY 2021-22 with addition of language to

support individuals in obtaining/maintaining competitive employment/internships.

M/S/C (C. Blin/A. Martinez) To approve the Consumer Services Committee Priorities for FY 2021-22 as presented.

E. Consumer Advisory Committee – Caroline Mitchell

CAC Holiday Gathering

C. Mitchell brought two suggestions to the board for the CAC holiday gathering: either a holiday Zoom meeting or a New Year's bake with a preference of the holiday Zoom meeting.

M/S/C (G. Herrera/C. Blin) To approve the CAC Holiday Gathering via Zoom.

F. Approval of NLACRC's Draft 2022 Performance Contract - *(Packet 2, Page 6)*

Draft 2022 Performance Contract reviewed and is due to the department December 1, 2021.

M/S/C (G. Herrera/M. Davis) To approve NLACRC's Draft 2022 Performance Contract as presented.

9. Additional Action Items

A. Administrative Affairs Committee – Ana Quiles

1. Approval of Contracts

a. Viatron (Ops) – Second Amendment - *(Packet 1, Page 36)*

M/S/C (D. Coe/*) Abstention: C. Cannarella) To approve the second amendment to the Viatron contract as presented.

2. Organizational Chart – *(Packet 2, Page 49)*

Reviewed organizational chart structure including the addition of a Public Information Officer, removal of the Organizational Development Department, and addition of an Information Technology Support Manager.

M/S/C (C. Blin/D. Coe) To approve NLACRCs Organizational Chart restructure as presented on page 49 of committee packet 2.

10. Association of Regional Center Agencies – Angelina Martinez

A. Report on ARCA Meetings

ARCA Academy webinar was held yesterday, which was very informative. These sessions were recorded and can be viewed by the public. We need to continue to work to help community that has been told they are not eligible for RC services. Next week is the ARCA monthly meeting. Info will be provided at next month's meeting.

Board informed of the need for an ARCA delegate and alternate for FY22-23; interest in the position solicited.

11. Executive Director's Report – Ruth Janka - (*Packet 2, Page 50-54*)

The Executive Director's report was presented to members of this committee. This report included information on state/local updates, COVID-19, NEVHC Grant, staff recruitment, DEI Initiative and community activities. Copies of the director's report were included in the meeting packet along with the center's monthly quality assurance, consumer statistics, and special incident reports.

Some of the highlights in the Director's report included:

- Payment Error Rate Measurement Audit
- Affordable Housing in Antelope Valley

- DDS Call for Ornaments for Annual Capitol Tree Lighting
- DDS Guidance/Directives dated 10/27/2021 regarding Extension of Waivers/Modifications/Directives due to COVID-19.

12. Self-Determination Program (SDP) Report – Jesse Weller - (Packet 2, Page 77)

A report regarding the Self Determination Program as of November 1, 2021 was presented to members of this committee. Some of the highlights presented were as follows:

- Participants that have completed orientation: 346
- Total number of budgets that are certified: 81
- Total number of budgets that are in the certification process: 28
- Total number of spending plans that are approved: 65
- Total number of spending plans in progress: 16
- Total number of PCP's completed: 81
- Total number of participants that have transitioned into SDP: 65
- Information & Orientation meetings continue monthly
- SDP workbooks are currently available on website in English and Spanish.
- SDP Local Volunteer Advisory Committee will be on 11/18/21. New start time is 6:30 pm.
- DDS announced the appointment of Katie Hornberger as the Acting Ombudsperson for SDP. Katie will be attending the SDP Local Volunteer Advisory Committee this month.

A list of eight (8) Financial Manager Services (FMS) service providers and their FMS model was shared with members of this committee. Six (6) of these providers can offer services to Spanish speaking families.

13. Administrative Affairs Committee – Ana Quiles

A. Minutes of the October 27th Meeting - (Packet 2, Page 80)

The minutes were included in the meeting packet and questions regarding the minutes are directed to the committee chair.

B. Regional Center POS & OPS Contracting – (Packet 1, Page 39)

Reviewed RC POS & OPS Contracting

C. FY 2021-22 Financial Report (Packet 1, Page 67)

FY2021-22 Financial Report for the service month of September 2021 was reviewed with the committee. The Center’s projected C-1 budget was \$726.9M. Total Operations (OPS) budget allocation was \$65.7M and Purchase of Service (POS) budget \$661.1M. During the September 2021 service month, the Center spent a total of \$53,083,116 and our year-to-date expenditures was \$147,053,962.

D. FY 2020-21 Provider Relief Funds Financial Report (Packet 1, Page 71)

The FY2020-2021 Provider Relief Funds Financial Report for the service month of September 2021 was reviewed with the committee. The report showed the Center received \$991,226.62 in funding. Year-to-date expenditures were \$976,963 with a remaining balance of \$14,263, which needs to be spent by December 31, 2021.

E. Revised Awarding Start-Up and Development Funding Policy – (Packet 1, Page 72)

The Board of Trustees Policy on Awarding Start-Up and Development Funding was revised, to elaborate on prohibition of start-up funds for use of routine maintenance of provider’s plant/facility or for lease of provider vehicle. A copy of the revised document was provided in the board packet.

F. Final DDS Audit Report for FY 2020 and FY 2021 – (Packet 1, Page 77)

A copy of DDS's final audit report for FY 2020 & 2021 was provided to committee members as part of the committee's packet.

- G. FY 2021 and FY 2022 Report on Personnel Classification & Salary Schedule – (Packet 1, Page 101)

The FY 2021/2022 Report on personnel classification and salary schedule was reviewed with committee members.

M/S/C (J. Sunderland/M. Davis) To approve the FY 2021/22 salary schedule.

- H. Monthly Revised HR Report (Packet 2, Page 87)

The Monthly revised HR Report was included in the meeting packet and questions regarding this report are directed to the committee chair.

14. Consumer Advisory Committee – Caroline Mitchell

- A. Minutes of the November 3rd Meeting (Packet 2, Page 89)

The minutes were included in the meeting packet and questions regarding the minutes are directed to the committee chair. Jessica Gould presented on the consulting services that she provides to assist consumers/families.

- B. Revised Consumer Advisory Committee Policy - (Packet 2, Page 91)

The Consumer Advisory Committee is recommending a change to their policy to state that members are to participate in 5 instead of 4 meetings during the 12-month period

15. Consumer Services Committee – Gabriela Herrera

- A. Minutes of the October 20th Meeting – (Packet 1, Page 111)

The minutes were included in the meeting packet and questions regarding the minutes are directed to the committee chair.

16. Executive Committee – Lety Garcia

A. Minutes of the October 27th Meeting - (Packet 2, Page 93)

The minutes were included in the meeting packet and questions regarding the materials are directed to the committee chair.

B. Board Members' iPads and Training

We have iPads available for board members, and they are not required to go through training. If a board member doesn't need training, they just need to sign the Device User Agreement form. Out of the 22 devices, 3 have been deployed. If these iPads are no longer needed for board members, they will be repurposed for other business needs, however will still be available to board members as needed. The cost of the devices repurposed for other regional center operations will be funded out of operations and not the board budget.

Board members were advised to contact boardsupport@nlacrc.org should a device be needed.

C. Board Budget vs Expenditures for FY 2021-22 – (Packet 1, Page 117)

The board budget vs. expenditures report for FY 2021 was provided to the board review.

D. Annual Strategic Plan Update - (Packet 1, Page 119)

The annual strategic plan update was provided to the board, and inquiries were solicited; none stated.

17. Government & Community Relations Committee (GCRC)– Jeremy Sunderland

- A. Minutes of the October 20th Meeting – (Packet 2, Page 101)

The minutes were included in the meeting packet and questions regarding the material are directed to the committee chair.

18. Nominating Committee – Angelina Martinez

- A. Minutes of the October 20th Meeting – (Packet 1, Page 173)

The minutes were included in the meeting packet and questions regarding the material are directed to the committee chair.

- B. Board & VAC Member Recruitment Notices – (Packet 1, Page 178)

The Nominating Committee will meet in January 2022 to continue recruitment of Board membership, as we have board members that will be terming off in June 2022 (Jeremy, Caroline, and Curtis).

Process has begun to recruit members for our Board of Trustees and Vendor Advisory Committee. Recruitment notices were sent out seeking membership including characteristics required to meet the Board composition requirement per statute. Thus far, 12 applications have been received.

19. Post-Retirement Medical Trust Committee – Lety Garcia

- A. Minutes of the October 27th Meeting - (Packet 2, Page 106)

The minutes were included in the meeting packet and questions regarding the materials are directed to the committee chair.

- B. Statement of Current PRMT Trust Value - (Packet 1, Page 181)

Statement of current PRMT Trust Value was provided to the board for member's review.

C. Statement of Current CalPERS UAL Trust Value - (Packet 1, Page 188)

Statement of current CalPERS UAL Trust Value was provided to the board for member's review.

20. Strategic Planning Committee - Marianne Davis

A. Minutes of the November 1st Meeting – (Packet 2, Page 103)

Draft notes of the November 1st meeting were included in the meeting packet, waiting for official minutes from the Minute Service.

B. Annual Update on NLACRC's Strategic Plan

The annual update on NLACRC's Strategic Plan was presented to committee member. Amy Sullivan, the Center's consultant, is supporting the board and the Center in developing the new Strategic Plan. The planning retreat dates are March 11th & 12th. Staff is searching for a venue in Santa Clarita to host the retreat.

C. Diversity, Equity & Inclusion Policy Steering Committee

Staff is assembling the DEI Policy Steering Committee as agreed upon by the committee.

D. Recruitment Composition

We are seeking a for diverse representation as part of the DEI Policy Steering Committee.

21. Vendor Advisory Committee (VAC) - Sharoll Jackson

A. Minutes of the November 4th Meeting – Deferred

The minutes of the November 4th VAC meeting were deferred.

22. Old Business/New Business

A. Board and Committee Meeting Attendance Sheets (*Packet 2, Page 114*)

Updated board/committee meeting attendance sheets are always included in the meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.

B. Board and Committee Meetings Time Report (*Packet 2, Page 117*)

This report is issued for the purpose of determining how many hours of respite the board members can submit for reimbursement for their participation on board/committee meetings.

C. Updated Acronyms Listing (*Packet 2, Page 120*)

An updated list of frequently used acronyms was included in the board meeting packet for the board's reference.

D. Meeting Evaluation (*Packet 2, Page 127*)

Board President asked the board members to please complete their evaluation forms after the meeting and submit them to her with any comments.

23. Announcements/Information/Public Input

A. Next Roundtable:

Wednesday, November 17th at 3:00 p.m., via Zoom “Stanford Neurodiversity Project & Autism Spectrum Disorder”

B. Next Town Hall:

Thursday, November 18th, at 1:30 p.m., via Zoom “Department of Rehabilitation, Overview, Employment and Transition Services”

- C. Next Cafecito Entre Nos:
Thursday, November 18th at 11:00 a.m., via Zoom
- D. Next Aprendiendo Entre Nos:
Thursday, December 16th at 9:00 a.m., via Zoom
- E. Next Board of Trustees Meeting:
Wednesday, January 12th at 6:30 p.m. via Zoom.
- F. Next Listening Session:
All Listening Sessions have been completed.

24. Public Input:

Community Member Amparo Dallas reiterated that the Antelope Valley is in need of services and supports e.g., LVN shortage across the board.

Board Member Christina Cannarella thanked staff for enabling the feature that allows for chat to be saved; transcripts of chat are now available.

Sharoll Jackson, VAC Chair, shared that the VAC is a great meeting and is aware of the labor force crisis. Members are open to listening from those that are impacted to be able to communicate something in the near future.

Ruth Janka, Executive Director, shared that this is Kim Rolfes' last Board of Trustees meeting at NLACRC. Kim has been a blessing for our community, has performed extraordinary work and NLACRC has been fortunate to have her. THANK YOU, KIM! Kim has kept our community moving forward!

Michele will be sending out Kim's retirement event invite for December 9th tomorrow.

25. Adjournment

Meeting was adjourned at 9:50 p.m. by Jeremy Sunderland in absence of Committee chair.

Submitted by,

Sandra Rizo

Sandra Rizo
Executive Administrative Assistant

for:

Lillian Martinez
Board Secretary

Note: The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.

[badmin.nov10.2021]



North Los Angeles County Regional Center
Board of Trustees Policy

Awarding Start-Up and Development Funding

Effective Date: January 9, 2003

Issue Purpose

North Los Angeles County Regional Center's (NLACRC's) contract with the California Department of Developmental Services (DDS) includes a provision under Article II., Program Provisions, (2) Resource Development, that states, ~~"for fiscal year 2002-2003 Contractor may use Purchase of Service (POS) funds for developing new community resources to protect the consumers' health or safety or because of other extraordinary circumstances, and the State has granted prior written authorization for the expenditure. This provision does not apply to: 1) POS funds allocated as part of the State's community placement plan process, and 2) Expenditures for start-up of new programs made pursuant to a contract entered into prior to July 1, 2002."~~

Policy

It is the policy of NLACRC to ensure that the awarding of start-up funds is a fair and equitable process. The granting of start-up funds is subject to receipt of POS start-up funds received from DDS funds availability as determined by the center's executive director.

Requests for POS start-up funds must be necessary for establishing a new or additional program, project or resource for providing services and supports to consumers. Use of POS start-up funds must directly benefit consumers.

Start-up funds may not be used for routine maintenance of a provider's plant or facility or for the purchase, lease or maintenance of a provider's vehicle.

The use of POS start-up funds (i) for routine maintenance of a provider's plant or facility; or (ii) for the lease of a provider's vehicle is prohibited, unless approved in advance by the Director of DDS or their designee. The use of POS start-up funds for the purchase of a vehicle is prohibited. The use of POS start-up funds for construction, renovation, alteration, improvement, or repair of real property that is not of direct medical or remedial benefit to the consumer is also prohibited.

Contracts for POS start-up funds must include sufficient detail and measurable performance expectations and results. Contracts for POS start-up funds must include a provision for fair and equitable recoupment of POS start-up funds should the vendor and/or fund recipient cease to provide services to consumers after a specified period of time. This includes POS start-up funds to purchase real property.

NLACRC shall provide notice of POS start-up funds availability by various communication strategies means including, but not limited to, ~~written~~ notification to NLACRC's Vendor Advisory Committee, posting on the website, use of social media, sending of email blasts, and mailing information providing fliers.

All applicants who wish to be considered for the awarding of POS start-up funds shall be required to submit a proposal pursuant to the Board of Trustees Request for Proposal (RFP) Policy. to include the following specifications: documentation of an identified need for POS start-up funds; documentation that identifies the under-served or unserved population to receive services; and program plan, budget, and location.

~~All start-up fund applicants shall be required to submit a financial statement indicating that they have adequate funding to continue the program within the appropriate rate system or an agreed upon negotiated rate with NLACRC. NLACRC shall organize an internal process for screening proposals. The executive director shall appoint a screening committee, which may include consumers, professionals and community members, depending on the proposal's scope and content.~~

~~All applicants shall receive notification of NLACRC's decision regarding their proposal. Final funding for all proposals shall receive final approval by NLACRC's executive director.~~

[policy.bd.award.sup] Approved 01-08-03 (Revised 10/27/2021)

North Los Angeles County Regional Center
Board of Trustees Policy

Awarding Start-Up and Development Funding

Effective Date: January 9, 2003

Issue

North Los Angeles County Regional Center's (NLACRC's) contract with the California Department of Developmental Services (DDS) includes a provision under Article II., Program Provisions, (2) Resource Development, that states, "for fiscal year 2002-2003 Contractor may use Purchase of Service (POS) funds for developing new community resources to protect the consumers' health or safety or because of other extraordinary circumstances, and the State has granted prior written authorization for the expenditure. This provision does not apply to: 1) POS funds allocated as part of the State's community placement plan process, and 2) Expenditures for start-up of new programs made pursuant to a contract entered into prior to July 1, 2002."

Policy

It is the policy of NLACRC to ensure that the awarding of start-up funds is a fair and equitable process. The granting of start-up funds is subject to POS funds availability as determined by the center's executive director.

Requests for start-up funds must be necessary for establishing a new or additional program, project or resource for providing services and supports to consumers. Use of start-up funds must directly benefit consumers. Start-up funds may not be used for routine maintenance of a provider's plant or facility or for the purchase, lease or maintenance of a provider's vehicle.

Contracts for start-up funds must include sufficient detail and measurable performance expectations and results. Contracts for start-up funds must include a provision for fair and equitable recoupment of start-up funds should the vendor and/or fund recipient cease to provide services to consumers after a specified period of time. This includes start-up funds to purchase real property.

NLACRC shall provide notice of start-up funds availability by various means including, but not limited to, written notification to NLACRC's Vendor Advisory Committee, posting on the website, and providing fliers.

All applicants who wish to be considered for the awarding of start-up funds shall be required to submit a proposal to include the following specifications: documentation of an identified need for start-up funds; documentation that identifies the under-served or unserved population to receive services; and program plan, budget, and location.

All start-up fund applicants shall be required to submit a financial statement indicating that they have adequate funding to continue the program within the appropriate rate system or an agreed upon negotiated rate with NLACRC. NLACRC shall organize an internal process for screening proposals. The executive director shall appoint a screening committee, which may include consumers, professionals and community members, depending on the proposal's scope and content.

All applicants shall receive notification of NLACRC's decision regarding their proposal. Final funding for all proposals shall receive final approval by NLACRC's executive director.

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2021-22

| <i>Month</i> | <i>Activity</i> |
|------------------|--|
| <i>July</i> | AA Orientation for new committee. Review policies & procedures, board audit section, and meeting schedule. C Review center's contract with DDS. C Are there any changes to the center's contract that require committee attention <u><i>or change in Board Policy?</i></u> C Has the <u><i>center's</i></u> contract been signed? F Review approved critical calendar for new fiscal year. F Status report on credit line and cash flow. HR Review 4 th quarter human resources report. L Quarterly legal update (executive session). |
| <i>August</i> | I Review Center's insurance coverage for the new fiscal year. PRMT Review 4 th quarter <u><i>fees</i></u> report on U.S. Bank transactions. UAL Review 4 th quarter <u><i>fees</i></u> report on U.S. Bank & Highmark transactions. AA Review action log from previous fiscal year. HR Ensure personnel policies in compliance with DDS contract. |
| <i>September</i> | HR Review 1 st quarter human resources report. |
| <i>October</i> | <u>AA</u> <u><i>Contract Process Training (Operations & Purchase of Services)</i></u> C Status report on lease agreements. L Quarterly legal update (in executive session). |
| <i>November</i> | PRMT Review 1 st quarter <u><i>fees</i></u> report on U.S. Bank transactions. UAL Review <u><i>1st 4th</i></u> quarter <u><i>fees</i></u> report on U.S. Bank & Highmark transactions. |
| <i>December</i> | (The committee does not meet in December.) |
| <i>January</i> | F Review <u><i>Purchase of Services ("POS")</i></u> projection of surplus/deficit. HR Review 2 nd quarter human resources report. L Quarterly legal update (in executive session). |
| <i>February</i> | F Review annual CPA audited financial statement. F Review management letter, if any. F Review management response to letter, <u><i>as needed</i></u> . F Review auditor's response to management response letter, <u><i>as needed</i></u> . PRMT Review 2 nd quarter <u><i>fees</i></u> report on U.S. Bank transactions. UAL Review <u><i>2nd 4th</i></u> <u><i>fees</i></u> quarter report on U.S. Bank & Highmark |

| | | |
|-----------------------------|--|--|
| | | transactions. |
| <i>March</i> | L HR | CPA presentation on IRS Form 990 tax return. Review 3 rd quarter human resources report. |
| <i>April</i> | F L F | Establish credit line, yes/no? Quarterly legal update (in executive session) <i>Review and make recommendation to Board regarding Approve</i> ARCA dues for <i>upcoming next</i> fiscal year |
| <i>May</i> | AA PRMT UAL I F F | Review and approve draft critical calendar for <i>upcoming next</i> fiscal year Review 3 rd quarter <i>fees</i> report on U.S. Bank transactions Review <i>3rd 4th</i> quarter <i>fees</i> report on U.S. Bank & Highmark transactions. Recommend to the Board to authorize an officer to secure insurance in June for next fiscal year. Status report on credit line and cash flow Establish credit line for the budget year (following fiscal year) |
| <i>June</i> | | (The committee does not meet in June.) |
| <i>Monthly or as needed</i> | F F AA F F <i>F</i> L HR | Review budget allocation from DDS Review budget amendments Committee trainings Review statewide regional center POS Report Review contracts <i>Review Audit Report(s) conducted by various entities of the Center</i> Update on pending litigation Report on union-related issues |

LEGEND

| | | |
|-------------------------------------|---|-----------|
| AA: Administrative Affairs | HR: Human Resources | L: Legal |
| C: Contract | I: Insurance | F: Fiscal |
| PRMT: Post-Retirement Medical Trust | <i>UAL: CalPERS Unfunded Accrued Liability Trust</i> | |



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
May 9, 2018

*Approved by the
Department of Developmental Services
November 16, 2018*

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I. CASE FINDING AND PUBLIC INFORMATION

Service and Procedural Standards

PHILOSOPHY

NLACRC is committed to regular and ongoing case finding activities in its service area to promote participation in the regional center system by eligible persons and their families. Case finding activities are closely interrelated with outreach, public information and human resource development activities.

Outreach should address not only the general public but also special target groups such as non-English speaking populations and/or high risk/high incidence populations or geographical areas. Public information should be designed to improve public awareness of the special needs of persons with developmental disabilities and to promote positive public images and full community participation. Human resource development should encourage new professionals and para-professionals to enter the field of developmental services and enhance the skills of those already working in it.

Case finding efforts may be both direct and indirect. Outreach efforts must be multilingual and culturally appropriate. Case finding and outreach beyond the NLACRC service area will be coordinated with Area Board 10 and the Southern California regional centers.

DEFINITION

Case finding and public information encompass a broad variety of activities by NLACRC staff which result in dissemination of information concerning regional center services and enhanced community awareness. Case finding results in new applications for NLACRC services. Public information results in increased knowledge and positive attitudes on the part of the public. Human resource development results in improved consumer services as a result of more and better-qualified persons working in the field. Case finding is also closely associated with prevention activities. (See Section II, Prenatal/Genetics/At Risk.)

POLICY

It is NLACRC's policy to conduct a well-rounded schedule of case finding, outreach, public information and human resource development activities utilizing the center's staff as appropriate. Activities shall take a variety of forms including: community presentations; development and distribution of multi-language materials; media outreach; maintenance of lending materials for staff, parents, and professionals; and sponsorship or promotion of related educational events such as classes, workshops and conferences. Bilingual needs and cultural values are given important consideration in the implementation of all related case finding, public information and human resource development activities.

INTAKE AND ASSESSMENT

PHILOSOPHY

NLACRC will conduct intake activities and provide assessment services in accordance to the Lanterman Developmental Disabilities Services Act.

Individuals are to be accepted for intake and assessment without regard to religion, ethnic origin, sex, or degree of disability. Financial resources of the applicant and/or his/her family are not a factor in eligibility for NLACRC services. No individual referred may be denied intake and assessment services unless there is adequate documentation that he/she does not have a developmental disability.

DEFINITIONS

Intake is the 15-day period following a request for assistance. Intake includes, but is not limited to, information and advice about the nature and availability of services provided by regional centers and other agencies in the community. Intake also includes a decision to conduct an assessment for eligibility; provision of an appropriate referral, if applicable; and a review of the Megan's Law website to determine if an applicant over the age of 16 is required to register as a sex offender pursuant to Penal Code 290. Effective July 1, 2011, at the time of the intake and assessment for Early Start or Lanterman Act services, the consumer, or where appropriate, parents, legal guardian or conservator shall provide documentation and information of any health benefits (including insurance cards, etc.) under which the consumer is eligible to receive health benefits. If the consumer has no such benefits, NLACRC will not use that fact to negatively impact the services that the consumer may or may not receive from the regional center.

Assessment refers to those services that determine whether a person has a developmental disability as defined in the Lanterman Developmental Disabilities Services Act.

POLICY

Any individual believed to have a developmental disability, or any individual at risk of parenting an infant with a developmental disability will be given the opportunity to receive initial intake and assessment services. Initial intake, the determination to assess an individual suspected of having a developmental disability, shall be made within 15 working days following the initial request for assistance.

The assessment to determine eligibility shall be completed within 120 days following the initial intake. Assessment shall be performed as soon as possible and in no event more than 60 days following initial intake where any delay would expose the client to unnecessary risk to his or her health and safety or to significant further delay in mental or physical

development, or the client would be at imminent risk of placement in a more restrictive environment, including applicants ordered by the courts to be assessed.¹

Assessment may include collection and review of historical diagnostic data, provision or procurement of necessary tests and evaluations and summarization of developmental levels and service needs. In determining if an individual meets the definition of developmental disability NLACRC may consider evaluations and tests, including, but not limited to, intelligence tests, adaptive functioning tests, neurological and neuropsychological tests, diagnostic tests performed by a physician, psychiatric tests, and other tests or evaluations that have been performed by, and are available from other sources. Eligibility assessments may be funded by existing generic resources. In the event that funding from generic resources is not available, NLACRC will fund the eligibility evaluation.

Each infant or toddler birth through 2 years of age referred for evaluation for early intervention services shall have a timely, comprehensive, multi-disciplinary evaluation of his or her needs and level of functioning in order to determine eligibility within 45 days as per Early Start regulations.

Determination of eligibility shall be based on clinical assessment and made by members of NLACRC's interdisciplinary eligibility team, consisting of, a California-licensed physician, California-licensed psychologist, intake specialist, Early Start supervisor, and service coordinator.

[Provisional Eligibility allows for regional center services on a provisional basis for children ages 3-4 without a formal diagnosis of an intellectual or developmental disability. An infant or toddler eligible for early intervention services shall be assessed by the regional center at least 90 days prior to the date that they turn three years of age for purposes of determining their ongoing eligibility for regional center services. If a child does not have a developmental disability, provisional eligibility shall end when the child is five years of age unless an appeal is filed.](#)

If the applicant is denied eligibility for regional center services, he/she will be informed, in writing, of his/her right to the fair hearing process and any recommendations for services from other agencies made by the staffing team.

Periodic reassessments of the consumer and his/her service needs shall be provided, as appropriate.

1 Per Welfare and Institutions Code, Section 709.



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
May 9, 2018

*Approved by the
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November 16, 2018*

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V. FAMILY SUPPORTS AND LIVING ARRANGEMENTS

Service and Procedural Standards

PHILOSOPHY

It is the philosophy of NLACRC that consumers and/or their family members should decide where they live. This means NLACRC will work with families to maintain their minor children at home when it is the families' preference and, for adult consumers, help them to access living options of their choice. To this end, NLACRC will work to empower consumers and their family members as well as advocate on their behalf. The regional center is dedicated to providing family support and will plan with each family to identify services that meet each unique need. As such, the planning team should consider each family's responsibility to provide typical supports.

FAMILY SUPPORT SERVICES & RESPITE

DEFINITIONS:

Family support services mean services and supports provided to a minor with a developmental disability or his or her family and that contributes to the ability of the family to reside together. These services may include respite, daycare cost assistance, personal assistance, adaptive equipment, advocacy, necessary appliances, counseling and mental health services.

Effective October 1, 2011, for consumers eligible for the Home and Community Based Services (HCBS)/Medicaid Waiver, daycare and respite services purchased using vouchers are required by law to be used in conjunction with a Financial Management Service (FMS) provider. An FMS provider assists a family member with verifying worker eligibility status, collecting and processing timesheets of worker(s), processing payroll, withholdings, filing and payment of applicable taxes and insurance, performing billing payments and reimbursements, and maintaining all source documentation related to the authorized service(s). This service arrangement is known as participant-directed services.

Respite Services

- In-home respite services mean intermittent or regularly scheduled temporary non-medical care and supervision provided in the consumer's own home when the consumer resides with a family member.
- Cost-effective out-of-home respite service options may include temporary residential services, vendored weekend program (Saturday program), and other services designed to provide planned relief from the ongoing care and supervision of the consumer.

POLICIES

Children

It is the policy of NLACRC to empower and advocate for consumers and families to access existing personal and community resources, such as Early and Periodic Screening, Diagnosis, and Treatment (EPSDT), whenever possible to meet their family support needs. Thus, to the extent that the law requires, NLACRC will encourage families to use these resources before expending the center's funds. NLACRC will consider the provision of generic resources in the family support planning process when the authorization of the service, or some portion thereof, is for the expressed purpose of providing for the care and/or supervision of the child or for the purpose of providing respite to the child's caregiver. Additionally, the planning team must give consideration to the ordinary care, support, and supervision that a family must provide to a child of the same age without a disability and to cost-effectiveness.

The regional center may only purchase respite services when the care and supervision needs of a consumer exceed that of an individual of the same age without a developmental disability. As such, regional center-funded services will focus on services required by and resulting from the consumer's developmental disability. NLACRC will seek to provide effective family support services. This may include using creative and innovative approaches to meet objectives contained in the consumer's Individual Program Plan (IPP)/Individual Family Service Plan (IFSP) and represent a cost-effective use of public funds.

NLACRC will use the most commonly encountered situations to help in determining the typical level of support services for a minor consumer. The situations relate to the increasing care and supervision the minor may need based on his or her age and degree of disability. Finally, NLACRC cannot anticipate all situations, and therefore, individualized planning is essential. NLACRC recognizes that there may be circumstances in which a family needs an exceptional amount of respite services. Exceptional circumstances may include medical or behavioral conditions, either acute or chronic, which require an intense amount of care, supervision and/or treatment or an acute medical or physical condition that impacts the caregiver's ability to provide appropriate care and supervision to the minor consumer. Therefore, NLACRC's executive director or his or her designee may approve respite services at an exceptional level. The service coordinator must make a request for an exception, which must be reviewed by the Center's staffing committee; the committee will make a recommendation regarding the proposed family support plan. The service coordinator will reconvene with the family/caregiver to discuss the committee's recommendation and complete the individualized program planning process. In the event there is disagreement regarding the amount of respite services to be included in an individual's IPP, NLACRC will provide a written notice and appeal rights; please see the Fair Hearing Service Standard.

All respite purchase of service (POS) authorizations, will be reviewed for Family Cost Participation Program eligibility and all eligible consumers will be subject to requirements of the program.¹

Adults

It is the policy of NLACRC to support adult consumers who choose to live in the home of a family member. To this end, NLACRC will provide support services that allow the caregivers periodic relief from the ongoing responsibilities of care and supervision. The regional center will typically purchase respite services when the care and supervision needs of a consumer exceed that of an individual of the same age without a developmental disability. Furthermore, it is the policy of NLACRC to empower and advocate for consumers and families to access existing personal and community resources, such as generic resources, whenever it is appropriate to meet family support needs. Thus, to the extent that the law requires, NLACRC will consider the provision of generic resources in the family support planning process when the authorization of the services, or some portion thereof, is for the expressed purpose of meeting the care and/or supervision needs of the individual or for the purpose of providing respite to the individual's caregiver. The need for respite often correlates to the consumer's increasing need for care and supervision due to the degree of his or her disability. Finally, NLACRC cannot anticipate all situations, and therefore, individualized planning is essential. NLACRC recognizes that there may be circumstances in which a family needs an exceptional amount of respite services. Exceptional circumstances may include medical or behavioral conditions, either acute or chronic, which require an intense amount of care, supervision and/or treatment or an acute medical or physical condition that impacts the caregiver's ability to provide appropriate care and supervision to the minor consumer. Therefore, NLACRC's executive director or his or her designee may approve respite at an exceptional level. The service coordinator must make a request for an exception, which must be reviewed by the Center's staffing committee; the committee will make a recommendation regarding the proposed family support plan. The service coordinator will reconvene with the family/caregiver to discuss the committee's recommendation and complete the individualized program planning process. In the event there is disagreement regarding the amount of respite service to be included in an individual's IPP, NLACRC will provide a written notice and appeal rights; please see the Fair Hearing Service Standard.

DAY CARE SERVICES

DEFINITION:

~~Day care services mean services that provide appropriate non-medical care and supervision, while a parent is engaged in employment outside of the home and/or~~

¹ The Family Cost Participation Program was created by the Department of Developmental Services for the purpose of assessing a cost participation to parents who have a child that has a developmental disability, birth through 17 years of age, lives in the parent's home, receives services purchased by the regional center, and is not eligible for Medi-Cal.

~~educational activities leading to employment, to ensure the consumer's safety in the absence of family members.~~ Day care services mean services that provide appropriate non-medical care and supervision, while a parent is engaged in employment in or out of the home and/or engaged in educational activities leading to employment, to ensure the consumer's safety in the absence of family members. Day care services will attend to the consumer's basic self-help needs and other activities of daily living including interaction, socialization, and continuation of usual daily routines which would ordinarily be performed by the family member. Day care services can be provided by a licensed family day care agency, a licensed childcare center, [a licensed day-camp](#), preschool, a family member voucher arrangement, or through participant-directed services, if eligible.

POLICIES

Children

It is the policy of NLACRC to empower and advocate for consumers and families to access existing personal and community resources whenever possible to meet their day care needs. Thus, to the extent that the law requires, NLACRC will encourage families to use these resources before expending the center's funds. Additionally, that the planning team must give consideration to the ordinary care. This also means that consideration must be given to the ordinary care, support, and supervision that a family must provide to a child of the same age without a disability and to cost-effectiveness.

NLACRC may pay the cost of the day care services that exceed the cost of providing day care to a child without a disability when the child resides in the family home. NLACRC may pay in excess of this amount when a family can demonstrate a financial need and when doing so will enable the child to remain in the family home. All day care POS authorizations will be reviewed for Family Cost Participation Program eligibility and all eligible consumers will be subject to requirements of the program.

Adults

It is the policy of NLACRC to support adult consumers who choose to live in the home of a family member. The NLACRC acknowledges that adult consumers may require care and supervision in the absence of a caregiver and that parents/guardians/caregivers may not be able to provide constant ongoing care and supervision while engaged in employment or educational activities leading to employment. As such, NLACRC will provide day care services to adult consumers in need of care and supervision during the absence of their usual caregiver.

NLACRC will use the following factors in determining the need for day care services:

- Length of time the consumer is able to be left unsupervised.
- Availability of natural supports (family members, friends, neighbors, etc.).

- Parent's employment status and/or educational activities leading to employment.
- Consumer's involvement in a day program.
- Eligibility and/or use of generic services such as In-Home Support Services.

PERSONAL ASSISTANTS

DEFINITION

Children

Personal assistant services are to assist with bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision is a typical parental responsibility for minor children. Personal assistant services for minor children will be considered on an exception basis when the needs of the consumer are of such a nature that it requires more than one person to provide the needed care. There may be exceptional circumstances as a result of the severity and/or intensity of the developmental disability that may impact the family's ability to provide specialized care and supervision while maintaining the child in the family home. Eligibility and/or use of generic services such as In-Home Support Services will be explored and accessed where possible prior to NLACRC funding as an exception.

Adults

Personal assistant services are to assist consumers who require support in the following areas of activities of daily living, including bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision. Personal assistant services are intended to provide adult consumers with appropriate care and supervision and assist consumers in maintaining community living arrangements, including a living arrangement in the family home, if that is the consumer's preference.

POLICY

It is the policy of NLACRC to support adult consumers who choose to live in the home of a family member. The NLACRC acknowledges that adult consumers may require care and supervision in the absence of a caregiver and that parents/guardians/caregivers may not be able to provide constant ongoing care and supervision due to aging, declining health, or other mitigating factors. As such, NLACRC will provide personal assistant services to adult consumers in need of care and supervision and/or enhanced care and supervision.

NLACRC will use the following factors in determining the need for personal assistant:

- Length of time the consumer is able to be left unsupervised.
- Availability of natural supports (family members, friends, neighbors. etc.).
- Consumer's involvement in a day program.

- Eligibility and/or use of generic services such as In-Home Support Services, college/university special student services, or Department of Rehabilitation.
- Support based on an assessed need when a consumer's behavioral or medical issues are of such severity that a parent requires assistance in the home in order to adequately care for the consumer.

CAMPING, SOCIAL RECREATION AND NONMEDICAL THERAPIES

It is the policy of NLACRC to provide family support in a manner that allows parents and families to obtain planned relief from caregiving responsibilities for child and adults while meeting the care and supervision needs of the individual we serve. Camping, social recreation and nonmedical therapies that provide parent and families the opportunity to schedule time for relief may be considered to meet the individualized need of the parent/caregiver and family, as identified in the IPP. Please see the Camp, Social Recreation and Nonmedical Therapies Service Standard for definition and policies.

OTHER FAMILY SUPPORT SERVICES

DEFINITION

Other family support services may include, but are not limited to adaptive equipment, advocacy, necessary appliances and supplies, homemaker services, diapers, education and training services, and counseling and mental health services.

POLICY

NLACRC will provide other family support services as determined through the individual program planning process. This process must include consideration of typical parental responsibility to provide a similar service to a child without a disability, the availability of generic sources that have a legal responsibility to provide services (such as private health insurance, local education agencies, California Children's Services, and Medi-Cal), and the cost-effectiveness of services and service providers of comparable quality.

NLACRC may purchase diapers for children 3 years of age or older. NLACRC may purchase diapers for children less than three 3 years of age when a family can demonstrate a financial need and when doing so will enable the child to remain in the family home.

NLACRC may purchase van modifications for consumers to enable them to access the community when generic or natural supports are not available. Modifications must be consistent with the most cost-effective adaptation that meets the individualized need of the consumer and must represent the lowest of three bids from vendored service providers.

LICENSED RESIDENTIAL SERVICES

DEFINITION

Licensed residential services are designed to provide training and supervised living arrangements for children and adults with developmental disabilities in other than the individual's home or that of a family member. Residential services include community care facilities, foster homes for children and adults, health care facilities, and state developmental centers.

POLICY

It is the policy of NLACRC to help consumers obtain residential services based upon goals and objectives contained in their IPPs. NLACRC will also adhere to the following:

- Ensure that every viable alternative has been given to help families in maintaining their children at home, before considering out-of-home placement.
- Use only licensed facilities for residential services suitable to meet a consumer's needs. Within available licensed residential service alternatives, preference in placement will be as follows:
 - a. Family-like settings.
 - b. Small (6 beds or less) settings.
 - c. Placements integrated into community settings.
- Effective July 1, 2012, a regional center shall not purchase residential services from a State Department of Social Services licensed 24-hour residential care facility with a licensed capacity of 16 or more beds, with two exceptions:
 - a. The residential facility has been approved to participate in the Home and Community-Based Services Waiver or another existing waiver program or is certified to participate in the Medi-Cal program; or
 - b. The service provider has a written agreement and specific plan prior to July 1, 2012, with the vendoring regional center to downsize the existing facility by transitioning its residential services to living arrangements of 15 beds or less or restructure the large facility to meet federal Medicaid eligibility requirements on or before June 30, 2013.
- In order to maintain a consumer's preferred living arrangement and adjust the residential services and supports in accordance with changing service needs identified in the IPP, NLACRC may enter into a signed written agreement with a residential service provider for a consumer's supervision, training, and support needs to be provided at a lower Alternative Residential Model (ARM) rate level as indicated on the consumer's IPP rather than at the current ARM service level for which the

residential provider is vendored to care for the other residents of the home. In such a case, NLACRC will ensure the following:

- a. Services provided to other facility residents comply with the applicable service requirements for the facility's approved service level.
 - b. Protection of the health and safety of each facility resident.
 - c. Identification of the revised services and supports to be provided to the consumer whose needs have changed.
 - d. If the service needs of the identified consumer change such that the consumer requires a higher level of supervision, training, and support, NLACRC shall provide supplemental support, alternatives or will consider pursuing an adjustment of the consumer's service level to meet the consumer's changing needs.
 - e. There is agreement between NLACRC, the consumer, and the service provider that the service provider can safely provide the services and supports needed by the consumer, as indicated in the IPP.
- Investigate appropriate and economically feasible alternatives for residential services within the center's catchment area before placing a consumer outside the area. If suitable services cannot be found within the area, NLACRC may seek service outside its area. NLACRC will set a priority on placing a consumer as close to his or her home community as possible, however, placements may be made anywhere in the state of California.
 - Pursuant to statutory requirements, a consumer who has been convicted of a sex offense against a minor shall not be placed in a community care facility within one mile of an elementary school or community location where children are known to gather.²
 - Pursuant to statutory requirements, a consumer for whom registration is required pursuant to the Sex Offender Registration Act³ shall not be placed in any residence within 2,000 feet of any public or private school or park or community location where children regularly gather.⁴
 - Per statutory requirements, no consumer released on parole for imprisonment of an offense requiring registration pursuant to the Sex Offender Registration Act shall reside in a single-family dwelling with any other person required to register pursuant to the Sex Offender Registration Act unless those persons are legally related by blood, marriage, or adoption.⁵
 - NLACRC can only authorize the purchase of an out-of-state residential service identified in a consumer's IPP when the director determines the proposed service or

2 Health and Safety Code Section 1564 (a).

3 Penal Code Section 290, et seq.

4 Penal Code Section 3003.5(b).

5 Penal Code Section 3003.5(a) This restriction is applicable during the period of parole.

an appropriate alternative, as determined by the director, is not available from resources and facilities within the state. Prior to the expenditure of funds, NLACRC must seek the Department of Developmental Services' (DDS's) approval for funding an out-of-state residential service. The request must be submitted to the director of the DDS, in writing, signed by the executive director and include the following information:

- a. Name and location of the out-of-state service provider and a description of the services to be provided to the regional center consumer;
- b. Verification that NLACRC has contacted the other state's agency responsible for providing services to individuals with developmental disabilities to confirm that the identified service provider is in good standing and is utilized by its home state in the provision of services;
- c. Verification that NLACRC has also contacted the other state's licensing or certification agency (as applicable to that state) and confirmed that the residential program is in good standing and authorized to provide services;
- d. Name of the educational agency that will be responsible for facilitating and funding educational services for the consumer, as applicable;
- e. NLACRC's plan for quarterly face-to-face monitoring of the consumer and his/her IPP objectives;
- f. NLACRC's plan for ensuring the out-of-state provider reports special incidents to the regional center in conformity with Title 17 regulations;
- g. Description of the consumer, his/her residential service needs, and current IPP;
- h. Proposed effective date for authorization to begin, period of time for which NLACRC is seeking authorization to expend state funds for the purchase of out-of-state residential services (up to six months per request), and the rate of payment; and
- i. The NLACRC's efforts to locate, develop or adapt an appropriate program for the consumer within the state, and an explanation of how the regional center determined that the out-of-state residential provider is appropriate and can meet the needs of the consumer (include whether referral was result of a fair hearing, court order, etc.).

The DDS may approve a request to purchase an out-of-state residential service for no more than six months per request, for the duration of any out-of-state placement. Should the regional center determine that funding of the service is needed for an additional six-month period or less, the regional center shall submit a new request for approval with all relevant information pursuant to the list above. In addition, the new request must include an updated report for inclusion in the consumer's IPP, summarizing the regional center's

efforts to locate, develop, or adapt an appropriate program for the consumer within the state.

INDEPENDENT LIVING SERVICES

DEFINITION

Independent living services (ILS) are designed to give consumers the supports they may need to live in or transition to their own homes (whether leased, rented, or owned). NLACRC may provide this service on a permanent or periodic basis as defined on each consumer's IPP.

ILS offer individual or group training and support in some or all of the following areas: cooking; cleaning; shopping; menu planning; meal preparation; money management, including check cashing and purchasing activities; use of public transportation; personal health and hygiene; self-advocacy; social skill development; use of medical and dental services, as well as other community resources; community resource awareness such as police, fire, or emergency help; and home and community safety. The service may also help consumers to recruit, train, and hire individuals to provide personal care and other assistance including in-home supportive services workers. ILS are conducted in natural environments and activities are not simulated but are conducted as part of everyday life while participating and living in one's own community.

ILS include varying levels of instruction and support based on the consumer's needs. ILS may also be used with other services to promote the competence of parents who have a developmental disability.

POLICY

It is the policy of NLACRC to support consumers in selecting their living options. As such, NLACRC will work with adult consumers, and where appropriate their family members, to determine the type and amount of ILS required by consumers to live in homes they lease, rent, or own, homes of family members, or transition to homes they lease, rent, or own. In determining the provision of ILS, natural supports (such as family members) and generic resources (such as In-Home Support Services) must be explored as possible alternatives or adjuncts to ILS based on the consumer's identified need(s).

To make the determination of the amount of service needed, an assessment of the consumer's strengths and needs must be completed. The focus of the assessment should be based on specific needs for support and/or critical skills deficits identified in the IPP process. The assessment should use baseline information, specific measurable outcomes, and what methods and strategies will be employed to achieve them, as well as a recommendation for service frequency and intensity necessary to achieve progress towards identified outcomes.

The provision of ILS may entail the consumer moving from his or her family's home or licensed residential facility to a single or shared living arrangement. For others, the service may be provided to the consumer in the family's home or licensed residential facility, in preparation for moving to his or her own home or in supporting the consumer in the family's home.

For ILS related to transitioning to a more independent setting, ILS typically would be provided during the last six months prior to the planned move and there must be some indication that the consumer has, or will have, the necessary funds to make the move.

ILS may include varying levels of instruction and support based the individual's needs to maintain the ability to live and participate in the community. Continuation of training in specific areas is dependent on documented measurement of progress.

In the event that a consumer is a registered sex offender with applicable residency restrictions pursuant to Penal Code 3003.5, the consumer's residence must comply with the proximity requirements identified in the aforementioned code. ILS services may assist a consumer in locating a residence that meets the proximity requirements. In the event that a consumer chooses to reside in a location that violates the proximity requirements, the center will be unable to provide ILS services and supports. A decision to deny or terminate ILS services may be appealed through the fair hearing process; please see the Fair Hearing Service Standard.⁶

SUPPORTED LIVING SERVICES

DEFINITION

Supported living services (SLS) afford consumers the opportunity to live in homes they rent, lease, or own with support services available to the consumer in his or her residence as often and as long as needed. This service model allows the consumer to remain in his or her own home even if the support needs of the consumer change, provided that this is the consumer's preferred living option as documented on the IPP.

The range of SLS and supports available include, but are not limited to: assessment of consumer needs; assistance in finding, modifying and maintaining a home; facilitating circles of support to encourage the development of unpaid and natural supports in the community; advocacy and self-advocacy facilitation; development of employment goals; social behavioral, and daily living skills training and support; development and provision of 24-hour emergency response system; securing and maintaining adaptive equipment and supplies; recruiting, training, and hiring individuals to provide personal care and other assistance, (including in-home supportive services workers, paid neighbors, and paid

⁶ Penal Code Section 3003.5 states that it is unlawful for any person for whom registration is required, pursuant to Section 290, to reside within 2000 feet of any public or private school or park where children regularly gather. Penal Code 290 is also known as the "Sex Offender Registration Act."

roommates); providing respite and emergency relief for personal care attendants; and facilitating community participation.

A consumer is eligible for SLS upon a determination made through the IPP process that the consumer:

- Is at least 18 years of age.
- Has expressed directly or through the consumer's personal advocate, as appropriate, a preference for:
 - a. SLS among the options proposed during the IPP process, and
 - b. Living in a home that the consumer chooses and is not the place of residence of a parent, conservator, or caregiver of the consumer. Consumers will not be denied eligibility for SLS solely because of the nature and severity of their disabilities.

POLICY

It is the policy of NLACRC to support consumers in their choice of living options. SLS are such an option and NLACRC will work with adult consumers and/or their family members to develop individualized supported living service plans that reflect the consumer's choices about where and with whom he or she lives as well as the selection of service providers. Plans must include an assessment of the consumer's preferences and needs (inclusive of comprehensive strategies to ensure the availability of paid and unpaid members to comprise the consumer's circle of support group), strategies that detail how the consumer's emotional, social and recreational needs will be met, and schedules of amounts and types of training and support activities to be provided. Finally, the provision of SLS must be effective in meeting the goals and objectives contained in the consumer's IPP and be a cost-effective use of public funds.

NLACRC will confirm that all appropriate and available sources of natural and generic supports have been utilized to the fullest extent possible for a consumer living in a supported living arrangement.

Effective July 1, 2011, for consumers receiving SLS who share a household with one or more adults receiving SLS, NLACRC will consider whether efficiencies in the provision of service may be achieved if some tasks are shared, meaning the tasks can be provided at the same time while still ensuring that each person's individual needs are met. These tasks shall only be shared to the extent they are permitted under the Labor Code and related regulations. At the time of development, review, or modification of a consumer's IPP, for housemates currently in a supported living arrangement or planning to move together into a supported living arrangement, or for consumers who live with a housemate not receiving supported living services who is responsible for the task, NLACRC will consider, with input from the service provider, whether any tasks, such as meal preparation and cleanup, menu planning, laundry, shopping, general household tasks, or errands can appropriately be shared. If tasks can be appropriately shared, NLACRC will purchase the pro-rated share of

the activity. Upon a determination of a reduction in services, NLACRC will inform the consumer of the reason for the determination and shall provide a written notice of fair hearing rights pursuant to Welfare and Institutions Code, Section 4701.

STANDARDIZED ASSESSMENT QUESTIONNAIRE

To ensure that consumers in or entering supported living arrangements receive the appropriate amount and type of supports to meet the person's choice and needs as determined by the IPP team and that generic resources are utilized to the fullest extent possible, the IPP team shall complete a standardized assessment questionnaire at the time of development, review, or modification of a consumer's IPP.

The questionnaire shall be used during the team meetings, in addition to the provider's assessment, to assist in determining whether the services provided or recommended are necessary and sufficient and that the most cost-effective methods of supported living are utilized.

The IPP team shall utilize the standardized assessment questionnaire developed and provided to the regional centers by the Department of Developmental Services.

RENT, MORTGAGE, AND LEASE PAYMENTS

Rent, mortgage, and lease payments of a supported living home and household expenses are the responsibility of the consumer and any roommate who resides with the consumer. NLACRC shall not make rent, mortgage, or lease payments on a supported living home, or pay for household expenses of consumers receiving SLS, except under the following circumstances:

- The executive director of the regional center verifies in writing that making the rent mortgage, or lease payments or paying for household expenses is required to meet the specific care needs unique to the individual consumer as set forth in an addendum to the consumer's IPP, and is required when a consumer's demonstrated medical, behavioral, or psychiatric condition presents a health and safety risk to himself or herself, or another.
- During the time period that regional center is making rent, mortgage, or lease payments, or paying for household expenses, the SLS vendor shall assist the consumer in accessing all sources of generic and natural supports consistent with the needs of the consumer.

NLACRC shall not make rent, mortgage, or lease payments on a supported living home or pay for household expenses for more than six months, unless NLACRC finds that it is necessary to meet the consumer's particular needs pursuant to the IPP. The regional center shall review a finding of necessity on a quarterly basis and the executive director shall annually verify that the requirements set forth in paragraph (1) above continue to be met.

If NLACRC has been contributing to rent, mortgage, or lease payments or paying for household expenses prior to July 1 2009, the service coordinator shall, at the time of IPP

review, determine if these contributions are still needed. If these contributions are no longer appropriate, a transition plan to end regional center's contributions (not to exceed 6 months) is permitted.

IN-HOME SUPPORT SERVICES

NLACRC shall not purchase SLS for a consumer to supplant In-Home Support Services.

NLACRC shall not purchase supportive services for a consumer who meets the criteria to receive, but declines to apply for, in-home supportive services⁷ benefits. The regional center's executive director may waive this if there is a finding that extraordinary circumstances exist.

SEX OFFENDERS

In the event that a consumer is a registered sex offender with applicable residency restrictions pursuant to Penal Code 3003.5, the consumer's residence must comply with the proximity requirements identified in the aforementioned code. SLS services may assist a consumer in locating a residence that meets the proximity requirements. In the event that a consumer chooses to reside in a location that violates the proximity requirements, the center will be unable to provide SLS services and supports.⁸ A decision to deny or terminate SLS services may be appealed through the fair hearing process; please see the Fair Hearing Process Service Standard.

EXCEPTION PROCEDURE

NLACRC cannot anticipate all requests for family support services and living arrangements. It is recognized that some individual needs are so unique that they are not addressed in this service standard. Therefore, NLACRC's executive director or his or her designee may grant exceptions. The planning team must make a request for an exception to the center's staffing committee. The committee must review the request and make a recommendation to the executive director.

7 Supportive Services include domestic services, related services, heavy cleaning, personal care services, accompaniment to health-related appointments or alternative resource sites, yard hazard abatement, protective supervision, teaching and demonstration directed at reducing the need for other supportive services, and paramedical services.

8 Penal Code Section 3003.5 states that it is unlawful for any person for whom registration is required, pursuant to Section 290, to reside within 2000 feet of any public or private school or park where children regularly gather. Penal Code 290 is also known as the "Sex Offender Registration Act."



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
May 9, 2018

*Approved by the
Department of Developmental Services
November 16, 2018*

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VI. SOCIAL RECREATION, CAMP, AND NON-MEDICAL THERAPIES Service and Procedural Standards

PHILOSOPHY:

It is the philosophy of NLACRC that people with developmental disabilities have access to age appropriate social/recreational activities. NLACRC believes that such activities are an important and necessary part of all people's lives. These activities help to ensure a person's emotional well-being, promote and develop friendships, and enhance social opportunities. As such, NLACRC will promote the participation of people with developmental disabilities in meaningful social/recreational activities. Activities such as camp, social recreation and nonmedical therapies are often considered social/recreational in nature, however, may meet other needs in the IPP such as those related to family support or social skills development.

NLACRC seeks to support and empower families to maintain their children at home when it is the families' preference. The Center is dedicated to providing family support services that meet unique and individualized needs. When developing a family support plan, program planning includes consideration of natural supports and family responsibility to provide age-appropriate typical supports.

NLACRC also supports the empowerment of consumers to have increased opportunities to enhance their social skills and friendships. NLACRC believes social skills development is essential to establishing and maintaining friendships, fostering emotional development, academic success, and teaching skills that will be important for employment later in life. NLACRC recognizes that socialization, leisure, and recreation activities are valuable and may remove barriers to facilitate consumers' full participation in a broad range of community opportunities. Inclusion in one's community is an important consideration in the program planning process, and toward that end, the planning team must consider those social recreational opportunities available that will support an individual's inclusion in an integrated setting when that setting meets the individualized needs of the consumer.

Lastly, NLACRC seeks for individuals with intellectual and developmental disabilities to have access to age-appropriate, non-medical therapies when they are needed as a family support service or opportunity for social skills development.

DEFINITION CAMP AS A FAMILY SUPPORT SERVICE

DEFINITION

Family Support Services mean services and supports that are provided to individuals with an intellectual or developmental disability and their family that ultimately contributes to the ability for the family to have the supports necessary to continue to reside together

POLICY

NLACRC will authorize camp as a family support service for children and adults when planned relief is an identified need in the individual program plan, the camping service is an effective means of meeting the individualized need of the family/caregiver for scheduled, planned relief, and supports an outcome in the individual program plan.

CAMP AS A FORM OF DAYCARE

DEFINITION

Day care services mean services that provide appropriate non-medical care and supervision, while a parent is engaged in employment in or out of the home and/or ~~outside of the home and/or~~ engaged in educational activities leading to employment, to ensure the consumer's safety in the absence of family members. Day care services will attend to the consumer's basic self-help needs and other activities of daily living including interaction, socialization, and continuation of usual daily routines which would ordinarily be performed by the family member. Day care services can be provided by a licensed family day care agency, a licensed childcare center, preschool, a family member voucher arrangement, or through participant-directed services, if eligible. A share of cost will be assessed for camp as a form of daycare.

POLICY

NLACRC will authorize camp as a form of daycare service for children and adults when parent is engaged in employment in or out of the home and/or engaged in educational activities leading to employment, to ensure the consumer's safety in the absence of family members and this service will meet a need identified in the individual program plan.

SOCIALIZATION, LEISURE, AND RECREATION SKILLS

DEFINITIONS:

Socialization, leisure, and recreation services are those services and supports designed to enhance the development of appropriate socialization skills for children who may have social skill challenges which limit age-appropriate socialization opportunities or adults who may have difficulty in developing friendships.

Social skills are those abilities and behaviors needed to initiate, plan, explore and participate in meaningful, age-appropriate social relationships and activities.

Social skills challenges may include but are not limited to: excessive shyness or passivity; limited responses to social approaches by others; inappropriate social interactions (e.g., teasing/bullying); excessive friendly advances toward others; socially unacceptable mannerisms, difficulty in developing friendships, and other behaviors (easily frustrated, resistive) that might interfere with appropriate social interaction with peers and others.

Social/recreational activities help individuals to learn and develop age-appropriate social skills. Also, these activities provide opportunities in both integrated and specialized settings to engage in hobbies, participate in recreational events, and pursue leisure interests. Typically, consumers access and participate in social/recreational activities via their families, residential services, or day programs.

In communities where such opportunities are not available to persons with developmental disabilities, NLACRC will encourage publicly and privately funded socialization, leisure, and recreational programs to adapt their services in order to accommodate our consumers. NLACRC also recognizes that some individuals with intellectual and developmental disabilities are precluded from participation in typical social activities by virtue of their behavior, physical condition, or level of skill.

POLICY

It is the policy of NLACRC to advocate and supply information to consumers, their family members, and service providers on social/recreational activities. This will enable consumers, their family members, and/or service providers to arrange for individual or group social/recreational activities.

When an individual's behavior, physical condition, or level of functioning precludes participation in most social activities, and their day services do not provide social/recreational opportunities, a specialized program may be indicated to develop the specific social skills needed for that individual. In those instances, the goal of the program would be for the consumer to acquire the social and behavioral skill(s) identified in the consumer's Individual Program Plan (IPP) to enable the consumer to participate in more integrated social/recreational opportunities.

For most consumers, their individual social/recreational needs should be met through the natural involvement in one's family activities or residential service program. Also, consumers often participate in social/recreational activities as part of their educational or day service.

Such children and adults often require supports that are absent from many typical social/recreation programs. Accordingly, NLACRC will purchase socialization, leisure and recreation services or supports under the following circumstances:

- When the consumer is eligible for regional center services;
- The NLACRC program planning has determined that the consumer has social skill challenge(s), as defined above, and such challenge(s) has been documented in the consumer's record; and
- An opportunity has been identified to achieve an improvement in the consumer's social, recreational and leisure life in the community or to develop friendships and there is a agreement that a habilitative service designed to teach social skills is needed; and
- NLACRC, the consumer, the family and any other program planning team member such as service provider will assess and determine the most appropriate social recreation opportunity for the consumer based on his/her/their skills and abilities is a vendored social recreation program. This assessment must include consideration of typical social/recreational programs available in the community. In circumstances where the planning team has determined that the most appropriate social recreational service is specialized, the planning team will clearly note this in the individual program plan and will not require pursuit of typical social recreational program when the planning team has determined such a program will not meet the individualized needs of the consumer. NLACRC will **not** typically purchase a segregated (or not mainstream) socialization program when there is a generic service which is willing (either with or without supports) to include the consumer in its activities unless a unique situation warrants consideration of the segregated program in this circumstance; and
- The consumer's Individual Program Plan will include specific desired outcomes and plans to develop social skills or friendships with the overall goal of including the consumer into social/recreation activities with nondisabled peers; and
- The use of segregated (or not mainstream) socialization programming will be reviewed at regular intervals not to exceed six months. Program planning and progress toward participation in integrated or typical social recreation programs will be reviewed annually.
- In determining the frequency/duration of socialization, leisure or recreation skill development for a child with a developmental disability, care is taken not to unduly interfere with the time that families spend together in social activities during weekends and vacations; and

- Social, leisure and recreation programs are **not** designed to be used as childcare or daycare services for working parents or as an ongoing source of recreation and the purchase of these services for such purposes will not be authorized; and
- Consumers who live in community care and health care residential homes are entitled to receive social, leisure and recreation services as part of such residential programming as a rule these services may not be purchased for consumers who reside in such licensed homes. Please note, exceptions will be considered when the request for social, leisure, or recreation does not duplicate or enhances current programming that achieves these goals.
- NLACRC will support funding a support staff to assist the consumer in their social, leisure and recreational programming to increase positive behavioral, social and/or emotional skills for consumers who are currently unable to access other resources or in mainstream settings.

SOCIAL RECREATION SERVICES AS A FAMILY SUPPORT SERVICE

DEFINITION

Social/recreational activities help individuals to learn and develop age-appropriate social skills. Also, these activities provide opportunities in both integrated and specialized settings to engage in hobbies, participate in recreational events, and pursue leisure interests. These activities may also provide a parent/caregiver with intermittent, temporary relief from the responsibility of providing care and supervision to a consumer.

POLICY

NLACRC will authorize social recreational activities as a family support service for children and adults when the provision of the service will provide parents and/or caregivers with planned relief from the demanding care and supervision of the consumer, as demonstrated in the individual program plan (IPP), and the use of a social recreational activity is an effective and cost-effective way of achieving a family support outcome in the IPP.

NON-MEDICAL THERAPIES

DEFINITIONS:

Nonmedical therapies are services are used alongside evidence-based interventions or conventional treatments. These therapies can support habilitative services and may improve an individual's quality of life.

Social skills are those abilities and behaviors needed to initiate, plan, explore and participate in meaningful, age-appropriate social relationships and activities.

Social skills challenges may include but are not limited to: excessive shyness or passivity; limited responses to social approaches by others; inappropriate social interactions (e.g., teasing/bullying); excessive friendly advances toward others; socially unacceptable mannerisms, difficulty in developing friendships, and other behaviors (easily frustrated, resistive) that might interfere with appropriate social interaction with peers and others.

POLICY

In communities where such opportunities are not available to persons with developmental disabilities, NLACRC will encourage publicly and privately funded socialization, leisure, and recreational programs to adapt their services in order to accommodate individuals with developmental disabilities. NLACRC also recognizes that some individuals with intellectual and developmental disabilities are precluded from participation in typical social activities by virtue of their behavior, physical condition, or level of skill, and as such, may need specialized services or adaptations to generic services in the community to meet their individualized needs.

NON-MEDICAL THERAPIES AS A FAMILY SUPPORT SERVICE

DEFINITION

Non-medical therapies include equine therapy, music therapy, dance therapy, art therapy and specialized recreation therapy.

POLICY

NLACRC will authorize non-medical therapies as a family support service for children and adults that are designed to provide parents and caregivers planned relief from the ongoing care and supervision of the consumer. Non-medical therapies requested as a form of family support will not be authorized for the purpose of social recreation or as a clinical therapy or treatment.

NON-MEDICAL THERAPIES AS A SOCIALIZATION SERVICE

PHILOSOPHY

Non-Medical Therapies such as equestrian therapy, music therapy, art therapy, and dance therapy, may provide individuals with opportunities to enhance social skill development through the development of relationships with community members and opportunities to practice social skills. Therefore, non-medical therapies may be considered in the program planning process when the planning team has identified an IPP outcome related to social skills development.

POLICY

NLACRC will purchase non-medical therapies under the following circumstances:

- When the consumer is eligible for regional center services; and
- The NLACRC program planning has determined that the consumer has social skill challenge(s), as defined above, and such challenge(s) has been documented in the consumer's record; and
- An opportunity has been identified to achieve an improvement in the consumer's social, skills or to develop friendships and there is a agreement that a habilitative service designed to teach social skills is needed; and
- NLACRC, the consumer, the family and other program planning team members such as service providers have assessed and determined that most appropriate service to support the consumer's social skills development is through participation in a nonmedical therapy; and
- The program planning team certifies that typical social/recreational programs available in the community have been considered, and are not an appropriate option due to the individualized needs of the consumer; and
- The consumer's Individual Program Plan will include specific desired outcomes and plans to develop social skills or friendships with the overall goal of including the consumer into social/recreation activities with nondisabled peers; and
- Program planning and progress toward enhanced social skills will be reviewed annually.
- In determining the frequency/duration of participation in a nonmedical therapy for a child with a developmental disability, care will be taken not to unduly interfere with the time that families spend together in social activities during weekends and vacations.

- Nonmedical therapies are **not** designed to be used as childcare or daycare services for working parents or as an ongoing source of recreation, and thus, cannot be authorized for this purpose.
- Consumers who live in community care and health care residential homes should be provided opportunities to socialize, and thus practice social skills, as part of residential programming. Please note, exceptions will be considered when the request for a nonmedical therapy does not duplicate or enhances current programming that achieves these goals.

NON-MEDICAL THERAPIES AS HABILITATION, THERAPY, OR TREATMENT

Therapies must be evidenced-based in order to be considered habilitative and in order for NLACRC to have the statutory authority to purchase. It is the policy of NLACRC to refrain from purchasing non-medical therapies as a therapeutic/medical treatment as non-medical therapies have yet to demonstrate clinical efficacy and evidence of effectiveness as a clinical therapy. Please know, regional centers do not have the statutory authority to purchase experimental treatments, therapeutic services, or devices that have not been clinically determined or scientifically proven to be effective or safe or for which risks, and complications are unknown. Experimental treatments or therapeutic services include experimental medical or nutritional therapy when the use of the product for that purpose is not a general physician practice.

EXCEPTION PROCEDURE

NLACRC cannot anticipate all requests for family support services and living arrangements. It is recognized that some individual needs are so unique that they are not addressed in this service standard. Therefore, NLACRC's executive director or his or her designee may grant exceptions. The planning team must make a request for an exception to the center's staffing committee. The committee must review the request and make a recommendation to the executive director.



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
May 9, 2018

*Approved by the
Department of Developmental Services
November 16, 2018*

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VII. EDUCATIONAL AND VOCATIONAL SERVICES (SCHOOL AGE, ADULTS & SENIORS) Service and Procedural Standards

PHILOSOPHY

It is the philosophy of NLACRC that individuals with developmental disabilities have the right to access the same educational, vocational, and employment opportunities available to non-disabled people of the same age in their communities. Regardless of the severity of the developmental disability, NLACRC will advocate for and support integrated competitive employment for adult consumers. Similarly, for minors, NLACRC will provide advocacy and support for families, and service providers in promoting independence for their consumers through skill development and natural experiences, which lead to maximizing their opportunities for employment and active community membership when they enter adulthood. It is the responsibility of NLACRC and its partners to responsibly create, advocate and deliver supports and services that provide consumers opportunities to be as independent and self-sustaining as possible throughout their lifetime. NLACRC will provide quality information and advocate for consumers to ensure that they receive full benefit from generic services. In addition, NLACRC will assure the availability of alternate or supplemental community services and supports as well as site-based day program service options that are not available from generic services. These service options will ensure that consumers have a variety of viable and age-appropriate choices. Moreover, the consumer's personal preferences and cultural heritage will be considered in the provision of day program services.

SCHOOL AGE

DEFINITION

Special Education

Under the Individuals with Disabilities Education Improvement Act (IDEIA) and the California Education Code, individuals with developmental disabilities ages 0 and up to 22 years old through the 21st year are entitled to a free and appropriate public education., which includes designated instruction and related services reasonably calculated to assist the individual in achieving his or her educational goals as agreed upon through the individualized educational program planning process.

- Ages 0 through 2 years

“Free appropriate public education is offered to individuals 3 and up to 22 years old

~~through 21 years~~ of age in California.⁴

For infants and toddlers less than 3.0 years of age and their families who are eligible to receive services from both the regional center and a local education agency, the regional center shall be the agency responsible for providing or purchasing appropriate early intervention services that are beyond the mandated responsibilities of local education agencies. The local education agency shall provide special education services up to its funded program capacity.

- Ages 3 ~~through 21 years~~ to 22 years old
 - a. For children ages 3 through 4.9 years, special education preschool programs provided by school districts should be designed specifically to meet the unique intensive needs of these students if their needs cannot be met in a regular instructional program with modifications (e.g. regular preschool in the community).
 - b. For children ages 4.9 up to 22 years old ~~through 17-15 years~~, public school programs are intended to include, but not be limited to: academic training; prevocational and vocational training; speech therapy; occupational and physical therapies; transportation; mobility training; adaptive physical education; counseling services; social skills training; and other designated instructional services as identified in the student's Individualized Education Program (IEP).
 - c. For children ages 14 and older ~~16 or younger, if deemed appropriate~~, the IEP must include transition services to prepare the child for life after school. An Individual Transition Plan must be included in the IEP and updated every year to include:
 - Appropriate, measurable post-secondary goals based on age-appropriate assessments related to training, education, employment, and where appropriate, independent living skills.
 - The transition services, including the course of study, related services, community experiences, employment and adult living skills, needed to help the student in reaching those goals.
 - Beginning one year before the student reaches the age of 18, a statement that the student has been informed that the rights afforded to parents under IDEIA will transfer to the student at age 18, unless the student has been determined to be incompetent under state law. Transition services, IEP/TTP for a student with a disability in a secondary education setting (high school), are a coordinated set of activities that are:

⁴ ~~Code of Federal Regulations 34, Section SS300.101~~

- Focused on improving the academic and functional achievement of the student with a disability to facilitate the student's movement from school to post-school activities, including post-secondary education, vocational education, integrated employment (including supported employment), continuing an adult education, adult services, independent living, or community participation.
 - Based on the individual student's needs, taking into account the student's strengths, preferences, and interests.
 - Inclusive of instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, if appropriate, acquisition of daily living skills and a functional vocational evaluation.
- d. Adults with developmental disabilities 18 ~~through 21 years~~ and up to 22 years old are also entitled to continue in public education if they have not yet completed their prescribed course of study and/or have not met proficiency standards.

POLICY

~~NLACRC's authority to purchase educational services for consumers age 3 through 17 years of age is temporarily suspended, however NLACRC may grant an exemption on an individual basis in extraordinary circumstances.~~ NLACRC will advocate and work with students and/or their representatives to secure all mandated services through the IEP or Individualized Transition Plan (ITP) process. NLACRC will also encourage and counsel students and their families on the use of services offered by public schools under IDEIA.

NLACRC recognizes school age consumers (students, ages 3 ~~through to 22 years old~~ 21 years inclusive) have the right to a free and appropriate public education. The needs of the student should determine the educational setting and related services. Academic, vocational, and related services should be provided in settings that offer opportunities to relate and develop friendships with peers of similar ages. NLACRC will support and advocate for students and families who choose full inclusion as their preferred educational setting.

NLACRC will advocate and work with families in the transition to the public schools when the consumer turns 3 years of age.

For students ages 14 and up to 22 years old ~~through 21 years, inclusive,~~ who are preparing to leave public education, NLACRC will collaborate with the student, family, school and other community agencies to develop a transition plan that will optimize the student's success in employment and other adult roles in the community. For those students over the age of 18 years who have completed their prescribed course of study and have received either a diploma or certificate of completion, NLACRC will coordinate services per Adult

Educational and Vocational Program Services Standards.

It is the policy of the State that opportunities for integrated, competitive employment shall be given the highest priority for working age individuals with developmental disabilities, regardless of their disabilities.

Effective July 1, 2011, NLACRC shall not purchase day program, vocational education, work services, independent living program, or mobility training and related transportation services for a consumer who is 18 ~~to~~ and up to 22 years of age, if that consumer is eligible for special education and related education services and has not received a diploma or certificate of completion, unless the Individual Program Plan (IPP) team determines that the consumer's needs cannot be met in the educational system or grants an exemption.

ADULTS

DEFINITION

NLACRC funds adult day services and supports that are structured community or site-based programs, or supports that lead to integrated, competitive employment. NLACRC offers these services to consumers who are no longer eligible for public schools (usually age 22 years and older).

The following range of options (usually funded by the NLACRC) may be available as site-based or supported/community-based training and programming. Training and other activities should be based on a person-centered plan and take place in natural environments. Instruction should be based on a critical skills model.

- Integrated, competitive employment shall be the first option considered by the planning team, at or above minimum wage, including the prevailing wage, for working age individuals, but individuals may choose goals other than integrated, competitive employment and have a right to receive career counseling, information, and referrals.
- Post-secondary education, technical, or vocational training and internship programs may be considered as a means to achieve integrated, competitive employment, or career advancement.
- Skills training programs are designed to develop, maintain, increase, or maximize an individual's independent functioning in areas that may include self-care, physical development, emotional growth, socialization, self-advocacy, communication, functional academics, and cultural development. They are designed to enable adults to engage in productive work or other meaningful activities. The use of generic resources must be considered first.
- Socialization and community-based training programs are designed for those

consumers who may prefer to have increased skill acquisition prior to selecting a vocational or educational type of program. The programs provide planned activities that may be community-based and promote social interaction and participation in the community. They focus on the consumer's use of skills necessary for activities of daily living, socialization, recreation, and community integration.

- Behavior management day programs serve consumers who exhibit behaviors that require more intensive supervision than is available in day activity centers, adult development centers, and some vocational day services. A behavior management day program may serve consumers who are dually diagnosed with both developmental and mental illness. These programs may provide services through a combination of therapeutic interventions.
- Basic self-care programs focus on developing, maintaining, or improving functional skills such as toileting, eating, basic cleanliness and communication. In addition, the programs provide opportunities for practical skill development, socialization, vocational activities and community integration.
- The California Department of Rehabilitation offers a variety of vocational and employment services for eligible persons that include occupational training and individual supported employment. Paid work is offered in a variety of settings with supervision and/or support. The Department of Rehabilitation funds these services.
- The community offers a variety of adult education and training opportunities through such generic resources as community colleges and the state university system.

NLACRC places a high priority on opportunities for adults with developmental disabilities to choose and customize day services to meet their individualized needs, have opportunities to further the development or maintenance of employment and volunteer activities, direct their services, pursue postsecondary education, and increase their ability to lead integrated and inclusive lives. To further these goals, a consumer may choose a tailored day service or vouchered community-based training service, in lieu of any other regional center vendored day program, look-alike day program, supported employment program, or work activity program.

Competitive Integrated Employment

Assisting individuals with a developmental disability to be competitively employed in integrated work settings is a high priority. Competitive employment means the individual is eligible for the same level of benefits provided to other employees and there are opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.² Integrated employment means

2 Federal definition of "Competitive Integrated Employment" (Workforce and Innovation Opportunity Act, Section 7,

the engagement of an employee with a disability in work in a setting typically found in the community in which individuals interact with individuals without disabilities other than those who are providing services to those individuals, to the same extent that individuals without disabilities in comparable positions interact with other persons³

Effective July 22, 2016, and pursuant to the Workforce Innovation and Opportunity Act, individuals age 24 or younger must receive special education transition services⁴, and must be referred to the Department of Rehabilitation for assessment for competitive employment prior to engaging in subminimum wage employment. Further, an individual must either be found ineligible or unable to succeed at competitive employment and must receive career counseling before working a subminimum wage job.

An individual of any age who is already working in a subminimum wage job before July 22, 2016 must be provided with a career counseling, including information and referrals to programs in the employer's geographic area, annually.

Pursuant to section 4870 of the Lanterman Act, an individual may be placed in competitive employment by a vendored regional center service provider.

Further, the Center will work in partnership with local school districts and the Department of Rehabilitation to ensure individuals with developmental disabilities are referred for assessment for competitive employment and receive the supportive services necessary to achieve his or her employment goals.

Effective July 1, 2021 until June 30, 2025 the competitive integrated employment incentive payments for each milestone shall be as follows:

- 1) A payment of \$2,000 to the provider is the individual is still engaged in competitive employment after 30 consecutive days;
- 2) An additional payment of \$2,500 will be made to the provider if an individual remains in competitive employment for a consecutive six (6) months; and
- 3) An additional payment of \$3,000 if an individual remains in the same competitive integrated -employment for 12 consecutive months.

The Center will report annually to the department regarding the payments for placements and payments made on July 1, 2021 and thereafter will not be in addition to fees paid to supported employment programs for the placement of individuals in competitive employment pursuant to section 4860 of the Welfare and Institutions Code.

Lastly, service providers who place individuals in a paid internship program are not eligible to receive competitive, integrated employment incentive payments until the individual is

29 U.S.C. Section 705(5).

3 Section 4851 (o) of the Welfare and Institutions Code

4 Please see transition planning requirements on page 38 & 39.

transitioned into a competitive integrated employment placement that is not funded as an internship.

Paid Internship Program

To encourage competitive integrated employment opportunities, individuals may participate in paid internships. The internships will be in competitive, integrated work environments and will assist in the development of skills that will facilitate paid employment opportunities in the future. ~~Payments for internships cannot exceed \$10,400 per year for each individual placed in an internship.~~

Internships cannot exceed 1,040 hours per year per individual and payments include all employer related costs. Interns must be paid at or above minimum wage and equal to customary wage paid by employer for same or similar work performed by an individual without a disability.

On or after July 1, 2021, a \$750 payment will be made to the provider if an individual placed in a paid internship program remains for 30 consecutive days. An additional \$1,000 payment will be made if an individual remains in their paid internship for 60 consecutive days. Of note, placements must be in competitive, integrated work environments and must be directed toward the development of vocational skills that will facilitate paid work opportunities for the individual in the future. The Center will increase awareness of internships to consumers outside of current employment programs as part of the individual program planning process as well as through outreach; the Center will also report program participation annually to the department.

Tailored Day Service

A tailored day service shall do both of the following:

- Include an individualized service design, as determined through the IPP and approved by NLACRC that maximizes the consumer's individualized choices and needs. This service design may include, but may not be limited to, the following:
 - a. Fewer days or hours than in the program's approved day program, look-alike day program, supported employment program, or work activity program design.
 - b. Flexibility in the duration and intensity of services to meet the consumer's individualized needs.
- Encourage opportunities to further the development or maintenance of employment, volunteer activities, or pursuit of postsecondary education, maximize consumer direction of the service, and increase the consumer's ability to lead an integrated and inclusive life.

The type and amount of tailored day service shall be determined through the IPP process.

The IPP shall contain, but not be limited to, the following:

- A detailed description of the consumer's individualized choices and needs and how these choices and needs will be met.
- The type and amount of services and staffing needed to meet the consumer's individualized choices and needs, and unique health and safety and other needs.

Effective July 1, 2011, and prior to the time of development, review, or modification of a consumer's IPP, NLACRC will provide information about tailored day service to eligible adult consumers. A consumer may request information about tailored day services from NLACRC at any time and may request an IPP meeting to secure those services.

Vouchered Community-Based Training Service

A vouchered community-based training service is defined as a participant-directed service that assists the consumer in the development of skills required for community integrated employment or participation in volunteer activities, or both, and the assistance necessary for the consumer to secure employment or volunteer positions or pursue secondary education. Vouchered community-based training services shall be provided in natural environments in the community, separate from the consumer's residence.

A consumer, parent, or conservator vendored as a vouchered community-based training service must utilize the services of a financial management services (FMS) provider. NLACRC will provide information about available FMS and will assist the consumer in selecting a FMS vendor to act as co-employer. A parent or conservator cannot be the direct support worker employed by the vouchered community-based training service vendor.

If the direct support worker is required to transport the consumer, the vouchered community-based training service vendor will verify that the direct support worker can transport the consumer safely and has a valid California driver's license and proof of insurance. A consumer vendored as a vouchered community-based training service may also be eligible for a regional center-funded bus pass, if appropriate and needed.

Vouchered community-based training services are limited to a maximum of 150 hours per quarter. The services to be provided and the service hours will be documented in the consumer's IPP.

A direct support worker of vouchered community-based training service must be an adult who possesses the skill, training, and experience necessary to provide services in accordance with the IPP.

Effective July 1, 2011, and prior to the time of development, review, or modification of a consumer's IPP, NLACRC will provide information about vouchered community-based

training service to eligible adult consumers. A consumer may request information about vouchered community-based training service from NLACRC at any time and may request an IPP meeting to secure those services.

The type and amount of vouchered community-based training service is determined through the IPP process. The IPP will contain, but not be limited to, the following:

- A detailed description of the consumer's individualized choices and needs and how these choices and needs will be met.
- The type and amount of services and staffing needed to meet the consumer's individualized choices and unique health and safety and other needs.

POLICY

It is the policy of NLACRC to advise, advocate and help adult consumers (usually age 22 years and older) to access adult education, employment opportunities, vocational services, or adult day services to meet their individual needs and preferences. It is the intent of the Lanterman Developmental Disabilities Services Act that appropriate generic resources need to be explored and utilized. Effective October 9, 2013, each regional center IPP planning team, when developing an IPP for a working age adult, must consider a specified Employment First policy. Integrated competitive employment will be the first option considered for every adult NLACRC supports at or above minimum wage, and all goals developed and service provided shall be done with that outcome in mind. Post-secondary education, technical or vocational training, and internship programs may be considered as a means to achieve integrated, competitive employment or career advancement. The use of generic resources must be considered first.

It is the responsibility of the planning team, through the IPP process, to identify the appropriate day service for a consumer. The team must consider the consumer's preferences and the ability of the service provider to meet the consumer's IPP goals and objectives. With the exception of tailored day program services, the regional center shall set forth in the IPP the length of the consumer's program day. The regional center may change the length of the declared and approved program day in order to meet the needs of the consumer upon the recommendation of the IPP planning team. The regional center shall set forth in the IPP the reasons for the change in the length of the declared and approved program day. The team must also assess the effectiveness and cost-effectiveness of the service when NLACRC funds are to be used.

Adult day services and supports may be provided in many settings and service formats to attain desired goals and objectives. Therefore, periodic IPP meetings must be scheduled to determine if the desired outcomes are being accomplished.

Finally, adult day services and supports should provide maximum opportunity for valued

activities, meaningful work and learning in integrated settings within a framework for a pattern of life similar to non-disabled persons of the same age. There should be close communication between the adult day service and primary care giver and/or others designated by the consumer to assure continuity.

SENIORS

DEFINITION

Generic programs for seniors are offered by agencies funded by Area Agencies on Aging under Title III of the Older Americans Act and are available to anyone 60 years of age and older.

In addition to day program services, senior programs may offer congregate and home delivered meals, case management, in-home and residential services, escort transportation, legal services, information and referral, physical and mental health services, and other social activities.

Services to a senior with developmental disabilities are directed toward assisting the individual to participate in social and recreational activities while retaining his or her ability to function as independently as possible. NLACRC will refer eligible consumers to generic services for seniors. NLACRC may purchase or develop specialized services or supports needed to integrate consumers successfully into generic senior programs.

NLACRC acknowledges that consumers who are engaged in work or adult services should be involved in retirement decisions as part of an individual planning process. It is recognized that not all seniors with developmental disabilities may be best served in programs for senior citizens. Adult day services and “alternative senior program” components will be available as a service option to older persons with developmental disabilities.

POLICY

It is the policy of NLACRC to assure that older persons with developmental disabilities are aware of and have access to the services afforded to all individuals more than 60 years old under the Older Americans Act.

Services to a senior with developmental disabilities should help that individual to participate in social and recreational activities while retaining his or her ability to function as independently as possible. NLACRC will refer eligible consumers to generic services for seniors. NLACRC may purchase or develop specialized services or supports needed to integrate consumers successfully into generic senior programs.

NLACRC acknowledges that consumers who are engaged in work or adult services should be involved in retirement decisions as part of an individual planning process. It is recognized that not all seniors with developmental disabilities may be best served in programs for senior citizens. Adult day services will continue to be available as a service option to older persons with developmental disabilities.

EXCEPTION PROCEDURE

NLACRC cannot anticipate all requests for educational and vocational services and supports. It is recognized that some individual needs are so unique that they are not addressed in this service standard. Therefore, NLACRC's executive director or his/her designee may grant exceptions. The planning team must make a request for an exception to the center's staffing committee. The committee must review the request and make a recommendation to the executive director or his/her designee.



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
May 9, 2018

*Approved by the
Department of Developmental Services
November 16, 2018*

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VIII. CLINICAL SERVICES

Services and Procedural Standards

PHILOSOPHY

It is the philosophy of NLACRC to assist, advocate for, and support consumers in maintaining optimal health and obtaining appropriate health care and other clinical services in the community. NLACRC believes such services can maximize a consumer's potential and/or maintain an optimum level of functioning. NLACRC may fund clinical services related to the consumer's developmental disability. Examples of clinical services include health care, physical, occupational, and speech therapies, behavioral and counseling services.

HEALTH CARE SERVICES

DEFINITION

Health care services include medical or surgical treatment, medications, nursing, hospital service, dental service, optometric service, audiology and durable medical equipment that are prescribed and/or provided by qualified professionals.

POLICY

NLACRC recognizes that routine health care requirements for individuals with developmental disabilities are often similar to those of non-disabled individuals. Thus, NLACRC will not fund routine health care for consumers.

NLACRC will encourage through the Individual Program Planning (IPP) process access to routine health care through generic resources. Planning should address a consumer having a primary care physician and/ or regular location where they can receive routine health care and have health problems addressed. Consumers should receive regular routine health maintenance examinations, including regular dental examination. Consumers should receive preventive health screening as indicated per the professional standard of care. Such preventative health measures, many include, but are not limited to: screening for hearing and vision problems, gynecological examination (PAP), mammogram, colorectal cancer screening, prostate screening and access to routine vaccination (influenza, pneumococcal, etc.)

NLACRC will encourage through the IPP process consumer wellness by identifying tobacco use and, when appropriate, facilitating referral to generic resources for cessation and encouraging physical activity and healthy lifestyle choices.

NLACRC may purchase medical and dental services, medications, and durable medical equipment when it is medically necessary, the service is not available through generic resources, private insurance or private sources of funding, and is agreed upon through the Individual Program Planning (IPP) process. Consumers, or where appropriate parents, must pursue an administrative appeal of medical or dental services denied by a generic resource or private insurance, unless the denial does not merit an appeal.

Consumers without medical insurance, who are not eligible for Medi-Cal and have been denied services from California Children's Services (CCS), and who require hospitalization, complex medical treatments, surgery or other health care services, should be referred to existing county medical facilities.

In support of an IPP goal to maintain optimal dental/physical/mental health, IPP planning should be directed toward assisting consumers in accessing routine dental/medical/psychiatric/ancillary medical services through generic resources to the maximum extent possible.

In circumstances where a generic resource (such as Medi-Cal or Denti-Cal) no longer provides or has denied coverage for a routine dental/medical/psychiatric/ancillary medical service, IPP planning should include assisting consumers with budgeting personal income from generic sources (i.e. Social Security Income or Personal & Incidental funding) or private sources (earnings or trust funds) for the purpose of obtaining routine dental/medical/ancillary medical services as well as exploration of the most cost-effective options available to access generic health care resources.

For consumers who do not have personal income from generic and/or private sources, then regional center funding should be considered when it has been determined that routine dental/medical/psychiatric/ancillary medical services are required to prevent a deterioration in either dental/physical/mental health and no generic health care resource is available. Consultation with the appropriate clinical team member should be sought to determine if one would reasonably expect a deterioration in health, and hence functioning, based on the consumer's individual circumstances.

Funding of a prescription medication, over the counter remedy, or other typical dental/medical/psychiatric/ancillary medical service can be approved only after a request for funding has been reviewed and pre-authorized by NLACRC and there is documentation of a denial from generic resources which has been appealed or determined that the denial does not merit an appeal. Payment is at the maximum allowance set forth by Medi-Cal, regardless of whether an individual is a Medi-Cal beneficiary. For all services, regional center payment should be considered payment in full for services rendered.

PHYSICAL AND OCCUPATIONAL THERAPY

DEFINITION

Physical and occupational therapy services are prescribed assessments or treatments provided directly by, or under the supervision of, physical or occupational therapists. These services are provided to individuals who have problems in areas of fine and gross motor skills or activities of daily living that can be improved using physical or occupational therapy. These treatment modalities encompass multiple activities including, but not limited to: range of motion; home evaluations to assess equipment needs; activities to improve overall coordination and develop self-help skills; and daily living and motor skills. The services are often provided as part of an overall program with multiple components.

POLICY

NLACRC may fund physical or occupational therapy services when prescribed by a physician and when significant deficits exist in gross or fine motor skills or in self-help skills and when the therapy is both necessary and is likely to produce measurable improvement in the consumer's capabilities, or to prevent deterioration of function or health. For consumers receiving early intervention services, consumers of school age, and consumers who reside in health care facilities, physical and occupational therapy services are expected to be provided as part of the individual's program, rather than as a separately funded service. NLACRC service coordinators will advocate for consumers to secure required and mandated physical and occupational therapy services from CCS, early intervention providers, local education agencies, and health care providers. For consumers receiving early intervention services, "The Individualized Family Service Plan (IFSP) must include dates and duration of services:

1. The projected date for the initiation of each early intervention service...which date must be as soon as possible after the parent consents to the service.
2. The anticipated duration of each service." ¹

NLACRC is prohibited from purchasing physical or occupational therapy services for consumers 3 through 17 years of age when the expressed purpose of the service is to achieve an Individualized Education Program (IEP) plan goal, unless an exemption is granted.

¹ Code of Federal Regulations 34, Section 303.344(f)(1)(2)

BEHAVIORAL SERVICES

DEFINITION

Behavioral services are a prescribed intervention that must be implemented and be under the direction of a qualified, certified and/or licensed professional trained in Applied Behavior Analysis. This service is intended to assist consumers and parents/care givers when the consumer exhibits maladaptive, harmful, socially unacceptable, or developmentally unacceptable behaviors. NLACRC provides three types of behavioral services: parent education groups; in-home parent education services; and intensive early intervention for autism.

Applied Behavior Analysis means the design, implementation, and evaluation of systematic instructional and environmental modifications to promote positive social behaviors and reduce or ameliorate behaviors which interfere with learning and social interaction.

Parent education groups are designed to familiarize parents, families, and caregivers with the principles of learning and behavior derived from the natural science of behavior analysis. The groups are provided by behavioral vendor agencies in various instructional formats. All parent education groups provide sixteen hours of instruction, present the same information, and must be completed before any in-home interventions are started.

In-home parent education is built upon the principles of learning and behavior presented in the parent education group, but now the behavioral vendor will go to the consumer's home and show the parents how to apply the principles. The behavior analyst or behavior management consultant will act as a teacher and consultant to the parents. In this model, the parents are taught how to look at their child's behavior analytically, change the contingencies controlling the undesirable behavior, teach new desirable behavior, and methodically reinforce it. The services are authorized in blocks of hours to be implemented as needed, typically over a six month time interval.

Intensive behavior intervention means any form of Applied Behavior Analysis that is comprehensive, designed to address all domains of functioning, and provided in multiple settings for no more than 40 hours per week, across all settings, depending on the individual's needs and progress. The limitation of no more than 40 hours per week includes school and any other generic services. Interventions can be delivered in a 1-to-1 or small group format, as appropriate. The regional center strives to collaborate with schools and other generic services and to promote the generalization and consistency of services.

Discrete Trial Training (DTT) is an intensive Applied Behavior Analytic treatment strategy used with children typically under the age of seven diagnosed with autism. DTT is provided in the home by behavior management assistants and/or behavioral technicians (paraprofessionals) with parental participation for no more than 40 hours per week [including school and any other therapies]. Discrete trials are prescribed direct services

authorized in weekly allocations and supervised by a Board Certified Behavior Analyst or a licensed Behavior Management Consultant. Supervision of DTT is authorized in monthly allocations and both DTT direct service hours and supervision hours are recorded on the Department of Developmental Services (DDS) service verification form that is signed by parents. Behavior management assistants and/or behavioral technicians implement the DTT teaching plans without deviation in person, protocol or setting. Thus, behavior management assistants or behavioral technicians do not provide parent education or training, design or revise behavioral teaching plans, or provide services outside of the home.

Evidence-based practice means a decision-making process which integrates the best available scientifically rigorous research, clinical expertise, and individual's characteristics. Evidence-based practice is an approach to treatment rather than a specific treatment. Evidence-based practice promotes the collection, interpretation, integration, and continuous evaluation of valid, important and applicable individual/family-reported, clinically-observed and research supported evidence. The best available evidence, matched to consumer circumstances and preferences, is applied to ensure the quality of clinical judgments and facilitates the most cost-effective care.

Parent participation shall include, but not be limited to, the following meanings: completion of group instruction on the basics of behavior intervention; implementation of intervention strategies in accordance with the intervention plan; data collection on behavioral strategies and submission of data to the provider for incorporation in the progress reports; participation in any needed clinical meetings; and purchase of suggested behavior modification materials or community activities if a reward system is used.

Behavioral services use specialized methods of teaching family members or primary care givers how to use positive behavior supports to replace maladaptive behaviors and to teach positive adaptive skills.

Health and Safety Code addresses behavioral services for individuals with autism and refers to behavioral services as behavioral health treatment. "Behavioral health treatment" means professional services and treatment programs, including applied behavior analysis and evidence-based behavior intervention programs that develop or restore, to the maximum extent practicable, the functioning of an individual with pervasive developmental disorder or autism. ²

POLICY

It is the policy of the NLACRC to prescribe behavioral services or a primary behavioral program to meet a consumer's needs when behavioral excesses and/or deficits meet at least one of the following:

² Health and Safety Code 1374.73 (c) (1).

- Pose a threat to the health or safety of the consumer (e.g. self-injury, life threatening behavior such as running into traffic, eating poisonous or inedible substances) or to others (e.g. physical aggression that could result in injury requiring medical treatment).
- Pose a threat to maintaining the consumer in the least restrictive setting (e.g. behaviors exceeding the capacity of a typical program to manage, behaviors exceeding the capacity of the family to keep the consumer in the family home or serious and expensive property destruction precluding continuation in a program).
- Prohibit the consumer from benefiting from services critical to achieving objectives contained in the IPP/Individualized Family Service Plan (IFSP) (e.g. a combination of fewer serious problems such as noncompliance, self-stimulation, and temper tantrums that significantly interfere with the consumer achieving goals contained on his or her IPP/IFSP).

In behavior management day programs, eligibility depends on the consumer not being eligible for or acceptable in another type of community-based day program due to behavior problems. Typically, the behaviors would meet at least one of the above criteria.

The planning team and the center’s behavioral staffing committee determine the period, frequency, amount, and method of delivering behavior intervention service. The determination is based on the needs of the consumer or family as determined by a behavioral assessment or plan. Behavioral services rely on a “teach the teachers” model where parents are trained to ameliorate behaviors that interfere with social interaction, learning, and community participation. Parent participation in the implementation of the behavior intervention plan is critical to the success of the plan, and thus, is required.

Typically, intervention is short-term and time-limited to achieve both behavioral goals for the consumer and training goals for the parents/care givers. In addition, the team may determine that periodic support is needed on a consultation basis to ensure the continued success of past intervention. The intent is to offer guidance and preventive intervention.

Health and Safety Code requires for individuals with autism that every health care service plan contract that provides hospital, medical, or surgical coverage shall also provide coverage for behavioral health treatment for autism no later than July 1, 2012.³

Behavioral services will not be purchased for the purpose of providing respite, day care, or school services.

3 Health and Safety Code 1374.73 (a) (1).

SPEECH AND COMMUNICATION THERAPY

DEFINITION

Speech, language, and communication therapies are services that assess and teach communication skills in all its modalities including receptive and expressive language. These modalities include oral language (speech), sign language, gesture, written communication, and/or the use of appropriate “assistive communication systems.”⁴

POLICY

It is the policy of NLACRC, based upon independent assessment, to assure that necessary speech, language, and other communication services are provided when:

- There is reasonable expectation based on medical, psychological, audio logical, and speech and language assessments that intervention is clinically indicated and will result in improved communication for the consumer; and
- The consumer and primary care giver are motivated to participate in the implementation of an ongoing communication plan.

“The determination of which services and supports are necessary for each consumer shall be made through the IPP process.”⁵

NLACRC’s authority to purchase speech therapy services for consumers 3 through 17 years of age when the expressed purpose of the service is to achieve an IEP plan goal is suspended, unless an exemption is granted.

COUNSELING SERVICES

DEFINITION

Counseling is psychotherapeutic treatment provided by a licensed psychologist, psychiatrist, social worker, or Marriage Family Child Counselor. On occasion, counseling may form a necessary part of a more comprehensive intervention that may include medication, behavioral management, and other treatments. NLACRC may provide counseling services when a consumer or his or her family member requires a deeper understanding of social or psychological problems associated with the consumer’s developmental disability that adversely affects his or her living arrangement or other service/program.

4 Communication devices that supplement the use of expressive language.

5 Welfare and Institutions Code, Section 4512(b)

POLICY

NLACRC may fund short-term and crisis counseling services. The provision of counseling services requires a clinical assessment that identifies the “presenting problem,”⁶ expectations, and time-lines for a therapeutic outcome with an identified method for deciding whether or not that outcome is being achieved. The planning team that includes an NLACRC psychologist and physician determines referral and provision of funded counseling services. Services are contingent upon the willingness of the consumer or family member to participate in counseling.

EXPERIMENTAL TREATMENTS/DEVICES

NLACRC shall not purchase experimental treatments, therapeutic services, [nonmedical therapies](#) or devices that have not been clinically determined or scientifically proven to be effective or safe or for which risks, and complications are unknown. Experimental treatments or therapeutic services include experimental medical or nutritional therapy when the use of the product for that purpose is not a general physician practice. Furthermore, NLACRC shall not purchase an experimental treatment or therapeutic service when the use of the product or therapeutic service for that purpose is not the standard of practice.

EXCEPTION PROCEDURE

NLACRC cannot anticipate all requests for clinical services. It is recognized that some individual needs are so unique that they are not addressed in this service standard. Therefore, NLACRC’s executive director or his or her designee may grant exceptions. The planning team must make a request for an exception to the center’s staffing committee. The committee must review the request and make a recommendation to the executive director or designee.

EXEMPTION PROCEDURE

~~NLACRC cannot anticipate all requests for clinical services, including those clinical services with an expressed purpose of achieving an educational goal such as physical, occupational, speech and behavioral therapies, and non-medical therapies, including but not limited to, dance, recreation art, and music therapies. It is recognized that some individual needs are so unique that they are not addressed in this service standard and may meet the criteria for an exemption. NLACRC’s executive director or his or her designee may grant an exemption based on extraordinary circumstances where a service is critical to ameliorating the physical, cognitive, or psychosocial effects of a consumer’s developmental disability or is necessary to enable the consumer to remain in the family home and no alternative service is available. The planning team must make a request for an exemption to the center’s staffing committee. The committee must review the request and make a recommendation to the executive director.~~

6 The problem to be addressed in counseling.



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
May 9, 2018

*Approved by the
Department of Developmental Services
November 16, 2018*

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~~IX. SOCIAL/RECREATIONAL ACTIVITIES~~

~~Service and Procedural Standards~~

~~PHILOSOPHY~~

~~It is the philosophy of NLACRC that people with developmental disabilities have access to age appropriate social/recreational activities. NLACRC believes that such activities are an important and necessary part of all people's lives. These activities help to ensure a person's emotional well-being, promote, and develop friendships, and enhance social competencies. As such, NLACRC will promote the participation of people with developmental disabilities in meaningful social/recreational activities.~~

~~DEFINITION~~

~~Social/recreational activities help individuals to learn and develop age appropriate social skills. Also, these activities provide opportunities in both integrated and specialized settings to engage in hobbies, participate in recreational events, and pursue leisure interests. Typically, consumers access and participate in social/recreational activities via their families, residential services, or day programs.~~

~~POLICY~~

~~It is the policy of NLACRC to advocate and supply information to consumers, their family members, and service providers on social/recreational activities. This will enable consumers, their family members, and/or service providers to arrange for individual or group social/recreational activities.~~

~~When an individual's behavior, physical condition, or level of functioning precludes participation in most social activities, and their day services do not provide social/recreational opportunities, a specialized program may be indicated to develop the specific social skills needed for that individual. In those instances, the goal of the program would be for the consumer to acquire the social and behavioral skill(s) identified in the consumer's Individual Program Plan (IPP) to enable the consumer to participate in more integrated social/recreational opportunities.~~

~~For most consumers, their individual social/recreational needs should be met through the natural involvement in one's family activities or residential service program. Also, consumers often participate in social/recreational activities as part of their educational or day service. NLACRC will not purchase social recreational activities pursuant to the suspension of authority established in statute, unless an exemption is granted.~~

~~EXEMPTION PROCEDURE~~

~~NLACRC cannot anticipate all requests for social/recreational services. It is recognized that some individual needs are so unique that they are not addressed in this service standard and may meet the criteria for an exemption. NLACRC's executive director or his/her designee may grant an exemption based on extraordinary circumstances where a service is critical to ameliorating the physical, cognitive, or psychosocial effects of a consumer's developmental disability or is necessary to enable the consumer to remain in the family home and no alternative service is available. The planning team must make a request for an exemption to the center's staffing committee. The committee must review the request and make a recommendation to the executive director or his/her designee.~~

North Los Angeles County Regional Center
Strategic Planning Committee

Policies & Procedures

Rationale

North Los Angeles County Regional Center's (NLACRC) Board of Trustees will create a permanent Strategic Planning Committee (SPC) charged with developing and implementing annual performance contract objectives. The committee will also participate in the development and monitoring of the Center's strategic plan and give advice to the Board of Trustees on developing a long-range resource development plan.

Composition

- The composition of the SPC shall be consistent with requirements found in the Lanterman Developmental Disabilities Services Act for regional centers when convening any task force or advisory group. As such, the SPC shall have members who are or who represent primary consumers, family members, service providers, the State Council, and staff. The SPC should have not less than twelve (12) or more than sixteen (16) members. The chairperson is selected by the members of the committee.
- The board president, with the advice and consent of the Board of Trustees, shall appoint committee members. A quorum shall consist of 50% of the members of the SPC.

Purpose

The SPC will identify gaps in the service delivery system and recommend alternatives to close these gaps. The committee may identify service gaps in generic agencies within NLACRC's catchment area that may require some systems advocacy, legislation or interagency coordination.

Duties

The duties of the SPC shall be to ~~provide advice participate~~ in the development of NLACRC's strategic plan, performance contract and make recommendations to the Board of Trustees on adopting and modifying goals and objectives contained in the performance contract. At the direction of the Board, the SPC may be required to develop recommendations for the Board's consideration in other areas, such as pending legislation, housing, or other activities that may require NLACRC to utilize a community forum for input.

[polpro.spc] Approved: August 10, 2016

**Excerpt from
BYLAWS
OF
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.**
Adopted March 10, 2021

“... ARTICLE VII

COMMITTEES

Section 1. Provision for Committees. The Regional Center shall have such committees as are provided for herein or as are designated by resolution adopted by a majority vote of the Board.

Section 2. Appointment of Committees. Except for the Executive Committee, the Vendor Advisory Committee, and the Consumer Advisory Committee, membership on committees shall be by appointment by the President with the advice and consent of the Board. All committee members must be Trustees, with the exception of the Consumer Advisory Committee, Post-Retirement Medical Trust Committee, Strategic Planning Committee, and Vendor Advisory Committee.

Section 3. Structure and Operation of Committees.

(a) All chairpersons of committees shall be appointed by the President unless otherwise specified in the Bylaws.

(b) No committee may speak for the Board as a whole or take action that may be binding upon the Board or the Regional Center without the expressed permission or authorization of the Board, except as otherwise provided for in these Bylaws.

(c) Minutes are to be kept of all committee meetings and kept on file at the principal office and posted on the Regional Center’s website.

(d) Members may serve more than one (1) consecutive term on a committee.

(e) Committees of the Board shall be comprised of a minimum of three (3) Trustees except for the Consumer Advisory Committee, Post-Retirement Medical Trust Committee, Strategic Planning Committee, and Vendor Advisory Committee.

(f) The members of a committee provided for hereunder may participate in any meeting through the use of conference telephone, video conferencing, or other

similar communications equipment. Participation in a meeting, through the use of conference telephone pursuant to this paragraph, shall constitute presence in person at such meeting as long as all members participating in such meeting can hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) pursuant to this paragraph, shall constitute presence in person at that meeting if all of the following apply:

(1) Each member participating in the meeting can communicate with all of the other members concurrently.

(2) Each member is provided with the means of participating in all matters before the committee, including, without limitation, the capacity to propose or to interpose an objection to a specific action to be taken by the committee.

(3) The committee adopts and implements some means of verifying both of the following:

(a) A person participating in the meeting is a committee member or other person entitled to participate in the meeting.

(b) All actions of or votes by the committee are taken or cast only by the committee members and not by persons who are not committee members.

Section 4. Executive Committee.

(a) Composition. The Executive Committee shall consist of the duly elected officers and the most immediate past President still serving on the Board. The president shall be the chairperson.

(b) Authority and Duties. The primary purpose of the Executive Committee shall be to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board. In such matters, the Executive Committee shall have the full power and authority of the Board, except that the Executive Committee shall have no authority to adopt, amend or repeal Bylaws. The Executive Committee shall also have such power and authority to perform such other duties as the Board may from time to time determine or delegate. All business conducted by the Executive Committee on behalf of the Board shall be reported at the next meeting of the Board. The Executive Committee shall also have the power and authority to oversee the performance evaluation and negotiate contracts with the Executive Director of the Regional Center.

(c) Conduct of Business. A quorum shall be 50% of the Executive Committee. The Executive Committee may conduct its business in an informal manner except that the affirmative vote of a majority of committee members present at a duly called meeting shall be necessary to transact the business of the committee, except as provided in Subsection (d) of this Section 4. Members of the Board are invited to express their opinions to the Executive Committee and to attend any meetings of the Executive Committee.

(d) Action Without Meeting. Any action required or permitted to be taken by the Executive Committee under any provision of the California Corporations Code may be taken without a meeting, if all members of the Executive Committee shall individually or collectively consent, in writing, to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Executive Committee. All such business conducted by the Executive Committee on behalf of the Board shall be reported at the next meeting of the Board.

Section 5. Nominating Committee.

(a) Composition. The membership of the Nominating Committee shall consist of not less than four (4) members. The Nominating Committee members will elect their own chairperson. A quorum shall consist of 50% of the members of the Nominating Committee.

(b) Term of Members. The term of members shall be set at two (2) years, with not more than two (2) members of the Nominating Committee being replaced annually to provide for continuity.

(c) Duties. The duties of the Nominating Committee shall be to collect, categorize, screen, and keep on file at the principal office all applications submitted to the Regional Center for the Board designated business. These applications shall be kept confidential; only the Board President, Executive Director, Secretary, and members of the Nominating Committee (including the Vendor Advisory Committee representative) may have access to them.

(1) Selection of Board Members. The Nominating Committee shall have the responsibility to seek out and select qualified candidates for presentation and election as Trustees of the Regional Center, as provided for at Section 7 of Article IV of these Bylaws.

(2) Selection of Officers. The Nominating Committee shall present a slate to the Board for the office of President, First Vice President, Second Vice

President, Secretary, Treasurer, ARCA delegate and ARCA alternate, as provided for at Section 2 of Article V of these Bylaws. In the event of a vacancy occurring in any office during a term of office, the Nominating Committee shall present to the Board its recommendation for a person or persons to fill the vacancy.

(3) Selection of Vendor Advisory Committee Members. The Nominating Committee shall submit to the Board a slate of providers to be elected to the Vendor Advisory Committee by the Board at its regularly scheduled June meeting.

(4) Selection of Consumer Advisory Committee Members. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in five (5) Consumer Advisory Committee meetings during any 12-month period.

Section 6. Consumer Services Committee.

(a) Composition. The Consumer Services Committee shall select its chairperson. A quorum shall consist of 50% of the members of the Consumer Services Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Consumer Services Committee shall be to review and recommend standards and policy consistent with the needs of Regional Center consumers with regard to:

(1) Regional Center services such as consumers' rights, case management, intake, assessment, and community development.

(2) Services provided by agencies outside the Regional Center.

Section 7. Government and Community Relations Committee.

(a) Composition. The Government and Community Relations Committee shall select its chairperson. A quorum shall consist of 50% of the members of the Government and Community Relations Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Government and Community Relations Committee shall be to:

(1) Review any pending legislation pertinent to people with developmental disabilities and to coordinate contacts with legislators representing the catchment area or responsible for introducing, reviewing or

acting upon legislation affecting the segment of the population served by this Regional Center; and

(2) To inform and educate the diversified communities served by the Regional Center as to the purposes, policies and operational procedures of the organization; and to serve as a clearing-house for all public awareness forums.

Section 8. Administrative Affairs Committee.

(a) Composition. The Treasurer shall be the chairperson. A quorum shall consist of 50% of the members of the Administrative Affairs Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Administrative Affairs Committee shall be to review and monitor contract obligations; review and monitor the budget; report expenditures to the Board; recommend policy in personnel matters regarding hiring, salaries, retention and related issues; and recommend policies affecting other areas of administrative services.

Section 9. Vendor Advisory Committee.

(a) Composition. The membership of the Vendor Advisory Committee shall consist of not more than eighteen (18) members. It shall be composed of persons representing a wide variety of the various categories of providers from which the Regional Center purchases consumer services including the disabilities served by the Regional Center. The Trustee designated to the Board by the Vendor Advisory Committee shall serve as chairperson. A quorum shall consist of 50% of the members of the Vendor Advisory Committee.

(b) Election and Term of Members. The members of the Vendor Advisory Committee shall be elected by the Board and shall each serve a term of three (3) years. Such term shall commence on July 1 of the year in which a member is elected unless the member has been elected to fill a vacancy as provided for herein. If a vacancy occurs on the Vendor Advisory Committee, the Nominating Committee shall recommend a replacement to the Board as a whole who shall then elect the replacement by a majority vote. In the event a member has been elected to fill such vacancy, the term shall commence upon election or as otherwise provided by the Board and shall continue for the balance of the regular term subject to such vacancy. No member shall serve on the Vendor Advisory Committee for more than six (6) consecutive years. An individual who has served six (6) consecutive years shall not be eligible to again serve as a member of the Vendor Advisory Committee for a period of twelve (12) months.

If an individual who resigns from the Vendor Advisory Committee prior to the expiration of his or her term is re-appointed to the Vendor Advisory Committee in less than twelve (12) months, his or her prior months/years served on the Vendor Advisory Committee shall be considered part of the person's term.

(c) Duties. The duties of the Vendor Advisory Committee shall be to provide advice, guidance, recommendations, and technical assistance to the Board to assist the Board in carrying out its mandated duties. The Vendor Advisory Committee shall designate one (1) of its members to serve as a member of the Board.

Section 10. Consumer Advisory Committee.

(a) Composition. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in four Consumer Advisory Committee meetings during any 12-month period.

(b) Election of Committee Chair. The Consumer Advisory Committee chair shall be a member of the Board of Trustees and elected by the Board of Trustees. The term of office shall be one year with no limitations on the number of terms. However, the Nominating Committee should give consideration to alternating their nomination for the position among eligible board members. Election of the committee chair will occur at the time of the regular board elections. The Nominating Committee will also recommend the nomination of a vice-chair.

(c) Duties. The duties of the Consumer Advisory Committee shall be to provide the Center's Board of Trustees with recommendations on legislation or services and supports provided by the center or other publicly funded entities

Section 11. Strategic Planning Committee

(a) Composition. The Strategic Planning Committee shall be consistent with requirements found in the Lanterman Developmental Disabilities Services Act for regional centers when convening any task force or advisory group. As such, the Strategic Planning Committee ~~shall~~ may have members who are or who represent primary consumers, family members, service providers, the State Council, and staff. The Strategic Planning Committee should have not less than twelve (12) or more than sixteen (16) members, of which a minimum being 60% board members. The chairperson is selected by the members of the committee. The board president, with the advice and consent of the Board of Trustees, shall appoint committee members. A quorum shall consist of 50% of the members of the Strategic Planning Committee.

(b) Duties. The Strategic Planning Committee is charged with providing advice in the development and implementation of the Regional Center's annual performance contract, the objectives contained therein, and recommendations to the Board of Trustees on adopting and modifying goals and objectives contained in the contract. The committee may advise to the Board of Trustees on developing a long-range resource development plan and participate in the strategic planning of types of services needed. The Strategic Planning Committee may identify gaps in the service delivery system, including generic agencies, and recommend alternatives to close these gaps, such as systems advocacy, legislation, or interagency coordination. At the direction of the Board, the Strategic Planning Committee may be charged with developing recommendations for the Board's consideration in other areas, such as housing or other activities that may require the Regional Center to utilize a community forum for input.

..."

North Los Angeles County Regional Center

Strategic Planning Committee

Priorities for FY 2021-22

1. Competitive Integrated Employment

- Develop and encourage career development, vocational training, competitive integrated employment opportunities and paid internships for consumers 14 years of age and older.

2. Self-Determination

- Provide creative, sustainable services to consumers and families looking for alternatives to vendorization.

3. In Home Supportive Services and Mental Health Services

- Increased access in service delivery with regional center support.

4. Housing

- Advocate and/or develop affordable, accessible, and specialized housing for consumers in each of our valleys

5. Service Access and Equity

- Identify strategies and ~~monitor~~ evaluate progress in ~~addressing~~ reducing disparities in the ~~coordinating~~ coordination or authorizing services, both internally and externally. (internal)
- ~~Identify strategies and monitor progress in addressing barriers to accessing services and supports.~~ (external)

6. Home and Community Based Services (HCBS) Final Rule

- Monitor NLACRC's efforts to support compliance with the HCBS final rules by March 2023.



**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2021-2022
October 2021**

| BUDGET CATEGORY | Projected Annual C-1 Budget | Month Exp | Y-T-D Expenditures | Projected Annual Expenditures | Projected Annual Surplus/(Deficit) | Percent Under(Over) Budget |
|---|-----------------------------------|---------------------|-----------------------|-------------------------------------|--|----------------------------------|
| Operations | | | | | | |
| Salaries & Benefits | \$51,245,450 | \$4,726,421 | \$15,111,608 | \$51,245,450 | \$0 | 0.00% |
| Operating Expenses | \$14,172,461 | \$655,664 | \$3,815,487 | \$14,172,461 | \$0 | 0.00% |
| Subtotal OPS General | \$65,417,911 | \$5,382,085 | \$18,927,095 | \$65,417,911 | \$0 | 0.00% |
| Salaries & Benefits - CPP Regular | \$0 | \$66,665 | \$187,487 | \$0 | \$0 | 0.00% |
| Operating Expenses - CPP Regular | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| Subtotal OPS CPP Regular | \$0 | \$66,665 | \$187,487 | \$0 | \$0 | 0.00% |
| Salaries & Benefits - DC Closure/Ongoing Workload | \$0 | \$35,962 | \$108,479 | \$0 | \$0 | 0.00% |
| Operating Expenses - DC Closure/Ongoing Workload | \$0 | \$0 | \$46 | \$0 | \$0 | 0.00% |
| Subtotal OPS DC Closure/Ongoing Workload | \$0 | \$35,962 | \$108,525 | \$0 | \$0 | 0.00% |
| Family Resource Center (FRC) | \$207,187 | \$0 | \$0 | \$207,187 | \$0 | 0.00% |
| Self Determination Program (SDP) Participant Supports | \$149,331 | \$0 | \$0 | \$149,331 | \$0 | 0.00% |
| Subtotal OPS Projects | \$356,518 | \$0 | \$0 | \$356,518 | \$0 | 0.00% |
| Total Operations: | \$65,774,429 | \$5,484,712 | \$19,223,107 | \$65,774,429 | \$0 | 0.00% |
| Purchase of Services | | | | | | |
| Purchase of Services ("POS") (General) | \$661,064,740 | \$48,707,629 | \$181,991,157 | \$661,064,740 | \$0 | 0.00% |
| CPP Regular and DC Closure/Ongoing Workload | \$100,000 | -\$14,972 | \$17,067 | \$100,000 | \$0 | 0.00% |
| Total Purchase of Services: | \$661,164,740 | \$48,692,657 | \$182,008,224 | \$661,164,740 | \$0 | 0.00% |
| Total NLACRC Budget: | \$726,939,169 | \$54,177,369 | \$201,231,331 | \$726,939,169 | \$0 | 0.00% |

Note A: C-2 Amendment will include additional OPS Funding, CRDP/PPP-OPS Funding, and PPP-POS Funding

Note B: POS Projected Annual Expenditures will be adjusted with the POS Expenditure Projection ("PEP") report due to DDS on December 10, 2021

North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report
Consolidated
Fiscal Year 2021-2022 (October 2021 Service Month as of November 18, 2021 State Claim

| Description | Current Month | | |
|--|--------------------------|---------------------------|--------------------------|
| | Administrative Operating | Direct Operating Expenses | Total Operating Expenses |
| Salaries & Wages | 581,393.79 | 3,139,297.58 | 3,720,691.37 |
| Benefits ** | 103,765.04 | 640,434.44 | 744,199.48 |
| ABX2-1 Salaries & Wages | 39,929.50 | 297,721.23 | 337,650.73 |
| ABX2-1 Benefits | 2,957.81 | 23,548.83 | 26,506.64 |
| Subtotal Salaries & Benefits | 728,046.14 | 4,101,002.08 | 4,829,048.22 |
| Salaries & Benefits Allocation | 15.1% | 84.9% | 100.0% |
| Equipment Rental | 2,191.46 | 24,275.37 | 26,466.83 |
| Equipment Maintenance | 4,633.53 | Not Allowable | 4,633.53 |
| Facility Rent | 34,315.59 | 380,123.73 | 414,439.32 |
| Facility Maintenance-AV | 6,355.69 | Not Allowable | 6,355.69 |
| Facility Maintenance-Van Nuys | 8,416.20 | Not Allowable | 8,416.20 |
| Facility Maintenance-SCV | 5,850.55 | Not Allowable | 5,850.55 |
| Communication | 1,053.00 | 11,664.15 | 12,717.15 |
| General Office Expenses | 182.27 | 2,019.02 | 2,201.29 |
| Printing | 0.00 | 0.00 | 0.00 |
| Insurance | 0.00 | 0.00 | 0.00 |
| Insurance-Deductible | 0.00 | 0.00 | 0.00 |
| Utilities-AV | 1,354.97 | 15,009.43 | 16,364.40 |
| Data Processing-Payroll Fees | 671.01 | Not Allowable | 671.01 |
| Data Processing-Outside Svcs | 0.00 | Not Allowable | 0.00 |
| Data Processing-Misc | 0.00 | Not Allowable | 0.00 |
| Data Processing Maint. | 8,924.19 | Not Allowable | 8,924.19 |
| Interest Expense | 23,327.61 | 0.00 | 23,327.61 |
| Bank Fees | 0.00 | 0.00 | 0.00 |
| Bank Fees-PRMT | 3,958.19 | 0.00 | 3,958.19 |
| Legal Fees | 125.00 | 9,746.60 | 9,871.60 |
| Legal Fees-Insurance Deductible | 0.00 | 0.00 | 0.00 |
| Brd. of Director Exp. | 2,833.44 | 0.00 | 2,833.44 |
| ARCA Dues | 0.00 | 0.00 | 0.00 |
| Accounting Fees | 0.00 | 0.00 | 0.00 |
| Equipment Purchases | 0.00 | 0.00 | 0.00 |
| Software and Licenses | 1,257.08 | 13,925.11 | 15,182.19 |
| Equipment - AV Loan Principle Payment | 0.00 | 14,370.11 | 14,370.11 |
| Contractor/Consultant | 4,463.74 | 49,446.26 | 53,910.00 |
| Contr./Consult.: FFRC Library | 0.00 | 0.00 | 0.00 |
| Contr./Consult.: CPP | 0.00 | 0.00 | 0.00 |
| Mileage | 1,380.46 | 8,412.92 | 9,793.38 |
| Travel | 0.00 | 0.00 | 0.00 |
| General Expenses | 3,166.43 | 13,322.05 | 16,488.48 |
| General Expenses-Remodel AV | (1,111.00) | 0.00 | (1,111.00) |
| General Expenses-Remodel SCV | 0.00 | 0.00 | 0.00 |
| General Expenses-Remodel SFV | 0.00 | 0.00 | 0.00 |
| ABX2-1 Admin Expenses | 0.00 | 0.00 | 0.00 |
| Equity/Disparity Projects | 0.00 | 0.00 | 0.00 |
| CalFRESH Project | 0.00 | 0.00 | 0.00 |
| Restricted: SDP-Participants Support | 0.00 | 0.00 | 0.00 |
| Subtotal Operating Expenses | 113,349.41 | 542,314.75 | 655,664.16 |
| Operating Expenses Allocation | 17.3% | 82.7% | 100.0% |
| Total Salaries & Operating Expenses | 841,395.55 | 4,643,316.83 | 5,484,712.38 |
| Salaries & Operating Exp. Allocation | 15.3% | 84.7% | 100.0% |
| Project Funds: Family Resource Center | 0.00 | 0.00 | 0.00 |
| Income Not from DDS (i.e. Interest) | (706.32) | 0.00 | (706.32) |
| Total Expenses Less Other Income | 840,689.23 | 4,643,316.83 | 5,484,006.06 |
| Total Expenses Admin vs Direct Allocation | 15.33% | 84.67% | 100.0% |

| YTD | | |
|--------------------------|---------------------------|--------------------------|
| Administrative Operating | Direct Operating Expenses | Total Operating Expenses |
| 1,680,631.51 | 8,743,302.13 | 10,423,933.64 |
| 506,092.90 | 3,401,620.2 | 3,907,713.08 |
| 104,908.04 | 814,996.12 | 919,904.16 |
| 17,324.34 | 138,698.94 | 156,023.28 |
| 2,308,956.79 | 13,098,617.37 | 15,407,574.16 |
| 15.0% | 85.0% | 100.0% |
| 7,186.30 | 79,515.04 | 86,701.34 |
| 6,181.53 | Not Allowable | 6,181.53 |
| 165,767.87 | 1,844,527.60 | 2,010,295.47 |
| 33,448.77 | Not Allowable | 33,448.77 |
| 41,242.20 | Not Allowable | 41,242.20 |
| 33,317.11 | Not Allowable | 33,317.11 |
| 10,738.04 | 118,947.56 | 129,685.60 |
| 2,342.55 | 32,340.04 | 34,682.59 |
| 1,371.88 | 15,022.09 | 16,393.97 |
| 127,948.28 | 302,479.72 | 430,428.00 |
| 0.00 | 0.00 | 0.00 |
| 3,763.83 | 41,693.10 | 45,456.93 |
| 37,901.84 | Not Allowable | 37,901.84 |
| 0.00 | Not Allowable | 0.00 |
| 0.00 | Not Allowable | 0.00 |
| 51,770.17 | Not Allowable | 51,770.17 |
| 60,105.87 | 0.00 | 60,105.87 |
| 0.00 | 0.00 | 0.00 |
| 3,958.19 | 0.00 | 3,958.19 |
| 10,595.01 | 61,137.74 | 71,732.75 |
| 0.00 | 0.00 | 0.00 |
| 12,351.48 | 0.00 | 12,351.48 |
| 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 |
| 763.35 | 8,455.89 | 9,219.24 |
| 25,627.54 | 283,883.71 | 309,511.25 |
| 0.00 | 14,370.11 | 14,370.11 |
| 22,347.08 | 247,545.67 | 269,892.75 |
| 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 |
| 3,580.39 | 21,042.43 | 24,622.82 |
| 0.00 | 2,549.11 | 2,549.11 |
| 10,425.40 | 62,481.20 | 72,906.60 |
| 0.00 | 2,588.00 | 2,588.00 |
| 0.00 | 0.00 | 0.00 |
| 75.26 | 833.67 | 908.93 |
| 3,310.00 | 0.00 | 3,310.00 |
| 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 |
| 676,119.94 | 3,139,412.68 | 3,815,532.62 |
| 17.7% | 82.3% | 100.0% |
| 2,985,076.73 | 16,238,030.05 | 19,223,106.78 |
| 15.5% | 84.5% | 100.0% |
| 0.00 | 0.00 | 0.00 |
| (3,804.21) | 0.00 | (3,804.21) |
| 2,981,272.52 | 16,238,030.05 | 19,219,302.57 |
| 15.5% | 84.5% | 100.0% |

NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2021-2022
October 2021

| TOTAL BUDGET SOURCES Fiscal Year 2021-2022 | |
|--|----------------------|
| Prelim from DDS for OPS | \$51,469,243 |
| C-1 from DDS for OPS, Projects, and CRDP/CPP | \$14,143,635 |
| C-2 from DDS for OPS, Projects, and CRDP/CPP | |
| C-3 from DDS for OPS, Projects, and CRDP/CPP | |
| C-4 from DDS for OPS, Projects, and CRDP/CPP | |
| C-5 from DDS for OPS, Projects, and CRDP/CPP | |
| C-6 from DDS for OPS, Projects, and CRDP/CPP | |
| Prelim from DDS for POS | \$507,005,727 |
| C-1 from DDS for POS and POS-CRDP/CPP | \$144,946,938 |
| C-2 from DDS for POS-CRDP/CPP | |
| C-3 from DDS for POS-CRDP/CPP | |
| C-4 from DDS for POS-CRDP/CPP | |
| C-5 from DDS for POS-CRDP/CPP | |
| C-6 from DDS for POS-CRDP/CPP/HCBSW | |
| Subtotal - Total Budget received from DDS | \$717,565,543 |
| Projected Revenue | \$161,551 |
| Subtotal - Projected Revenue Operations | \$161,551 |
| Projected ICF/SPA Transportation/Day Program Revenue | \$9,212,075 |
| Subtotal - Projected Revenue Purchase of Services | \$9,212,075 |
| Total Budget | \$726,939,169 |

| OPERATIONS BUDGET SOURCES Fiscal Year 2021-2022 | |
|--|---------------------|
| GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP) | |
| Preliminary, General Operations (OPS) | 51,469,243 |
| C-1, OPS Allocation | 13,787,117 |
| C-2, OPS Allocation | |
| C-3, OPS Allocation | |
| C-4, OPS Allocation | |
| C-5, OPS Allocation | |
| Total General OPS | 65,256,360 |
| Projected Interest Income | \$6,701 |
| Projected Other Income | \$24,850 |
| Projected ICF/SPA Admin Fee | \$130,000 |
| Total Other Revenue | 161,551 |
| TOTAL GENERAL OPS | 65,417,911 |
| Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP") | \$0 |
| C-1, OPS CRDP/CPP | \$0 |
| C-2, OPS CRDP/CPP | \$0 |
| Total CRDP/CPP Regular | \$0 |
| Preliminary, Developmental Center ("DC") Closure/Ongoing Workload | \$0 |
| C-1, OPS DC Closure/Ongoing Workload | \$0 |
| C-2, OPS DC Closure/Ongoing Workload | \$0 |
| Total CPP DC Closure/Ongoing Workload | \$0 |
| Family Resource Center ("FRC") | \$207,187 |
| SDP Participant Supports | \$149,331 |
| Total OPS PROJECTS | \$356,518 |
| Total Operations Budget | \$65,774,429 |

| PURCHASE OF SERVICES (POS) BUDGET SOURCES Fiscal Year 2021-2022 | |
|---|----------------------|
| General POS (Excludes CPP-POS Regular, CRDP/CPP) | |
| Preliminary, POS | \$507,005,727 |
| C-1, POS Allocation | \$144,846,938 |
| C-2, POS Allocation | \$0 |
| C-3, POS Allocation | \$0 |
| C-4, POS Allocation | \$0 |
| Total General POS Allocation | \$651,852,665 |
| ADD: | |
| Projected ICF SPA Revenue | \$9,212,075 |
| Total Budget, General POS | \$661,064,740 |

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2021-2022
October 2021**

| | Projected Annual C-1 Budget | Net Month | Expended Y-T-D | Projected Remaining Expenses | Proj Annual Expenses | Projected Surplus/ (Deficit) |
|--|-----------------------------------|-------------------|--------------------|------------------------------------|-------------------------|------------------------------------|
| PURCHASE OF SERVICE | | | | | | |
| POS (General) | | | | | | |
| 3.2 Out of Home | 117,585,839 | 8,270,837 | 31,327,828 | 86,258,011 | 117,585,839 | 0 |
| 4.3 Day Programs | 86,029,173 | 6,649,403 | 24,545,891 | 61,483,282 | 86,029,173 | 0 |
| 4.3 Habilitation Programs | 4,556,032 | 320,642 | 1,191,868 | 3,364,164 | 4,556,032 | 0 |
| 5.4 Transportation | 22,158,528 | 1,779,371 | 6,434,453 | 15,724,075 | 22,158,528 | 0 |
| 6.5 Other Services | 430,735,168 | 31,687,376 | 118,491,117 | 312,244,051 | 430,735,168 | 0 |
| Total POS (General): | 661,064,740 | 48,707,629 | 181,991,157 | 479,073,583 | 661,064,740 | 0 |
| CRDP & CPP | | | | | | |
| CRDP & CPP Placements | 100,000 | 3,453 | 15,593 | 88,715 | 100,000 | 0 |
| CRDP & CPP Assessments | 0 | 0 | 0 | 0 | 0 | 0 |
| CRDP & CPP Start Up | 0 | 0 | 0 | 0 | 0 | 0 |
| Deflection CRDP & CPP | 0 | (18,425) | 1,474 | (1,474) | 0 | 0 |
| Total CRDP & CPP: | 100,000 | (14,972) | 17,067 | 87,241 | 100,000 | 0 |
| HCBS Compliance Funding | 0 | 0 | 0 | 0 | 0 | 0 |
| Total HCBS: | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Purchase of Service: | 661,164,740 | 48,692,657 | 182,008,224 | 479,160,824 | 661,164,740 | 0 |
| OPERATIONS | | | | | | |
| 25010 Salaries/Benefits | 48,129,903 | 4,464,891 | 14,331,647 | 33,798,256 | 48,129,903 | 0 |
| 25010 ABX2-1 | 3,115,547 | 364,157 | 1,075,927 | 2,039,620 | 3,115,547 | 0 |
| Total Salaries/Benefits: | 51,245,450 | 4,829,048 | 15,407,574 | 35,837,876 | 51,245,450 | 0 |
| OPERATING EXPENSE | | | | | | |
| 30010 Equipment Rental | 449,184 | 26,467 | 86,701 | 362,483 | 449,184 | 0 |
| 30020 Equipment Maint | 87,499 | 4,634 | 6,182 | 81,317 | 87,499 | 0 |
| 30030 Facility Rent | 5,024,907 | 414,439 | 2,010,295 | 3,014,612 | 5,024,907 | 0 |
| 30040 Facility.Maint. AV | 261,820 | 6,356 | 33,449 | 228,371 | 261,820 | 0 |
| 30041 Facility Maint. SFV | 149,087 | 8,416 | 41,242 | 107,845 | 149,087 | 0 |
| 30042 Facility Maint. SCV | 97,220 | 5,851 | 33,317 | 63,903 | 97,220 | 0 |
| 30050 Communication | 819,708 | 12,717 | 129,686 | 690,022 | 819,708 | 0 |
| 30060 General Office Exp | 273,752 | 2,201 | 34,683 | 239,069 | 273,752 | 0 |
| 30070 Printing | 36,302 | 0 | 16,394 | 19,908 | 36,302 | 0 |
| 30080 Insurance | 469,879 | 0 | 430,428 | 39,451 | 469,879 | 0 |
| 30090 Utilities | 156,398 | 16,364 | 45,457 | 110,941 | 156,398 | 0 |
| 30100 Data Processing | 157,248 | 671 | 37,902 | 119,346 | 157,248 | 0 |
| 30110 Data Proc. Maint | 305,700 | 8,924 | 51,770 | 253,930 | 305,700 | 0 |
| 30120 Interest Expense | 245,986 | 23,328 | 60,106 | 185,880 | 245,986 | 0 |
| 30130 Bank Fees | 185,156 | 3,958 | 3,958 | 181,198 | 185,156 | 0 |
| 30140 Legal Fees | 935,500 | 9,872 | 71,733 | 863,767 | 935,500 | 0 |
| 30150 Board of Trustees Exp | 101,500 | 2,833 | 12,351 | 89,149 | 101,500 | 0 |
| 30151 ARCA Dues | 109,598 | 0 | 0 | 109,598 | 109,598 | 0 |
| 30160 Accounting Fees | 99,050 | 0 | 0 | 99,050 | 99,050 | 0 |
| 30170 Equipment Purchases | 1,075,979 | 29,552 | 333,101 | 742,878 | 1,075,979 | 0 |
| 30180 Contr/Consult-Adm | 1,220,970 | 53,910 | 269,893 | 951,077 | 1,220,970 | 0 |
| 30220 Mileage/Travel | 232,140 | 9,793 | 27,172 | 204,968 | 232,140 | 0 |
| 30240 General Expenses | 1,536,474 | 15,377 | 76,404 | 1,460,070 | 1,536,474 | 0 |
| 30240 ABX2-1 | 141,404 | 0 | 3,310 | 138,094 | 141,404 | 0 |
| Total Operating Expenses: | 14,172,461 | 655,664 | 3,815,533 | 10,356,929 | 14,172,461 | 0 |
| Total Operations: | 65,417,911 | 5,484,712 | 19,223,107 | 46,194,804 | 65,417,911 | 0 |
| Total Gross Budget : | 726,582,651 | 54,177,369 | 201,231,331 | 525,355,628 | 726,582,651 | 0 |
| OPS Projects: | 356,518 | 0 | 0 | 356,518 | 356,518 | 0 |
| Total Gross Budget with Projects: | 726,939,169 | 54,177,369 | 201,231,331 | 525,712,146 | 726,939,169 | 0 |

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2021-2022
October 2021

| | Projected Annual C-1 Budget | Net Month | Expended Y-T-D | Projected Remaining Expenses | Projected Annual Expenses | Projected Surplus/(Deficit) |
|----------------------------------|--|----------------------|---------------------------|---|--|--|
| PURCHASE OF SERVICE | | | | | | |
| POS (General) | | | | | | |
| 3.2 Out of Home | 117,585,839 | 8,270,837 | 31,327,828 | 86,258,011 | 117,585,839 | 0 |
| 4.3 Day Programs | 86,029,173 | 6,649,403 | 24,545,891 | 61,483,282 | 86,029,173 | 0 |
| 4.3 Habilitation Programs | 4,556,032 | 320,642 | 1,191,868 | 3,364,164 | 4,556,032 | 0 |
| 5.4 Transportation | 22,158,528 | 1,779,371 | 6,434,453 | 15,724,075 | 22,158,528 | 0 |
| 6.5 Other Services | 430,735,168 | 31,687,376 | 118,491,117 | 312,244,051 | 430,735,168 | 0 |
| Total POS (General): | 661,064,740 | 48,707,629 | 181,991,157 | 479,073,583 | 661,064,740 | 0 |
| OPERATIONS | | | | | | |
| 25010 Salaries/Benefits | 48,129,903 | 4,362,264 | 14,035,681 | 34,094,222 | 48,129,903 | 0 |
| 25010 ABX2-1 | 3,115,547 | 364,157 | 1,075,927 | 2,039,620 | 3,115,547 | 0 |
| Total Salaries: | 51,245,450 | 4,726,421 | 15,111,608 | 36,133,842 | 51,245,450 | 0 |
| OPERATING EXPENSE | | | | | | |
| 30010 Equipment Rental | 449,184 | 26,467 | 86,701 | 362,483 | 449,184 | 0 |
| 30020 Equipment Maint | 87,499 | 4,634 | 6,182 | 81,317 | 87,499 | 0 |
| 30030 Facility Rental | 5,024,907 | 414,439 | 2,010,295 | 3,014,612 | 5,024,907 | 0 |
| 30040 Facility Maint. AV | 261,820 | 6,356 | 33,449 | 228,371 | 261,820 | 0 |
| 30041 Facility Maint. SFV | 149,087 | 8,416 | 41,242 | 107,845 | 149,087 | 0 |
| 30042 Facility Maint. SCV | 97,220 | 5,851 | 33,317 | 63,903 | 97,220 | 0 |
| 30050 Communication | 819,708 | 12,717 | 129,686 | 690,022 | 819,708 | 0 |
| 30060 General Office Exp | 273,752 | 2,201 | 34,683 | 239,069 | 273,752 | 0 |
| 30070 Printing | 36,302 | 0 | 16,394 | 19,908 | 36,302 | 0 |
| 30080 Insurance | 469,879 | 0 | 430,428 | 39,451 | 469,879 | 0 |
| 30090 Utilities | 156,398 | 16,364 | 45,457 | 110,941 | 156,398 | 0 |
| 30100 Data Processing | 157,248 | 671 | 37,902 | 119,346 | 157,248 | 0 |
| 30110 Data Proc. Maint | 305,700 | 8,924 | 51,770 | 253,930 | 305,700 | 0 |
| 30120 Interest Expense | 245,986 | 23,328 | 60,106 | 185,880 | 245,986 | 0 |
| 30130 Bank Fees | 185,156 | 3,958 | 3,958 | 181,198 | 185,156 | 0 |
| 30140 Legal Fees | 935,500 | 9,872 | 71,733 | 863,767 | 935,500 | 0 |
| 30150 Board of Trustees Exp | 101,500 | 2,833 | 12,351 | 89,149 | 101,500 | 0 |
| 30151 ARCA Dues | 109,598 | 0 | 0 | 109,598 | 109,598 | 0 |
| 30160 Accounting Fees | 99,050 | 0 | 0 | 99,050 | 99,050 | 0 |
| 30170 Equipment Purchases | 1,075,979 | 29,552 | 333,101 | 742,878 | 1,075,979 | 0 |
| 30180 Contr/Consult | 1,220,970 | 53,910 | 269,893 | 951,077 | 1,220,970 | 0 |
| 30220 Mileage/Travel | 232,140 | 9,793 | 27,126 | 205,014 | 232,140 | 0 |
| 30240 General Expenses | 1,536,474 | 15,377 | 76,404 | 1,460,070 | 1,536,474 | 0 |
| 30240 ABX2-1 Admin | 141,404 | 0 | 3,310 | 138,094 | 141,404 | 0 |
| Total Operating Expenses: | 14,172,461 | 655,664 | 3,815,487 | 10,356,974 | 14,172,461 | 0 |
| Total Operations: | 65,417,911 | 5,382,085 | 18,927,095 | 46,490,816 | 65,417,911 | 0 |
| Gross Budget: | 726,482,651 | 54,089,714 | 200,918,252 | 525,564,399 | 726,482,651 | 0 |
| % of Budget: | 100.00% | 7.45% | 27.66% | 72.34% | 100.00% | 0.00% |

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2021-2022
October 2021

| | Projected Annual C-1 Budget | Net Month | Expended Y-T-D | Projected Remaining Expenses | Projected Annual Expenses | Projected Surplus/(Deficit) |
|-----------------------------|-----------------------------|-----------|----------------|------------------------------|---------------------------|-----------------------------|
| PURCHASE OF SERVICE | | | | | | |
| CPP Regular | | | | | | |
| CPP Placements | 100,000 | 3,453 | 11,285 | 88,715 | 100,000 | 0 |
| CPP Assessments | 0 | 0 | 0 | 0 | 0 | 0 |
| CPP Start Up | 0 | 0 | 0 | 0 | 0 | 0 |
| Deflection CPP | 0 | (18,425) | 1,474 | (1,474) | 0 | 0 |
| Total CPP Regular: | 100,000 | (14,972) | 12,759 | 87,241 | 100,000 | 0 |
| OPERATIONS | | | | | | |
| 25010 Salaries/Benefits | 0 | 66,665 | 187,487 | (187,487) | 0 | 0 |
| Total Salaries: | 0 | 66,665 | 187,487 | (187,487) | 0 | 0 |
| OPERATING EXPENSE | | | | | | |
| 30010 Equipment Rental | 0 | 0 | 0 | 0 | 0 | 0 |
| 30020 Equipment Maint | 0 | 0 | 0 | 0 | 0 | 0 |
| 30030 Facility Rental | 0 | 0 | 0 | 0 | 0 | 0 |
| 30040 Facility Maint. AV | 0 | 0 | 0 | 0 | 0 | 0 |
| 30041 Facility Maint. SFV | 0 | 0 | 0 | 0 | 0 | 0 |
| 30042 Facility Maint. SCV | 0 | 0 | 0 | 0 | 0 | 0 |
| 30050 Communication | 0 | 0 | 0 | 0 | 0 | 0 |
| 30060 General Office Exp | 0 | 0 | 0 | 0 | 0 | 0 |
| 30070 Printing | 0 | 0 | 0 | 0 | 0 | 0 |
| 30080 Insurance | 0 | 0 | 0 | 0 | 0 | 0 |
| 30090 Utilities | 0 | 0 | 0 | 0 | 0 | 0 |
| 30100 Data Processing | 0 | 0 | 0 | 0 | 0 | 0 |
| 30110 Data Proc. Maint | 0 | 0 | 0 | 0 | 0 | 0 |
| 30120 Interest Expense | 0 | 0 | 0 | 0 | 0 | 0 |
| 30130 Bank Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 30140 Legal Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 30150 Board of Trustees Exp | 0 | 0 | 0 | 0 | 0 | 0 |
| 30151 ARCA Dues | 0 | 0 | 0 | 0 | 0 | 0 |
| 30160 Accounting Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 30170 Equipment Purchases | 0 | 0 | 0 | 0 | 0 | 0 |
| 30180 Contr/Consult CPP | 0 | 0 | 0 | 0 | 0 | 0 |
| 30220 Mileage/Travel | 0 | 0 | 0 | 0 | 0 | 0 |
| 30240 General Expenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Operating Expenses: | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Operations: | 0 | 66,665 | 187,487 | (187,487) | 0 | 0 |
| Gross Budget: | 100,000 | 51,693 | 200,245 | (100,245) | 100,000 | 0 |

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Developmental Center ("DC") Closure/Ongoing Workload
FISCAL YEAR 2021-2022
October 2021

| | Projected Annual C-1 Budget | Net Month | Expended Y-T-D | Projected Remaining Expenses | Projected Annual Expenses | Projected Surplus/(Deficit) |
|-----------------------------|-----------------------------|-----------|----------------|------------------------------|---------------------------|-----------------------------|
| PURCHASE OF SERVICE | | | | | | |
| CRDP/CPP | | | | | | |
| CRDP & CPP Placements | 0 | 0 | 4,308 | (4,308) | 0 | 0 |
| CRDP & CPP Assessments | 0 | 0 | 0 | 0 | 0 | 0 |
| CRDP & CPP Start Up | 0 | 0 | 0 | 0 | 0 | 0 |
| Deflection CRDP & CPP | 0 | 0 | 0 | 0 | 0 | 0 |
| Total CRDP/CPP: | 0 | 0 | 4,308 | (4,308) | 0 | 0 |
| OPERATIONS | | | | | | |
| 25010 Salaries/Benefits | 0 | 35,962 | 108,479 | (108,479) | 0 | 0 |
| Total Salaries: | 0 | 35,962 | 108,479 | (108,479) | 0 | 0 |
| OPERATING EXPENSE | | | | | | |
| 30010 Equipment Rental | 0 | 0 | 0 | 0 | 0 | 0 |
| 30020 Equipment Maint | 0 | 0 | 0 | 0 | 0 | 0 |
| 30030 Facility Rental | 0 | 0 | 0 | 0 | 0 | 0 |
| 30040 Facility Maint. AV | 0 | 0 | 0 | 0 | 0 | 0 |
| 30041 Facility Maint. SFV | 0 | 0 | 0 | 0 | 0 | 0 |
| 30042 Facility Maint. SCV | 0 | 0 | 0 | 0 | 0 | 0 |
| 30050 Communication | 0 | 0 | 0 | 0 | 0 | 0 |
| 30060 General Office Exp | 0 | 0 | 0 | 0 | 0 | 0 |
| 30070 Printing | 0 | 0 | 0 | 0 | 0 | 0 |
| 30080 Insurance | 0 | 0 | 0 | 0 | 0 | 0 |
| 30090 Utilities | 0 | 0 | 0 | 0 | 0 | 0 |
| 30100 Data Processing | 0 | 0 | 0 | 0 | 0 | 0 |
| 30110 Data Proc. Maint | 0 | 0 | 0 | 0 | 0 | 0 |
| 30120 Interest Expense | 0 | 0 | 0 | 0 | 0 | 0 |
| 30130 Bank Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 30140 Legal Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 30150 Board of Trustees Exp | 0 | 0 | 0 | 0 | 0 | 0 |
| 30151 ARCA Dues | 0 | 0 | 0 | 0 | 0 | 0 |
| 30160 Accounting Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 30170 Equipment Purchases | 0 | 0 | 0 | 0 | 0 | 0 |
| 30180 Contr/Consult CPP | 0 | 0 | 0 | 0 | 0 | 0 |
| 30220 Mileage/Travel | 0 | 0 | 46 | (46) | 0 | 0 |
| 30240 General Expenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Operating Expenses: | 0 | 0 | 46 | (46) | 0 | 0 |
| Total Operations: | 0 | 35,962 | 108,525 | (108,525) | 0 | 0 |
| Gross Budget: | 0 | 35,962 | 112,834 | (112,834) | 0 | 0 |

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2021-2022
October 2021

| | Projected Annual C-1 Budget | EXPENDED MONTH | EXPENDED Y-T-D | BALANCE REMAINING | PROJECTED EXPENDITURES | SURPLUS/ (DEFICIT) |
|--|-----------------------------|----------------|----------------|-------------------|------------------------|--------------------|
| Family Resource Center ("FRC") | \$207,187 | \$0 | \$0 | \$207,187 | \$207,187 | \$0 |
| Self Determination Program ("SDP") Participant Support | \$149,331 | \$0 | \$0 | \$149,331 | \$149,331 | \$0 |
| TOTAL: | \$356,518 | \$0 | \$0 | \$356,518 | \$356,518 | \$0 |

Family Resource Center: Family Resource Center provides services and support for families and infants and toddlers, under the age of three years, that have a developmental delay, disability, or condition that places them at risk of a disability. Services include, as specified in Government Code 95024(d)(2), parent-to-parent support, information dissemination, public awareness, and family-professional collaboration activities; and per Government Code 95001(a)94), family-to-family support to strengthen families' ability to participate in service planning.

Self Determination Program Participant Support: The SDP allows for regional center consumers and their families more freedom, control, and responsibility in choosing services, supports, and providers to help meet the objectives in their individual program plans. The SDP Participant Support is for regional centers, in collaboration with the local volunteer advisory committees, to assist selected participants in their transition to SDP.

POS Late Bill Report for FY 2021-2022: Regular
Payments through October 2021 State Claim (11/18/2021)

| Description | July 2021 22 | August 2021 23 | September 2021 20 | October 2021 23 | November 2021 22 | December 2021 21 | January 2022 23 | February 2022 20 | March 2022 21 | April 2022 22 | May 2022 23 | June 2022 20 | Total Claims FY2019-2020 260 | Average 1st Pymnt & Late Bills |
|--------------|------------------|----------------|-------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|-------------|--------------|------------------------------|--------------------------------|
| Payment #1 | \$ 38,602,459.12 | 38,150,084.48 | 39,151,415.21 | 39,959,543.18 | | | | | | | | | 155,863,501.99 | 38,965,875.50 |
| Payment #2 | 7,758,384.01 | 8,014,425.36 | 6,607,523.17 | | | | | | | | | | 22,380,332.54 | 7,460,110.85 |
| Payment #3 | 1,606,759.75 | 1,549,214.84 | | | | | | | | | | | 3,155,974.59 | 1,577,987.30 |
| Payment #4 | 591,347.79 | | | | | | | | | | | | 591,347.79 | 591,347.79 |
| Payment #5 | | | | | | | | | | | | | | |
| Payment #6 | | | | | | | | | | | | | | |
| Payment #7 | | | | | | | | | | | | | | |
| Payment #8 | | | | | | | | | | | | | | |
| Payment #9 | | | | | | | | | | | | | | |
| Payment #10 | | | | | | | | | | | | | | |
| Payment #11 | | | | | | | | | | | | | | |
| Payment #12 | | | | | | | | | | | | | | |
| Total Paid | 48,558,950.67 | 47,713,724.68 | 45,758,938.38 | 39,959,543.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 181,991,156.91 | 48,595,321.43 |
| Total Late | 9,956,491.55 | 9,563,640.20 | 6,607,523.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,127,654.92 | 9,629,445.93 |
| Percent Late | 25.79% | 25.07% | 16.88% | 0.00% | | | | | | | | | | 24.71% |

181,991,156.91
0.00

| Description | July 2021 | August 2021 | September 2021 | October 2021 | November 2021 | December 2021 | January 2022 | February 2022 | March 2022 | April 2022 | May 2022 | June 2022 | Average %Late Per Month | Cummulative % LATE |
|-------------|-----------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|------------|------------|----------|-----------|-------------------------|--------------------|
| Payment #1 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Payment #2 | 20.10% | 21.01% | 16.88% | | | | | | | | | | 19.33% | 19.33% |
| Payment #3 | 4.16% | 4.06% | | | | | | | | | | | 4.11% | 23.44% |
| Payment #4 | 1.53% | | | | | | | | | | | | 1.53% | 24.97% |
| Payment #5 | | | | | | | | | | | | | | |
| Payment #6 | | | | | | | | | | | | | | |
| Payment #7 | | | | | | | | | | | | | | |
| Payment #8 | | | | | | | | | | | | | | |
| Payment #9 | | | | | | | | | | | | | | |
| Payment #10 | | | | | | | | | | | | | | |
| Payment #11 | | | | | | | | | | | | | | |
| Payment #12 | | | | | | | | | | | | | | |
| Total Late | 25.79% | 25.07% | 16.88% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 24.97% | 24.97% |

0.00% 0.00% 0.00% 0.00%

| | |
|----------------------------|--------|
| FY2021 Average Late Bill%: | 29.85% |
|----------------------------|--------|

POS Late Bill Report for FY 2020-2021: Regular

Payments through June 2021 State Claim (11/18/2021)

| Description | July 2020 | August 2020 | September 2020 | October 2020 | November 2020 | December 2020 | January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021 | Total Claims FY2019-2020 | Average 1st Pymnt & Late Bills |
|--------------|------------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------------|--------------------------------|
| Payment #1 | \$ 38,596,908.29 | 36,291,114.02 | 34,717,045.35 | 36,043,583.93 | 35,066,776.08 | 34,909,618.51 | 33,850,488.85 | 34,286,888.80 | 39,827,734.41 | 39,933,099.61 | 39,380,445.55 | 39,807,908.41 | 442,711,611.81 | 36,892,634.32 |
| Payment #2 | 5,757,508.60 | 6,935,893.30 | 8,111,486.24 | 7,679,142.20 | 6,959,575.65 | 8,479,398.78 | 8,363,675.81 | 8,796,619.51 | 8,112,560.86 | 6,892,880.40 | 7,713,343.05 | 6,231,639.00 | 90,033,723.40 | 7,502,810.28 |
| Payment #3 | 853,216.93 | 873,723.83 | 749,774.25 | 1,265,692.52 | 1,603,690.59 | 1,040,757.01 | 1,765,572.71 | 1,499,230.83 | 998,064.34 | 1,175,724.77 | 850,137.68 | 2,357,769.14 | 15,033,354.60 | 1,252,779.55 |
| Payment #4 | 359,863.27 | 558,551.02 | 483,477.91 | 539,743.92 | 534,019.06 | 483,347.71 | 970,757.09 | 454,927.05 | 433,599.68 | 263,899.63 | 561,525.90 | 769,751.82 | 6,413,464.06 | 534,455.34 |
| Payment #5 | 410,324.39 | 205,488.92 | 246,458.27 | 415,195.34 | 384,046.40 | 682,037.04 | 338,231.01 | 392,891.68 | 166,518.71 | 258,439.77 | 207,312.80 | 272,683.06 | 3,979,627.39 | 331,635.62 |
| Payment #6 | 429,776.33 | 298,992.06 | 408,945.29 | 390,155.80 | 257,037.80 | 152,052.88 | 419,810.79 | 139,976.02 | 185,630.63 | 151,636.58 | 166,924.11 | | 3,000,938.29 | 272,812.57 |
| Payment #7 | 134,007.73 | 266,527.08 | 350,113.61 | 277,754.10 | 89,743.12 | 207,725.77 | 150,727.17 | 100,066.50 | 114,135.93 | 211,288.58 | | | 1,902,089.59 | 190,208.96 |
| Payment #8 | 258,402.10 | 288,695.24 | 164,349.37 | 102,187.49 | 429,732.51 | 85,148.67 | 112,348.14 | 106,797.28 | 144,130.56 | | | | 1,691,791.36 | 187,976.82 |
| Payment #9 | 247,245.48 | 150,156.55 | 83,144.72 | 135,748.80 | 113,056.67 | 96,018.22 | 96,490.98 | 117,138.60 | | | | | 1,039,000.02 | 129,875.00 |
| Payment #10 | 114,448.25 | 70,473.83 | 126,969.58 | 103,384.69 | 30,249.17 | 82,728.04 | 72,659.73 | | | | | | 600,913.29 | 85,844.76 |
| Payment #11 | 71,063.07 | 102,024.27 | 78,536.19 | 49,818.47 | 27,139.61 | 78,464.13 | | | | | | | 407,045.74 | 67,840.96 |
| Payment #12 | 90,000.79 | 294,489.71 | 49,705.13 | 46,537.82 | 66,574.74 | | | | | | | | 547,308.19 | 109,461.64 |
| Payment #13 | 42,579.50 | 57,239.27 | 45,848.92 | 67,092.63 | | | | | | | | | 212,760.32 | 53,190.08 |
| Payment #14 | 40,133.97 | 61,847.89 | 66,517.20 | | | | | | | | | | 168,499.06 | 56,166.35 |
| Payment #15 | 26,141.31 | 76,397.67 | | | | | | | | | | | 102,538.98 | 51,269.49 |
| Payment #16 | 83,881.00 | | | | | | | | | | | | 83,881.00 | 83,881.00 |
| Payment #17 | | | | | | | | | | | | | | |
| Payment #18 | | | | | | | | | | | | | | |
| Payment #19 | | | | | | | | | | | | | | |
| Payment #20 | | | | | | | | | | | | | | |
| Payment #21 | | | | | | | | | | | | | | |
| Payment #22 | | | | | | | | | | | | | | |
| Payment #23 | | | | | | | | | | | | | | |
| Payment #24 | | | | | | | | | | | | | | |
| Total Paid | 47,515,501.01 | 46,531,614.66 | 45,682,372.03 | 47,116,037.71 | 45,561,641.40 | 46,297,296.76 | 46,140,762.28 | 45,894,536.27 | 49,982,375.12 | 48,886,969.34 | 48,879,689.09 | 49,439,751.43 | 567,928,547.10 | 47,802,842.73 |
| Total Late | 8,918,592.72 | 10,240,500.64 | 10,965,326.68 | 11,072,453.78 | 10,494,865.32 | 11,387,678.25 | 12,290,273.43 | 11,607,647.47 | 10,154,640.71 | 8,953,869.73 | 9,499,243.54 | 9,631,843.02 | 125,216,935.29 | 10,910,208.41 |
| Percent Late | 23.11% | 28.22% | 31.58% | 30.72% | 29.93% | 32.62% | 36.31% | 33.85% | 25.50% | 22.42% | 24.12% | 24.20% | | 29.57% |

567,928,547.10
0.00

| Description | July 2020 | August 2020 | September 2020 | October 2020 | November 2020 | December 2020 | January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021 | Average %Late Per Month | Cummulative % LATE |
|-------------|-----------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|------------|------------|----------|-----------|-------------------------|--------------------|
| Payment #1 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Payment #2 | 14.92% | 19.11% | 23.36% | 21.31% | 19.85% | 24.29% | 24.71% | 25.66% | 20.37% | 17.26% | 19.59% | 15.65% | 20.51% | 20.51% |
| Payment #3 | 2.21% | 2.41% | 2.16% | 3.51% | 4.57% | 2.98% | 5.22% | 4.37% | 2.51% | 2.94% | 2.16% | 5.92% | 3.41% | 23.92% |
| Payment #4 | 0.93% | 1.54% | 1.39% | 1.50% | 1.52% | 1.38% | 2.87% | 1.33% | 1.09% | 0.66% | 1.43% | 1.93% | 1.46% | 25.38% |
| Payment #5 | 1.06% | 0.57% | 0.71% | 1.15% | 1.10% | 1.95% | 1.00% | 1.15% | 0.42% | 0.65% | 0.53% | 0.68% | 0.91% | 26.30% |
| Payment #6 | 1.11% | 0.82% | 1.18% | 1.08% | 0.73% | 0.44% | 1.24% | 0.41% | 0.47% | 0.38% | 0.42% | | 0.75% | 27.05% |
| Payment #7 | 0.35% | 0.73% | 1.01% | 0.77% | 0.26% | 0.60% | 0.45% | 0.29% | 0.29% | 0.53% | | | 0.53% | 27.58% |
| Payment #8 | 0.67% | 0.80% | 0.47% | 0.28% | 1.23% | 0.24% | 0.33% | 0.31% | 0.36% | | | | 0.52% | 28.10% |
| Payment #9 | 0.64% | 0.41% | 0.24% | 0.38% | 0.32% | 0.28% | 0.29% | 0.34% | | | | | 0.36% | 28.46% |
| Payment #10 | 0.30% | 0.19% | 0.37% | 0.29% | 0.09% | 0.24% | 0.21% | | | | | | 0.24% | 28.70% |
| Payment #11 | 0.18% | 0.28% | 0.23% | 0.14% | 0.08% | 0.22% | | | | | | | 0.19% | 28.89% |
| Payment #12 | 0.23% | 0.81% | 0.14% | 0.13% | 0.19% | | | | | | | | 0.30% | 29.19% |
| Payment #13 | 0.11% | 0.16% | 0.13% | 0.19% | | | | | | | | | 0.15% | 29.34% |
| Payment #14 | 0.10% | 0.17% | 0.19% | | | | | | | | | | 0.16% | 29.49% |
| Payment #15 | 0.07% | 0.21% | | | | | | | | | | | 0.14% | 29.63% |
| Payment #16 | 0.22% | | | | | | | | | | | | 0.22% | 29.85% |
| Payment #17 | | | | | | | | | | | | | | |
| Payment #18 | | | | | | | | | | | | | | |
| Payment #19 | | | | | | | | | | | | | | |
| Payment #20 | | | | | | | | | | | | | | |
| Payment #21 | | | | | | | | | | | | | | |
| Payment #22 | | | | | | | | | | | | | | |
| Payment #23 | | | | | | | | | | | | | | |
| Payment #24 | | | | | | | | | | | | | | |
| Total Late | 23.11% | 28.22% | 31.58% | 30.72% | 29.93% | 32.62% | 36.31% | 33.85% | 25.50% | 22.42% | 24.12% | 24.20% | 29.85% | 29.85% |

0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

FY2020 Average Late Bill%: 21.36%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
PROVIDER RELIEF FUNDS aka CARES ACT FUNDING
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2020-2021
October 2021

| DESCRIPTION | PROVIDER RELIEF FUNDING aka CARES ACT FUNDING | EXPENDED MONTH | EXPENDED Y-T-D | BALANCE REMAINING | PROJECTED EXPENDITURES | SURPLUS/ (DEFICIT) |
|---|---|----------------------|---------------------|--------------------|------------------------|--------------------|
| Provider Relief Funds aka CARES Act Funding | \$991,226.62 | (\$44,755.85) | \$932,207.44 | \$59,019.18 | \$991,226.62 | \$0 |
| TOTAL: | \$991,226.62 | (\$44,755.85) | \$932,207.44 | \$59,019.18 | \$991,226.62 | \$0 |

Provider Relief Funding: On April 10, 2020, Health and Human Services ("HHS") made available the first disbursement of \$30 billion of the \$100 billion that Congress allocated to hospitals, physicians, and other health care providers in the Public Health and Social Services Emergency Fund in the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), also known as the Provider Relief Funding. Eligible providers include participants in state Medicaid/Children's Health Insurance Program ("CHIP") programs. Regional Centers were eligible for the Provider Relief Funds because regional centers provide Medicaid-funded case management services to Consumers. Service Providers were also eligible because a substantial percentage of Consumers served have Medi-Cal and received Medicaid-funded Home & Community-Based Services ("HCBS"). NLACRC applied for the Provider Relief Fund and received Provider Relief Funds on November 20, 2020. NLACRC must utilize the Provider Relief Funds by December 31, 2021, or any unused amounts will be forfeited and must be returned to HHS. All recipients of Provider Relief Funds must submit documents sufficient to ensure that the Provider Relief Funds received were used for healthcare-related expenses or lost revenue attributable to the coronavirus. Provider Relief Funds must be used for COVID-19 or health related expenses purchased to prevent, prepare for, and respond to coronavirus, including but not limited to, acquiring additional resources, including facilities, equipment, supplies, health care practices, staffing, and technology to expand or preserve care delivery. Reporting on the use of the CARE's Act Funds received is on or before March 31, 2022.

| Open Positions on Hold | Open Positions Vacant | Positions Filled as of November 30th | FY21/22 Authorized Positions | New Hires as of November 30th | Separations as of November 30th | Annualized Turnover Rate |
|------------------------|-----------------------|--------------------------------------|------------------------------|-------------------------------|---------------------------------|--------------------------|
| 0 | 87 | 593 | 667 | 19 | 6 | 0.08% |

| FY21/22 Authorized Positions | Positions Added Based on FY 21/22 Growth |
|------------------------------|--|
| 667 | 53 |

Open SC Positions: 42

| Service Coordinators | Department/ Location | Open as of Date |
|------------------------------|----------------------|-----------------|
| CSC-BIL-SPECIALIZED | AD - SFV | Nov-20 |
| CSC - BIL^^ | SA - SFV | Mar-21 |
| CSC | AD - AV | Apr-21 |
| CSC^ | AD - AV | Jun-21 |
| CSC - BIL | ES - AV | Jul-21 |
| CSC | ES - AV | Aug-21 |
| CSC - BIL^ | AD - AV | Sep-21 |
| CSC - BIL^ | TRANS - AV | Sep-21 |
| CSC - BIL | ES - AV | Sep-21 |
| CSC | SA - SFV | Sep-21 |
| CSC^ | ES - SFV | Sep-21 |
| CSC-BIL | SA - AV | Sep-21 |
| CSC - FL SPECL^ | SA - AV | Sep-21 |
| CSC^ | ES - SFV | Oct-21 |
| CSC | SA - AV | Oct-21 |
| CSC^ | AD - AV | Oct-21 |
| CSC^ | SA - SCV | Oct-21 |
| CSC -SDP SPECL | SD - SCV | Oct-21 |
| CSC | SA - AV | Oct-21 |
| CSC - BIL OD SPECL | CON SVCS - SCV | Oct-21 |
| CSC - BIL OD SPECL | AD - SFV | Oct-21 |
| CSC - BIL ENH CASELOAD SPECL | CON SVCS - AV | Oct-21 |
| CSC - BIL ENH CASELOAD SPECL | AD - SFV | Oct-21 |
| CSC - BIL | AD - AV | Nov-21 |
| CSC- BIL^ | ES - SFV | Nov-21 |
| CSC | TRANS - SFV | Nov-21 |
| CSC | SA - SCV | Nov-21 |
| CSC | AD - AV | Nov-21 |
| CSC | ES - AV | Nov-21 |
| CSC - BIL | SA - SFV | Nov-21 |
| CSC - BIL | INTAKE - AV | Nov-21 |
| CSC - BIL | INTAKE - SFV | Nov-21 |
| CSC | SA - SFV | Nov-21 |
| CSC | ES - SFV | Nov-21 |
| CSC | ES - SFV | Nov-21 |
| CSC | ES - SCV | Nov-21 |
| CSC | AD - SFV | Nov-21 |
| CSC - BIL | TRANS - SFV | Nov-21 |
| CSC | AD - AV | Nov-21 |
| CSC | TRANS - AV | Nov-21 |
| CSC | TRANS - AV | Nov-21 |
| CSC - BIL | SA - SFV | Nov-21 |

^Projected December 6, 2021 New Hire

^^Projected January 3, 2022 New Hire

*Temporary Support Provided

Open Other Positions: 45

| All Other Positions | Department/ Location | Open as of Date |
|-------------------------------------|--------------------------|-----------------|
| Resource Development Specialist | Comm Svcs - SFV | Jan-20 |
| HR Director | HR - SFV | Oct-20 |
| Jr Accountant* | Accounting - SFV | Jan-21 |
| Executive Admin Assistant | Executive Admin - SFV | Apr-21 |
| Consumer Svcs Supervisor | TRANS - AV | May-21 |
| Executive Administrative Asst - Bil | Executive Admin - SFV | May-21 |
| Consumer Svcs Specialist-HCBS | Community Svcs - SFV | May-21 |
| Nurse Consultant^ | Clinical Svcs - SFV | May-21 |
| Payroll Specialist | Payroll - SFV | Jun-21 |
| Contract and Compliance Specl | Community Svcs - SFV | Jun-21 |
| Consumer Svcs Supervisor | AD - SFV | Jul-21 |
| HR Specialist I* | HR - SFV | Aug-21 |
| Office Assistant II - Bil | Office Services - SCV | Aug-21 |
| IT Specialist II | IT - SFV | Aug-21 |
| Branch Office Supervisor* | AD - SCV | Aug-21 |
| IT Specialist II | IT - SFV | Aug-21 |
| Risk Assessment Supervisor^ | Risk Assessment - SFV | Sep-21 |
| Risk Assessment Specialist | Risk Assessment - SFV | Sep-21 |
| Transfer Coordinator^ | Consumer Svcs - SFV | Sep-21 |
| Resource Developer | Community Svcs - SFV | Sep-21 |
| Psychologist | Clinical - SFV | Oct-21 |
| Community Living Specialist | AD - SFV | Oct-21 |
| Emergency Management Coord | Public Information- SFV | Oct-21 |
| Office Assistant II | ES - SFV | Nov-21 |
| Office Assistant II - Bil | Recs & Doc Mgmt | Nov-21 |
| Office Assistant II | Support - AV | Nov-21 |
| Consumer Svcs Supervisor | AD - AV | Nov-21 |
| Office Assistant II - Bil | Intake - SFV | Nov-21 |
| Behavioral Consultant | Intake - SFV | Nov-21 |
| Intake Associate | Intake - AV | Nov-21 |
| Intake Associate | Intake - SFV | Nov-21 |
| Office Assistant II | Intake - AV | Nov-21 |
| Accounting Specialist | Accounting - SFV | Nov-21 |
| Jr Accountant | Accounting - SFV | Nov-21 |
| Accountant | Accounting - SFV | Nov-21 |
| Consumer Svcs Supervisor | AD/Enh Case - SFV | Nov-21 |
| Administrative Assistant | Contract and Priv - SFV | Nov-21 |
| Participant Choice Specialist | Consumer Svcs SD - SFV | Nov-21 |
| Participant Choice Specialist | Consumer Svcs SD - AV | Nov-21 |
| Consumer Svcs Supervisor | On Duty Specialist - SFV | Nov-21 |
| Consumer Svcs Supervisor | ES - SFV | Nov-21 |
| Vendor Coordinator* | Community Svcs - SFV | Nov-21 |
| Contract and Compliance Specl | Community Svcs - SFV | Nov-21 |
| Deaf Services Specialist | Community Svcs - SFV | Nov-21 |
| Public Information Officer | Public Information - SFV | Nov-21 |

Total Terms: 6

| Position | Separation Reason | Term Month |
|---------------------|-------------------|------------|
| Office Assistant II | Retirement | Nov-21 |
| CSC | Personal | Nov-21 |
| CSC | Other | Nov-21 |
| CSC | Other | Nov-21 |
| CSC | Other | Nov-21 |
| CSC - BIL | Unknown | Nov-21 |

CALCULATION

| | |
|---|------------|
| FY 21/21 Authorized Positions | 667 |
| Open Positions On Hold | 0 |
| Open Positions Vacant | -87 |
| Separations as of November 30, 2021 | -6 |
| Sub Total | 574 |
| Add - New Hires as of November 30, 2021 | 19 |
| Positions Filled as of November 30, 2021 | 593 |

| | |
|--|------------|
| Positions Filled as of November 30, 2021 | 593 |
| New Hires as of November 30, 2021 | -19 |
| Sub Total | 574 |
| Add - Open Positions On Hold | 0 |
| Add - Open Positions Vacant | 87 |
| Add - Separations as of November 30, 2021 | 6 |
| FY 21/22 Authorized Positions | 667 |

PROMOTIONS & TRANSFER TRACKING

Nov-21

| | | |
|--------------------------|---------------------|---------------------|
| PROMOTIONS | CSC | CONSUMER SRVCS SUPV |
| LATERAL TRANSFERS | CSC | CSC |
| | OA II | OA II |
| | CSC | CSC |
| | OA II | OA II |
| | CONSUMER SRVCS SUPV | CONSUMER SRVCS SUPV |
| DEMOTIONS | OA II | INTAKE ASSOCIATE |

North Los Angeles County Regional Center
Consumer Services Committee Meeting Minutes

November 17, 2021

Present: Gabriela Herrera, Nicholas Abrahms, Cathy Blin, David Coe, Jennifer Koster, Alma Rodriguez, Rocio Sigala, Christina Cannarella – Committee Members.

Sharoll Jackson – Vendor Advisory Committee Representative

Leticia Garcia, Ana Quiles - Guests

Shelly Hash, Nancy Gallardo- Interpreters

Evan Ingber, Ruth Janka, Michele Marra, Ana Maria Parthenis-Rivas, Cristina Preuss, Kim Rolfes, Dr. Jesse Weller, Jennifer Williamson, Jazmin Zinnerman, Dr. Michael Fernandez, Gabriela Eshrati, Evan Ingber, Alan Darby, Liliana Windover – Staff Members

Seth Tanner, Minutes Services

Absent: Jennifer Siguenza, Deshawn Turner

I. Call to Order & Introductions

At 6:07 p.m., Christina Cannarella called the meeting on behalf of Gabriela Herrera, committee chair.

II. Public Input

Ana Quiles requested to add two additional agenda items to the agenda. IV. F: discussion of ways to disseminate the eligibility and intake process training by Dr. Antonio, and IV. G: adoption of a project plan format for projects or initiatives that impact consumer services.

III. Consent Items

A. Approval of Agenda – Page 1

To add the following agenda items to the agenda:

4F. Diagnosis and Eligibility Training by Dr. DeAntonio
4G. Project Plan for Consumer Services

M/S/C (R. Sigala/D. Coe) To approve the agenda as revised.

B. Approval of Minutes of October 20th Meeting – Page 2

M/S/C (D. Coe/J. Koster) To approve the October 20th minutes as presented.

IV. Committee Business

A. Self-Determination Program Report (Dr. Weller) – Page 8

A report was provided to this committee. Some of the highlights are as follow:

1. We currently have 65 approved spending plans, 16 spending plans in project, 346 participants that have completed the orientation, 81 certified budgets, 81 PCPs completed.
2. NLACRC was recognized by DDS for being the number one regional center in the State with the most enrolled applicants in the self-determination program.
3. NLACRC received funding for two positions and they will be allocated to the San Fernando and Antelope Valleys.
4. SDP Workbook was released on September 30th.
5. The next SDP Local Volunteer Advisory Committee will take place on December 8th at 5:30 pm.

B. Monthly Consumer Competitive Employment Report (Kim) – Page 11

A report was presented regarding the total number of working age consumers within the NLACRC area with no employment at 9,597. 17.62% of consumers within the NLACRC area were competitively employed in October if 2021. Two positions to assist in efforts for competitive employment had been requested.

C. Revised Service Standards – Page 13

The committee reviewed revised language and formatting of information in the service standards. The timeline after committee approval includes presentation of the revised standards to the board of trustees in January of 2022 for approval and a subsequent approval of the policies at the department level.

The early start program, formerly section XI., was moved up to section III to make it more visible to the community. No content changes were made to the early start program language.

In section V, educational and vocational services, provisional eligibility, paid internship Program (PIP) and competitive integrated employment (CIE) payments were altered to match DDS language. Statutory framework for service standards was added for CIE and PIP.

Also, an education note was added that “service coordinators” or “language service coordinators” be made available for IEP meetings at the family’s request. It was noted that transitional IEP and exit IEP both would need those services to help find appropriate vocational opportunities and receive the guidance to appropriate resources.

Item B was altered to state 4.9 to 22 years of age.

Action Item: Dr. Weller was to update the age range to match other instances and clarify that services are available “to 22 years of age”.

In section V, language was added to include community colleges in the scope.

In section IV, family supports and living arrangements, day care language changed to include funding for employment in the home as well as for activities that would lead to employment, such as schooling.

The social/recreation activities, section IX., were struck from the new proposal and integrated into support services, section IV. A new paragraph had been added in Section IV to allow for a more flexible, inclusive scope of service for camping, social recreation, and nonmedical therapies to be used as family supports and to let families know that these were available for family supports. For example, camp was viewed not only as a family

support but as a form of social recreation, interaction, and daycare as appropriate for family needs, which supports the Center's mission and values of providing very individualized and person-centered services. This was to help community services get vendors that would be able to offer camp to support socialization, communication skills, leisure, friendship development, and social skills practice. It was recommended that this be accepted as a means of relief for families that prefer this as a form of respite to open up more opportunities to families that may not be comfortable with using nonfamily members as respite providers. Approval from consumer services was sought in a streamlined fashion, as the community was requesting these services.

Discussion was continued on how non-medical therapies, which are not empirically supported, have not been available traditionally. By law, any service provided must be effective and cost effective. The new language would allow these to be offered via this program as a socialization or respite service. This option would apply when typical respite had not been effective in the family home. It was also stated that the service could not be offered if other community resources are already providing that purpose. However, if the purpose for the activities are separate and both services are needed, both services could be part of a child's plan.

Transportation services would not extend to these activities. It was stated that some cultures do not accept non-family members to assist in transportation. Another person in the family could give the transportation with the goal of providing relief time for the care-giver.

There were no alterations to the IPP service standard on page 23, and so the Person-Centered Plan was not included in the language. The service standards could all be revised.

Discussion also included supports for adults to utilize social recreation if they are in community day programs. Adults would not be able to access these options as support services. For adult consumers learning socialization, needs would be assessed to ensure that services are not duplicated. If an activity could support socialization practice or other social-emotional wellbeing and needs, this tool could be used to gain appropriate vendors.

These tools were to be presented to the community via direct presentation through local volunteer advisors and townhall meetings. Self-determination

requests were already in place.

FMS vendors were being used for participant directed services. Only certain FMS vendors were available for different service codes. Different rates apply.

Action Item: Dr. Weller to update the PowerPoint presentation to add participant directed FMS providers.

M/S/C (J. Koster/C. Cannarella) To approve the revised service standards including further recommended revisions to the educational and vocational service standards.

Committee reviewed the updated Employment Priorities for FY 2021-2022 that included the addition to support individuals in obtaining and maintaining competitive employment opportunities and/or internships.

M/S/C (R. Sigala/C. Blin) To approve the Committee FY2021-22 Priorities as amended.

D. Outreach Plan for Social Rec, Camp Other – Page 71

NLACRC's outreach plan for informing the community of the availability of camp, social recreation, educational services and nonmedical therapies is due to the department on December 15th. Training for service coordinators was to be completed to let families know of the expanded opportunities. Information was to be disseminated to support groups. Additionally, the service should be explained as part of IPP meetings, and family support and camp social recreation would be added to IPP signature elements. All trainings would incorporate the restored camping, social recreation and other services information.

It was discussed that background information should include adults, but this was geared toward children 3 to 17 years of age. Outreach efforts would include local school districts. The committee brainstormed other avenues for communication including Peach Jar, the electronic communication for all school districts; public service announcements via local tv and radio; hospital systems such as Children's Hospitals; peer submissions for consumers who live in residential homes, grassroots efforts, and town halls for smaller communities in the Antelope Valley.

A town hall is being considered for January to further communication. Evelyn and her team were to create a request for vendorization (resource development) after the service standards are approved by the department.

Dr. Weller was to take this to the board in January. Timelines would be added after approval on an expedited schedule.

- E. Board Audit: Review the center's mission, vision, and values statement to determine if the center is providing adequate guidance in establishing consumer services policy - Page 73

Dr Weller stated that the work on the outreach and strategic plan outlined above would help people with developmental disabilities by creating a community that was more inclusive and person-centered to empower individuals to be active in their supports and services per the values and vision statement of NLACRC.

- F. Diagnosis and Eligibility Training by Dr. DeAntonio

It was proposed that the December townhall be on eligibility criteria and the intake process and made available to all community members. A. Quiles requested that the PowerPoints be posted beforehand in order to get the information to people who need it with time to be able to digest it. In order to provide that, a second townhall could be provided or the recording could be publicly posted. The townhall recording was to be posted via bulletin and YouTube for those who cannot access it during the scheduled time.

For individuals declared ineligible and reapplying, evaluations would not need to be conducted again, as only new information would be needed.

M/S/C (L. Garcia/ N Abrahms) To have a townhall on December 16th regarding Diagnosis and Eligibility presented by Dr. DeAntonio.

Action Item: To add December 16th Townhall to agenda for next CSC committee in January 2022 for those individuals who are not able to attend town hall on the 16th.

- G. Project Plan for Consumer Services

M/S/C (L. Garcia / C Cannarella) To institute a project plan format for increased transparency and accountability for projects and initiatives that

impact consumer services.

V. Chief of Program Services Report (Jesse Weller)

Dr. Weller reported on a series of events that will take place during the next two months. He concluded by informing members and guests of a mandatory inclusion initiative training from November 29 through December 8. Common and shared language surrounding inclusion would be the goal.

VI. Board Meeting Agenda Items

The following items were identified for the committee's section of the January 12, 2022 board meeting agenda:

- A. Minutes of the November 17th Meeting
- B. Service Standards
- C. Project Plan for Consumer Services

VII. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, January 19th at 6:00 pm, via Zoom (December is dark)

No public Input

VIII. Adjournment

Gabriela, committee chair adjourned the meeting at 7:53 p.m.

Submitted by:

(* *Liliana Windover*

Executive Admin. Assistant

(* *The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*



Contract Summary and Board Resolution

| No. | Description | Contract Summary |
|-----|---|--|
| 1 | Contract Overview: (New or Amendment) (POS or OPS) | Operations First Amendment to Consulting Services Agreement |
| 2. | The Name of Vendor or Service Provider | Software Management Consultants, Inc. (" SMCI ") |
| 3. | The Purpose of the Contract | <p><u>Original Contract:</u> Provides an SQL Developer to build and create database systems, export data to desired format (xml, excel, html, pdf, etc.) generate execution plans, verifies the quality and integrity of databases, develops complex scripts. etc. to support NLACRC's Electronic Document Management System ("EDMS"), SharePoint projects, Data Warehouse project, Application Systems Development, Disaster Recovery Back Ups, and production application support.</p> <p><u>First Amendment:</u> Provides an additional SQL Developer to support NLACRC's data warehouse project so that the Center will have the infrastructure to collect and report on additional data that is not collected in SANDIS or UFS.</p> |
| 4. | The Contract Term | <p>Twelve (12) month Contract</p> <p><u>Original Contract:</u> July 1, 2021 through June 30, 2022</p> <p><u>First Amendment:</u> additional services coterminous with current contract, effective November 29, 2021 through June 30, 2022</p> |
| 5. | The Total Amount of the Contract | <p>Original Contract: \$237,360.00 First Amendment: \$138,460.00</p> <p>Total Contract: \$375,820.00</p> |
| 6. | The Rate of Payment or Payment Amount | \$19,780 per month |

| No. | Description | Contract Summary |
|-----|--|--|
| 7. | Method or Process Utilized to Award the Contract. | The IT Director conducted an analysis. The current provider, SMCI, is a well-respected provider of quality consultants and managed services for over 37 years. NLACRC has used SMCI's services for 4 years. Their consultants are familiar with our projects, our technology, our data and our processes. Replacing them with another consultant would be disruptive and negatively impact the Center's timelines as any new consultant would have to learn our systems and processes. |
| 8. | Method or Process Utilized to Establish the Rate or the Payment Amount | Usual & Customary Rate |
| 9. | Exceptional Conditions or Terms: Yes/No If Yes, provide explanation | NLACRC has engaged SMCI for two (2) separate projects as follows: \$375,820.00 SQL Developer/Network Architect \$257,796.00 Project Manager & Business Analyst <hr/> \$633,616.00 Total Amount for all SMCI Contracts |

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the First Amendment to the Consulting Services ("**Agreement**") for Software Management Consultants, Inc. ("SMCI") and is recommending an action of the Executive Committee on behalf of the Board of Trustees to approve the Agreement.

Lillian Martinez, Board Treasurer

November 23, 2021
Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Executive Committee on behalf of the Board of Trustees reviewed and discussed the First Amendment to the Consulting Services Agreement between NLACRC and Software Management Consultants, Inc. (“SMCI”)

RESOLVED THAT in compliance with NLACRC’s Board of Directors Contract Policy, on November 23, 2021, the First Amendment to the Consulting Services Agreement (“**Agreement**”) between NLACRC and SMCI was reviewed and discussed by the NLACRC’s Executive Committee on behalf of the Board of Trustees. On November 23, 2021, the NLACRC Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any Officer of NLACRC to execute and deliver the Agreement on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions, as such Officer may approve. The final terms of the Agreement shall be conclusively evidenced by the execution of the Agreement by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Deputy Director-Chief Financial Officer, Chief Financial Officer, Chief of Program Services, or Chief Organizational Developmental Officer, and no one else.

CERTIFICATION BY SECRETARY: I certify that: (i) I am the Secretary of the NLACRC; (ii) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by Board of Trustees; iii) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

November 23, 2021

Contract Summary and Board Resolution

| No. | Description | Contract Summary |
|-----|---|--|
| 1. | Contract Overview: (New or Amendment) (POS or OPS) | New Nonresidential Negotiated Rate Agreement, Purchase of Services (POS) |
| 2. | The Name of Vendor or Service Provider | Excellence Community Rehabilitation Program LLC dba ECRP Community Integration Program Vendor Number: PL2079, Service Code: 055 |
| 3. | The Purpose of the Contract | The service provider will provide Community Integration Training services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide community integration training to adult consumers that includes, but is not limited to, assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills which take place in a non-residential setting, separate from the home or facility in which the consumer resides. Services shall normally be furnished 4 or more hours per day on a regularly scheduled basis, for one or more days per week unless provided as an adjunct to other day activities included in the consumer's IPP. |
| 4. | The Contract Term | Five (5) year contract effective December 1, 2021 through November 30, 2026. |
| 5. | The Total Amount of the Contract | Projected annual value of the contract is \$811,475.28 based on a cost statement and including the SB 81 8.2% rate increase. The projected total value of the contract over the 5 year term is \$4,057,376.40 |
| 6. | The Total Proposed Number of Consumers Served | Projected 33 consumers per month. |
| 7. | The Rate of Payment or Payment Amount | Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate of \$4,095.63 per month (1:1), \$85.19 per day (1:1), \$105.65 per day (1:2) and \$91.33 per day (1:3) per consumer. |
| 8. | Method or Process Utilized to Award the Contract. | Based on vendorization requirements under statute and regulation for Community Integration |

| | | |
|----|--|--|
| | | Training Program services. |
| 9. | <p>Method or Process Utilized to Establish the Rate or the Payment Amount</p> | <p>Negotiated rates of \$4,095.63 per month (1:1), \$85.19 per day (1:1), \$105.65 per day (1:2) and \$91.33 per day (1:3) per consumer are based on a cost statement and includes the SB 81 8.2% rate increase. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.”</p> <p>For 1:1 services, the provider’s stated <u>monthly</u> cost of \$4,095.63 is lower than the NLACRC median rate, effective July 1, 2016, of \$4,114.60 per month (\$3,802.77 x 8.2% increase) including the SB 81 8.2% rate increase. There is not a statewide median rate.</p> <p>For 1:1 services, the provider’s stated daily cost of \$106.11 is lower than the statewide median rate, effective July 1, 2016, of \$87.46 per day (\$80.83 x 8.2% increase) including the SB 81 8.2% rate increase. There is not a NLACRC median rate.</p> <p>For 1:2 services, the provider’s stated daily cost of \$105.65 is lower than the NLACRC median rate, effective July 1, 2016, of \$106.14 per day (\$98.10 x 8.2% increase) including the SB 81 8.2% rate increase, which is lower than the statewide median rate of \$150.69 (\$139.27 x 8.2% increase).</p> <p>For 1:3 services, the provider’s stated daily cost of \$91.33 is lower than the statewide median rate, effective July 1, 2016, of \$92.90 per day (\$85.86 x 8.2% increase) including the SB 81 8.2% rate increase, which is lower than the NLACRC median rate of \$108.21 (\$139.27 x 8.2% increase).</p> |

| | | |
|-----|--|------|
| 10. | Exceptional Conditions or Terms: Yes/No If Yes, provide explanation | None |
|-----|--|------|

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Nonresidential Negotiated Rate Agreement (“**Contract**”) and is recommending an action of NLACRC’s Executive Committee on behalf of the Board of Trustees to **Approve** the Contract.

Ana Quiles, Board Treasurer

November 23, 2021
Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Executive Committee on behalf of the Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement and Amendment ("**Amendment**", "**Agreement**", or "**Contract**") for **Excellence Community Rehabilitation Program LLC dba ECRP Community Rehabilitation Program** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Contract and Amendment between NLACRC and **Excellence Community Rehabilitation Program LLC dba ECRP Community Rehabilitation Program** was reviewed and approved by NLACRC's Executive Committee on behalf of the Board of Trustees on **November 23, 2021**.

NLACRC's Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract and Amendment on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract and Amendment shall be conclusively evidenced by the execution of the Contract and Amendment by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Deputy Director-Chief Financial Officer, Chief Financial Officer, Chief of Program Services, or Chief Organizational Development Officer, and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC's Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

November 23, 2021

Date

Other Vendorizations with Vendor’s Tax Identification Number (TIN):

| Vendor # | Service Code | Service Code Description |
|-----------------|---------------------|---------------------------------------|
| HL0972 | 880 | Transportation - Additional Component |

Vendor Name: ECRP Community Integration Program

Vendor Number: PL2079

Service Code: 055

Service Code Description: 055, Community Integration Program

OFFICE Address: 1607 E Palmdale Boulevard, #G, Palmdale, CA 93550

Areas served: Antelope Valley, Santa Clarita Valley

Service Description:

The purpose of ECRP Community Integration Program is to provide employment, self-advocacy, self-care, and community integration services for people with developmental disabilities. ECRP’s employment services include pre-employment training, job search training, employment workshops, and internship services. Self-advocacy training serves to help consumers learn about knowledge of self, their rights, effective communication, and leadership abilities. Self-care training concentrates on teaching consumers on being attentive to their day-to-day feelings, how to make careful decisions about lifestyle choices, and how to responsibly maintain one’s health. Community-based, ECRP seeks to help participants integrate into the community and acquire a skill set that is needed for the workforce and the responsibilities of life.

Staffing:

Individual pre-employment training and support services will be provided at a 1:1; 1:2; and 1:3 ratio. These ratios reflect Title17, section 56756 under (e)(1) &(2) in which adult development center direct care ratio when the center is providing community integration and employment training in natural environments to groups of three or fewer consumers for at least two hours duration daily with each group of consumers receiving at least two two-hour sessions per week.

Direct staff will have a minimum of six (6) to twelve (12) months of experience providing direct assistance to similar types of individuals served by this program is preferred.

Employment Component: yes

Approaches to creating CIE opportunities include applying person centered thinking, exploration of career paths, and soft skill development. By applying person-centered thinking, participants can include their circle of support to identify employment/careers and share their employment perspectives. Conducting workplace tours will be used to broaden participants’ interests. Last, building soft skills will help improve participants’ social competence.

Contract Summary and Board Resolution

| No. | Description | Contract Summary |
|-----|---|---|
| 1. | Contract Overview: (New or Amendment) (POS or OPS) | New, Standardized Contract for Specified Transportation Services, Purchase of Services (POS) |
| 2. | The Name of Vendor or Service Provider | Excellence Community Rehabilitation Program LLC dba ECRP Community Integration Program Vendor # HL0972, Service Code 880 |
| 3. | The Purpose of the Contract | To provide transportation services, additional component for PL2079-055, community integration program |
| 4. | The Contract Term | Five (5) year contract effective December 1, 2021 through November 30, 2026 |
| 5. | The Total Amount of the Contract | Projected annual cost is \$109,317.60 per year, or \$546,588.00 over the entire five (5) year term of the contract. |
| 6. | The Total Proposed Number of Consumers Served | 30 consumers per month |
| 7. | The Rate of Payment or Payment Amount | Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized daily rate. |
| 8. | Method or Process Utilized to Award the Contract. | Based on vendorization requirements under statute and regulation for Transportation Additional Component services. |
| 9. | Method or Process Utilized to Establish the Rate or the Payment Amount | Negotiated rate established by NLACRC using a cost statement prepared by the service provider. The rate negotiated complies with WIC, Section 4691.9(b) which states that “no regional center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the regional center and the provider, that is high than the regional center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated daily cost of \$14.46 is lower than the NLACRC and statewide median rates, effective July 1, 2016, of \$14.83 per day (\$13.71 x 8.2% increase) including the SB 81 8.2% rate increase. |
| 10. | Exceptional Conditions or Terms: Yes/No If Yes, provide explanation | None |

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the above Standardized Contract for Specified Transportation Services ("**Contract**") and is recommending an action of NLACRC's Executive Committee on behalf of the Board of Trustees to **Approve** the Contract.

Ana Quiles, Board Treasurer

November 23, 2021

Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Executive Committee on behalf of the Board of Trustees reviewed and discussed the Standardized Contract for Specified Transportation Services (“**Contract**”) for **Excellence Community Rehabilitation Program LLC dba ECRP Community Rehabilitation Program** and passed the following resolution:

RESOLVED THAT, in compliance with NLACRC’s Board of Trustees’ Contract Policy, the Contract between NLACRC and **Excellence Community Rehabilitation Program LLC dba ECRP Community Rehabilitation Program** has been reviewed and is hereby approved by NLACRC’s Executive Committee on behalf of the Board of Trustees on **November 23, 2021**.

NLACRC’s Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Deputy Director-Chief Financial Officer, Chief Financial Officer, Chief of Program Services, or Chief Organizational Development Officer, and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

November 23, 2021
Date

Other Vendorizations with Vendor’s Tax Identification Number (TIN):

| Vendor # | Service Code | Service Code Description |
|-----------------|---------------------|---------------------------------|
| PL2079 | 055 | Community Integration Program |

Vendor Name: ECRP Community Integration Program

Vendor Number: HL0972

Service Code: 880

Service Code Description: 880, Transportation - Additional Component

OFFICE Address: 1607 E Palmdale Boulevard, #G, Palmdale, CA 93550

Areas served: Antelope Valley, Santa Clarita Valley

Service Description:

All 880 transportation services are only to be provided to and from the consumer’s program only: not during the program hours. This transportation is only used in conjunction with ECRP’s 055 Community Integration Program only.

Transportation for consumers, including pick-up, and drop off will be done using program vehicles and staff member vehicles. Program vehicles and staff member vehicles include minivans and 4 door sedans in which the vehicles do not have wheelchair lifts, however we can collapse wheelchairs for non-ambulatory consumers and can accommodate consumers who have adaptive devices and walkers.

Staffing:

Drivers must meet the following minimum qualifications:

- High school diploma or equivalent.
- Minimum of 21 years of age.
- Valid driver’s license and state/vehicle-specific driver credentials.
- No DUI’s or reckless driving within the last 10 years
- Prior experience working with seniors and/or adults with intellectual and developmental disabilities.
- Able to pass required physical exams including Department of Transportation (DOT) physical. Successful results of background check, motor vehicle report, and drug testing.
- First aid and CPR Certified

Employment Component: n/a

North Los Angeles County Regional Center
Government & Community Relations Committee Meeting Minutes
November 17, 2021

Present: Nicholas Abrahms, Cathy Blin, Sylvia Brooks-Griffin, Christina Cannarella, David Coe, Gabriela Herrera, Sharoll Jackson, Jennifer Koster, Angelina Martinez, Alma Rodriguez, Rocio Sigala, Jennifer Siguenza – Committee Members

Leticia Garcia, Ana Quiles, Alexander Farkas, HIPAA Attorney, and Tal Grinblat, Intellectual Property Attorney, and Michelle Heid, Legucator, Shelly Hash, Interpreter, Nancy Gallardo, Interpreter and Seth Tanner, Scribe – Guests

Ruth Janka, Michele Marra, Kim Rolfes, Alan Darby, Dr. Jesse Weller, Jennifer Williamson, Evan Ingber, Gabriela Eshrati, Cristina Preuss, Jazmin Zinnerman, Dr. Michael Fernandez, Liliana Windover, and Ana Maria Parthenis-Rivas – Staff Members

Absent: Jennifer Siguenza, Jeremy Sunderland, Chair, Deshawn Turner, and Suad Bisogno – Vendor Advisory Representative

I. Call to Order & Introductions

Due to Chair, J. Sunderland’s absence, Christina Cannarella called the meeting to order at 7:54 p.m. No introductions were made.

II. Public Input

A. Martinez shared about her family’s experience with COVID-19 and the importance of vaccination and boosters.

A. Quiles expressed the value of honoring published expectations and following through on resources and timelines promised by the NLACRC

C. Cannarella shared about community college resources she found in her work with L.A. Valley College, focused on ensuring health and well-being of community members.

III. Consent Items

A. Approval of Agenda

M/S/C (A. Martinez/C. Blin) To approve the agenda as presented.

B. Minutes of October 20th Meeting

M/S/C (A. Martinez/C. Blin) To approve the minutes of the October 20th meeting.

IV. Committee Business

A. Social Media

1. Human Interest Stories

Counsel, A. Farkas and T. Grinblat, discussed recommended language to be included in consent forms. For HIPPA, the information in the consent forms must be explicit and specific, or it may not be disclosed. On the other hand, to avoid breach of contract, added catch-all phrases are useful. They recommended adding addenda to list specific information regarding PHI and potential social media sites.

M/S/C (A. Martinez/N. Abrahms) To send out the consent form revisions electronically after revisions are made, have all members confirm receipt by replying all, and have any proposed changes sent via reply all within the deadline provided in the email.

2. Facebook Live Broadcast

A. Farkas provided a recap of the information he obtained related to obtaining a Business Associate Agreement (BAA) from Facebook.

Discussion included reposting other organizational broadcasts to NLACRC Facebook feed. T. Grinblat said any rebroadcast needs to have releases and consents due to copyright laws.

J. Williamson reviewed the capabilities and limitations of using Facebook Live to stream NLACRC town hall, and asked if they should proceed with using Facebook Live for this purpose. The committee approved utilization of Facebook Live.

Action Item: G. Herrera to send the step by step for pinning messages to M. Marra and J. Williamson.

3. Closed Captioning – Status of BAA
J. Williamson reported that Zoom automated closed captioning has been implemented.

Mr. Farkas and Mr. Grinblat were excused.

4. Instagram Account
 - a. Handles
The English language channel’s handle NLACRCofficial has been secured and changed the descriptions for both English and Spanish accounts.
 - b. Verification of Account
We have applied for verification for both accounts.
Instagram does not guarantee that an Instagram handle will be verified.

Discussion included how English-only publications should be communicated on the Spanish Instagram page. Currently, the English flyer is shared with information in Spanish in the post. If NLACRC cannot obtain a translated flyer, NLACRC to create a basic document with information from the flyer in Spanish; this document should not use the graphics or formatting from the initial flyer, but should have a color background to stand out.

5. Social Media Consultant
 - a. Weekly newsletter – The social media consultant will be providing recommendations for sharing weekly newsletters in place of newsletters for individual events, cultural awareness messages, and other messages. We would continue to send individual newsletters when needed.
 - b. Continued assessment of social media, including increasing

followers – It was recommended that we encourage attendees at our town halls to visit our social media pages.

6. Facebook Analytics

J. Williamson presented Twitter and Facebook Analytics, and indicated that Instagram is not as user-friendly to share analytics. We are in the process of determining a way to gather analytical information.

B. Legislative Update

1. Legislative Town Hall

2. M. Heid said the virtual townhall will be conducted on November 30th. Legislative Academy

J. Williamson stated that a stand-alone training presentation was being created by M. Heid to share with the community.

3. Legislative Bills

Legislators were in recess, so there was nothing to report.

4. Local Legislative Grass Roots Visits

Grassroots visits are being planned for January and February to include legislators who could not attend the townhall.

5. Legucator Report

M. Heid provided an overview of the report that was included in the packet.

C. NLACRC Consumer and Family Guide Update

M. Marra provided an overview of the status of the Consumer and Family Guide, as well as the timeline for completion.

D. Local Grass Roots Marketing and Outreach Plan

J. Williamson provided an update and stated that this plan was to be launched in early December.

Action: J. Williamson to research the capabilities of PeachJar.

E. Commonly Coordinated Brochure Insert Mockup

J. Williamson's team incorporated the committee's revisions including a link to the service standard, a webpage with assessment tools with a link to this website, and clarification about SDP services.

F. **Board Audit:**

Are the methods identified in the center's training and information plan in line with the center's mission, vision, and values statement?

E. Ingber reported that the methods are in-line with the Center's mission, vision, and values, through various means, such as orientation courses, service standards, and ongoing training, social media platforms, town halls, grassroots efforts, and email blasts.

V. Board Meeting Agenda Items

- A. Minutes of the November 17th Meeting
- B. Human Interest Consents

VI. Announcements / Information / Public Input

- A. Next Meeting: Wednesday, January 19, 2022, at 7:00 p.m.

VII. Adjournment C. Cannarella adjourned the meeting at 10:22 pm.

Submitted by:

Ana Maria Parthenis-Rivas

Executive Admin. Assistant

Note: The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.

[gcrmin_Nov17_2021-Draft]



North Los Angeles County Regional Center
Strategic Planning Committee Meeting Minutes

November 1, 2021

Present: Orli Almog (VAC), Marianne Davis, Lety Garcia, Ruth Janka, Lillian Martinez, Ana Quiles, Kim Rolfes, Curtis Wang, Jesse Weller, Sharoll Jackson, and Christina Cannarella - Committee Members

Cheryl Blizin, Michele Marra, Evelyn McOmie, Jennifer Williamson, Alan Darby, Jennifer Williamson, and Sandra Rizo – Staff Members

Ami Sullivan, Rosalyn Daggs - Guests

Lucy Paz – Interpreter

Mike – Minutes Services

Absent: Michael Fernandez

I. Call to Order & Introductions

Marianne Davis, chair, called the meeting to order at 6:02 p.m. Introductions were made.

II. Public Input

There was no public input

III. Consent Items

A. Approval of Agenda

Recommendation to move items IV.A and IV.B after letter IV.J and start agenda with item IV.C was approved as modified.

M/S/C (M. Davies/L. Martinez) To approve the agenda as modified.

B. Approval of Minutes of August 2nd Meeting

M/S/C (C. Wang/S. Jackson) To approve the minutes as presented.

Sharoll Jackson was not present at the last meeting as she didn't know she was part of this committee and she didn't receive the materials.

Of note, a meeting held on October 18, 2021 with Ami Sullivan-Kinetic Flow was for the sole purpose of reviewing Kinetic Flow's strategic planning process; the meeting was not public nor a standard SPC meeting and thus, meeting minutes were not taken.

IV. Committee Business

- A. Frequency of SPC Meetings: Discuss/vote to move meetings from quarterly to monthly for duration of Strategic Planning Process

Proposed dates for monthly Strategic planning mtg. – 1st Monday of the month until the March 2022 retreat. Dates are December 6, 2021, January 3, 2022, January 31, 2022, February 28, 2022 and retreat in March 2022. Proposed time will be 6-8 p.m. for these meetings.

- B. Determine process for communicating with SPC – Kinetic Flow – SPC – Board, SPC Meeting Schedule

Process for communicating between SPC and Kinetics Flow will be streamlined. The point person to communicate between Ami and SPC will be Ruth and Sandra. Ami will communicate with Ruth and Sandra and Ruth and Sandra will communicate with SPC members and vis versa. If there are any issues, questions, concerns from SPC members, they will address Ruth and Sandra, and Ruth and Sandra will contact Ami.

- C. Determine process for approving Kinetic Flow documents/processes

The process for approving documents in between meetings will be to use the 50% quorum as the majority for decision making.

- D. Propose/Approve list of individuals for the Leadership Interviews to be conducted by Kinetic Flow

A list of representatives associated with various entities such as parent consumer advocate groups, State Council, Department of Developmental Disabilities, Office of Clients Rights Advocacy, service provider community, and Family Focus Resource Center was presented to the committee. It was suggested to add a member from the CAC; also seek Jessica Gould, self-advocate & former Board member to the list. It was suggested to consider expanding interviews to individuals with age specific experience such as Early Start, Adults, Transition, as well as seek representation from the three valleys. Jason Francisco was agreed upon as the interviewee from DDS, Kathleen Secchi from FFRC- Santa Clarita Valley Office. It was also recommended to add someone from Dept. of Mental Health.

Add SDP consumer/parent, Josefina Romo, Sofia Cervantes from State Council, Kristine Gutierrez, Kathleen Secchi, FFRC, Principal at Leichman, someone from Dept of Rehab, a physician (C. Cannarella will find someone). Dr DeAntonio, LAUSD, Timothy Sweeny from Miller Career & Transition Center, Ryan Morse, principal at Leichman.

E. Review/Provide input for Kinetic Flow's Leadership Interview Questions

The last objective is meeting with the Strategic Planning Committee on June 20th to discuss planned rollout & presentation of plans to stakeholders, which should happen earlier in the proposed timeline because once it's presented to the Board, that information should already be determined.

The next strategic planning meeting post-retreat is March 28th. Does this need to be moved?

The goals setting at the Strategic Planning Retreat should not be confused with the goals that will be discussed in the leadership areas (March 21st & April 22nd). The goals at the Retreat will be an operational overview. When discussed amongst the leaders, they will bring specific targets and benchmarks that speaks to the strategic plan.

Committee members reviewed the interview questions and recommended adding a question about crisis intervention, which may be part of mental health area. Additional questions recommended includes the following:

How well does NLACRC respond to crisis?

How individual became engaged with the RC?

What generated the engagement?

What introduced you to using the RC?

F. Identify local organizations/do outreach and best strategy for connecting with stakeholders. What is the plan to get final survey out to consumers and families?

Committee discussed various stakeholders and the committee identified the need to consider individuals that are non-verbal, and those who cannot read or write etc. Also include individuals that do not have family and cannot be easily reached e.g., residential homes/intermediate care facilities, difficult to reach, etc. With HCBS CMS Final Rule coming up, committee shared the importance of making sure we get this information out to as many consumers as possible. Committee shared that it is important to hear the needs from direct care providers who are caring for consumers daily. An in-depth PCP is going to be important.

Reach out to Cathy Blin who has family member in residential setting to get suggestions on how to reach this group. Ruth or Lety will reach out to Cathy Blin. Recommend that Jessica Gould be an interviewer, Christina Cannarella volunteered to partner with Ami to do interviews.

- G. Discuss retreat dates/schedule (March 11th/12th 2022 or March 12th/20th or Other)

Discussion was held about where to hold venue for the retreat. It was suggested that the retreat be held in Santa Clarita and that Ruth would look for venue options for the committee consideration. The committee Agree upon dates or March 11th & 12th - 2hrs on Friday, 6 hrs. on Saturday. Start time on Friday will be 6-8 p.m., and 9am-3pm on Saturday.

ACTION: Ruth to look for hotel in Santa Clarita.

- H. Review of Proposed Timeline: changes, concerns, suggestion

Discussion was held about ensuring that would try to stick to the proposed timelines. It was proposed to move the June 20th date to an earlier date. Also, the week of April 13th will not work for Ruth, March 28th will work for Ruth instead of April 4th.

- I. FY 21-22 Committee Priorities

This agenda item was tabled till the next committee meeting.

- J. Diversity, Equity & Inclusion Policy Steering Committee

Committee was provided with brief background on the development of the Diversity, Equity & Inclusion Policy Steering Committee and how it differs from the Disparity Committee.

Timeline agreed upon for group composition is November 1, 2021 which will include 3 Board members, 3 NLACRC staff, 3 External Stakeholders, and 1 Legal Counsel. Recommendation was made to include people that have experience with policy making and connection with the population we are trying to connect with. Deputy Director-CFO volunteered to assist Chief of Program Services with counsel representation. The first DEI Policy Steering Committee meeting will be in January 2022 at which point the meeting schedule will be set-up.

Chief of Program Services will provide an update at the next Strategic Planning Committee meeting.

K. Performance Contract Updates

1. Draft CY 2022 Performance Contract with Metrics

The Executive Director and the Chief of Program Services reviewed the draft Performance Contract for FY 2022, and input and recommendations were provided by committee members. One of the recommendations was to add SDP as part of the training for Service Coordinators.

L. Community Integrated Employment/Paid Internship Program (CIE/PIP)

1. 1st Quarter CIE and PIP Activities

Report was reviewed with committee members and presenter touched on micro enterprise for individuals with developmental disabilities. Copy of the report was included in the committee's packet on page 44

2. Statewide DDS CIE/PIP Summary Reports: No Report

No summary report was available for DDS CIE/PIP

M. 1st Quarter Report on Program Closures

Report was reviewed with committee members and a copy of the report was included in the committee's packet on page 45.

N. 1st Quarter Report on New Vendorizations

Report was reviewed with committee members and a copy of the report was included in the committee's packet on page 46.

O. Update on Health and Safety Waiver Exemptions

1. Submissions: No Report

There have been no health and safety requests processed.

2. Approvals: No Report

There have been no health and safety requests approved.

P. Strategic Plan Year 4 Update

Defer to the next SPC meeting.

V. Board Meeting Agenda Items

- A. Minutes of the November 1st Meeting
- B. DDS Approval of 2021 Performance Contract
- C. 1st Quarter Report on CIE/PIP Activities
- D. 1st Quarter Report on Program Closures
- E. 1st Quarter Report on New Vendorizations
- F. Tentative dates for retreat
- G. Update on Strategic Plan discussed at this meeting
- H. Diversity, Equity & Inclusion Policy Steering Committee
- I. Recruitment Composition

VI. Announcements / Information / Public Input

- A. Next Meeting: Monday, December 6th at 6:00 p.m.

Public Input:

Lety attended Foothill Autism Alliance event for teenagers with Autism. The event offered workshops on relationships/sexuality – This information was brought to the SPC attention to help promote the agencies’ activities – More information to come.

Christina met with chancellor at LA Valley College regarding inclusion, equity, and diversity to support more regional center consumers at community colleges.

VII. Adjournment

- M. Davis adjourned the meeting at 9:42 pm.

Submitted by,

Sandra Rizo

Executive Admin. Assistant

[spcmin_Nov1_2021]



North Los Angeles County Regional Center
Strategic Planning Committee Meeting Minutes

December 6, 2021

Present: Orli Almog (VAC), Marianne Davis, Lety Garcia, Ruth Janka, Lillian Martinez, Ana Quiles, Kim Rolfes, Curtis Wang, Jesse Weller, Sharoll Jackson, and Christina Cannarella - Committee Members

Cheryl Blizin, Lizeth Chavez, Alan Darby, Michael Fernandez, Michele Marra, Evelyn McOmie, Jennifer Williamson, and Ana Maria Parthenis-Rivas – Staff Members

Ami Sullivan, - Guests

Lucy Paz – Interpreter

Seth Tanner – Minutes Services

Absent: None

I. Call to Order & Introductions

Marianne Davis called the meeting to order at 6:00 p.m. Lizeth Chavez was introduced as the new Executive Administrative Assistant to NLACRC.

II. Public Input

No input was received.

III. Consent Items

A. Approval of Agenda (Page 2)

M/S/C (L. Garcia/R. Janka) To approve the December 6th, 2021 agenda as written.

B. Approval of Minutes from the November 1, 2021 Meeting (Page 3)

M/S/C (L. Garcia/R. Janka) To approve the minutes from the November 1st, 2021 meeting as presented.

IV. Committee Business

A. Kinetic Flow – One-on-One Interviews

Consultant Ami Sullivan stated that the One-on-One report document shared with the Strategic Planning Committee (SPC) the oft-repeated themes from the sample. The interview sample captured interviews from 17 participants that crosscut all

target demographics. Ms. Sullivan stated that the results were anecdotal and therefore did not include graphic representations. The final results of the survey were to be presented at the retreat with both exact counts and visual maps to display concept weight.

B. Kinetic Flow – Next Steps: Strategic Thinking Survey (Page 9)

Ms. Sullivan stated that the attachments on page nine covered both methodology information and a draft of the survey. The goal of the survey was to gain a representative picture of the community in quantifiable data.

Concerning methodology, committee feedback and discussion included the following points:

- The number of participants per stakeholder would be included.
- Priorities needed to drive the data presentation and needed to be broken out by community/perspective.
- The survey should include all individuals and families served as, all staff and current board members, the family resource center, State DD council, parent organizations, advocacy groups and other groups from the regional center.
- The entire list of active service providers posted to the website should be utilized to contact this community group.
- Special attention would be made to include the disparity committee and the local volunteer advisory committee for self-determination via their agendas in upcoming meetings.
- To encourage leadership and community responses, the survey would come from NLACRC; language would be to asks for help; communication would be interesting, short, and engaging; requests would be sent multiple times including a request via the website; and communication would be advertised via internal word-of-mouth.
- A telephone campaign would run concurrently with the email blasts and website posting. Finally, there were to be in-person interviews for the survey as appropriate for the demographic.
- Ms. Sullivan assured the committee that, due to the large size of the group, a reasonable yield would be forthcoming.
- Bi-lingual participants would be called back or switched to their preferred.

Ami Sullivan shared that next steps included incorporating the committee's recommendations, formulating a final draft from any subsequent edits, translating,

and programming the survey, creating a list for telephone calls, and drafting invitation language to be approved by the SPC via email. Any feedback on the invitation draft was to be incorporated. The target stakeholders were to be contacted starting January 11th via email, telephone, and in-person. The data was to be closed February 5th.

Ami Sullivan read the draft language. Concerning the survey draft, discussion to finalize the language included the following ideas and recommendations:

- The survey included SWOT analysis, environmental scan, needs assessment, strategic issues, and focus areas proprieties.
- The individuals and families served should be listed first in the to-line to emphasize the focus of NLACRC.
- Language should be simplified. Avoid terms of art or specialized vocabulary.
- Discussion included the value of personalized experience versus generalized wording to avoid bias toward a single recent event, positive or negative.
- **Action Item: Marianne Davis** to revise the language, so the group can get the reworked, simplified (6th grade reading level) language to Ms. Sullivan by the 13th of December.
 - It was explained that the survey is a conversation, a two-way tool between the Center and the community. Elements on the list that don't apply to a person would be ignored, while items that could be of value would be made aware to the community.
 - The telephonic interview was adaptive based on responses of the interviewee. Five to seven question options would be created for each question on the telephone version to allow for that flexibility.
- Plain language wording format questions should be used first, as the community would respond to those most readily.
- Recommendation for question eleven regarding unmet needs to be reworded.
- Online, a drag-and-drop exercise is included. Ami Sullivan asked if any of the options for question nine (page 14) could be removed to truncate the question. The committee elected to make the following changes and ask respondents to prioritize their first six from the list.
 - “HCBS Final Rule” should be added to bring that issue into the mind of community stakeholders.
 - “Funding” should be listed separately from “legislative advocacy”.

- To clarify, an addition to quality assurance improvement should be made: “making sure people do what they are supposed to do”.
- “Technology for all stakeholders” should be removed.
- Blank spaces could sometimes be understood as “I’m unaware of this concept”, or “I do not understand”.
- Staff only questions included items to prioritize an internal focus. The committee decided to add “professional development” and “future plans” to the list of internal foci.

The survey’s goal was discussed, which is to find challenges, unmet needs, and identify community priorities across stakeholders with the purpose of helping NLACRC determine where to focus efforts. Thus, the strategic thinking first steps would be created at the retreat after the survey was completed.

Recommendations re: specific wording or additional thoughts should be returned to Ami Sullivan separately. Rounds of edits will occur via email offline.

Recommendation: A. Sullivan recommended the committee to shorten the list of priorities that are included in the survey.

Recommendation to include “Not applicable”, “Unaware”, and “Do not understand” as responses on the survey.

Recommendation to separate funding and legislative initiative into two separate items; add at the end of quality assurance “making sure people do what they are supposed to do”; remove technology for all stakeholders and add HCBS final rule. Otherwise, the list is fine and ask people to prioritize first 5-6 items.

Staff survey recommendation: Add “Professional Development”.

C. FY21-22 Committee Priorities (Page 17)

Ruth Janka explained that the list included the last known list of priorities as penned in 2018-19. The list included competitive integrated employment, self-determination, in-home supportive services, housing, services access and equity, and the home and community-based services (HCBS) Final Rule.

For priority one, the committee was enthusiastic about competitive integrate employment as a priority, yet recommended changes to extend service from 18 years of age until 14 years of age. The terminology should be broadly understood

to include all competitive employment: career exploration, planning and development, strength assessments, transition services, IEP planning, opportunities for paid internships, and the incentive program. Individuals under 18 years of age were served via the DOR track through the LEAs.

For priority three, in-home supportive services, the committee wanted to make the services actionable and thus changed the wording to “increase access in service delivery with regional center support”. This includes mental health support and social resources. For example, obtaining the appropriate amount of IHSS, with a Med-Cal waiver, services to support a person’s family had been a difficulty. This can also fall under the community services committee.

For priority four, housing, use the words “advocate and/or develop affordable, accessible, and specialized housing...”

For priority five, the committee discussed how to best coordinate access to service. To emphasize and remove both internal and external barriers, the language was altered to include two bullet points: “1) ...in addressing disparities in the coordinating or authorization services”; and 2) “...in addressing barriers to directly accessing services and supports”. To summarize the difference, “(internal)” and “(external)” were added to point one and point two, respectively.

Ruth Janka revised the priorities to reflect the committee’s recommended changes, and committee reviewed the revision.

M/S/C (L. Garcia/A. Quiles) To accept the priorities for the 2021-22 year as discussed and revised.

D. Strategic Planning Committee (SPC) Policy Proposed Revision (Page 18)

Ruth Janka shared a red-line draft to include the committee’s responsibility to “**participate** in the development and monitoring of the Center’s strategic plan” including to make recommendations to the board.

It was discussed whether to maintain SPC as a board-member driven group rather than including equal membership of regional center staff. The committee agreed to revise the policy to state committee membership should be 60% board members, at a minimum. Committee also discussed updating the policy to reflect that committee membership “may” include members who are or represent consumers, family members, service providers, State Council and staff versus

“shall”. Committee agreed; it was recommended that the board bylaws be reviewed to ensure the policy and bylaw are consistent.

M/S/C (C. Cannarella/L. Martinez) To approve the recommended changes to the board policy regarding the committee composition.

E. Diversity, Equity & Inclusion (DEI) Policy Steering Committee Update

Dr. Jesse Weller shared the potential options for an hour and a half policy steering committee meeting times together with the proposed composition of the committee. The final composition and times were to be provided in January. The committee provided input that Thursday, January 27th from 9-10:30 AM seemed to work best.

Marianna Davis voiced the need to including neurodiversity in NLACRC’s SPC DEI focus. The committee accepted this as a component within the scope of the policy to include gender identity, ethnicity, culture, etc.

F. Update on retreat location / schedule for March 11th & 12th, 2022

Several venues have been reviewed for the strategic planning retreat, including the Lexen in Newhall, Valencia Hyatt and hotels off the 5 freeway, however Embassy Suites in Santa Clarita represents the most cost effective location and can accommodate participants and staff with social distancing. Arrangements to be finalized, and an accommodation will be sought regarding cancellation should COVID impact the ability to assemble a large group in person.

G. Review Proposed Timeline: changes, concerns, suggestions

No discussion occurred as no new concerns or suggestions arose since the previous meeting. (Item brought forward from the previous meeting.)

H. Performance Contract Updates

The Center’s Performance Contract was submitted to the department on time, and receipt was acknowledged.

I. Community Integrated Employment / Paid Internship Program (CIE/PIP)
1. Statewide DDS CIE/PIP Summary Reports (*Page 20*)

Evelyn McOmie submitted the quarterly report from DPS as it was not available for November.

Due to Assembly Bill 136, which required changes to the contracts for around 42 vendors, accurate numbers were not available as billing amounts were going to change. The service codes, subcodes and rates were being transitioned. Billing changes include those incentives for CIE had increased and PIP had been altered to 1,040 hours rather than \$10,400. Accurate numbers were to be returned at the leisure of the vendors once they were able to bill retroactive back to July 16th for PIP and to July 1st for CIE.

On the next quarterly report, when billing would be completed, CIE data would reflect the number of vendors and authorizations paid out for 30-day, 6-month, and 12-month windows. PIP would show the number of vendors and participants who had received a payment for an internship.

An employer seeking to provide CIE/PIP opportunities needed to work via a vendored service provider to bridge the support necessary. NLACRC would have a conflict of interest (COI) in providing CIE/PIP. A service provider would be needed, and the funding would need to flow through an FMS or the vendor. The delineation must be clear.

Additionally, POS would need to be kept separate from OPS. PIE programs were reimbursed from the purchase services budget. State funding for NLACRC staff flowed through OPS. Reimbursements via POS for PIE employees would create an audit exception.

Discussion revolved around offering paid internships at NLACRC. Job coaches on site were not a COI, so hiring can flow via OPS. Marianne Davis suggested that more about how internships can be structured could be provided at a later time.

J. Quarterly reporting of Health & Safety, CIE/PIP, Vendor Closures & New Vendorizations

This was postponed to a later date due to Bill 136.

K. Strategic Plan Year 4 Update (Page 22)

The Center's Strategic Plan Year 4 Update was provided to committee members for review, no further inquiries regarding the plan or the update were made.

V. Board Meeting Agenda Items

A. Minutes of the December 6th, 2021 Meeting

B. DDS Approval of 2022 Performance Contract

While this had been submitted, the approval would not be back by the next meeting.

VI. Announcements / Information Items

A. Next Meeting: Monday, January 3rd at 6:00 p.m.

B. Ana Quiles encouraged those present to get the COVID-19 boosters.

C. Lety Garcia shared that the Sylmar Moose Lodge of San Fernando was having a Christmas/Holiday party on Sunday, December 19th. Details for the event were provided.

D. Marianne Davis recommended PBS's American Experience Services program on Hellen Keller's advocacy for disability rights and services.

E. Christina Cannarella shared news of an inclusive, live table-read of *It's a Wonderful Life*. She extolled the value of such events for all involved.

VII. Adjournment

M. Davis adjourned the meeting at 8:48 p.m.

Submitted by,

Ana Maria Parthenis-Rivas

Executive Admin. Assistant

The majority of these minutes are taken from the minutes service submission and reviewed/edited as presented herein by NLACRC staff.

[spcmin_dec6_2021-DraftAMP-R]





North Los Angeles County Regional Center

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Competitive Integrated Employment (CIE)

| Description | 1 st Quarter (July-September 2021) | 2 nd Quarter (October–December 2021) | 3 rd Quarter (January – March 2022) | 4 th Quarter (April – June 2022) | Total |
|-------------------------|---|---|---|---|-------|
| Consumer Authorizations | 5 | 0 | 0 | 0 | 5 |
| Vendors Approved | 1 | 0 | 0 | 0 | 1 |
| Payments Made | 1 | 0 | 0 | 0 | 1 |

*CIE funds are paid to vendors after 30 days, 6 months, and 12 months of continuous employment of a consumer.

Paid Internship Program (PIP)

| Description | 1 st Quarter (July-September 2021) | 2 nd Quarter (October–December 2021) | 3 rd Quarter (January – March 2022) | 4 th Quarter (April – June 2022) | Total |
|---|---|---|---|---|-------|
| Consumer Authorizations (Using Auth Date) | 79 | 0 | 0 | 0 | 79 |
| Vendors Approved | 0 | 0 | 0 | 0 | 0 |
| Payments Made | 37 | 0 | 0 | 0 | 37 |

*Effective July 16, 2021 Paid Internships shall not exceed 1,040 hours per year for each individual placed in an internship. Prior to this date, service providers or employers are reimbursed up to a maximum of \$10,400 per year for wages and benefits paid to each consumer placed in an internship.

Summary of Program Closures by Program FY22 Q1

| Fiscal Year | Service Codes | Service Description | Program Closure Date | Number Consumers Impacted | Reason for Closure | Zip Code | Service Address City |
|--------------------|----------------------|-----------------------------|-----------------------------|----------------------------------|--------------------------------------|-----------------|-----------------------------|
| FY2021-2022 | 954 | Work Activity Program | 9/6/2021 | 31 | Per vendor Request/Pandemic Impacted | 90412 | Los Angeles |
| FY2021-2022 | 625 | Counseling Services | 8/31/2021 | 0 | DS1891 Non-Compliance | 91423 | Sherman Oaks |
| FY2021-2022 | 805 | Infant Development Porgarm | 8/13/2021 | 295 | Vendor Filed for Bankruptcy | 93534 | Los Angeles |
| FY2021-2022 | 805 | Infant Development Porgarm | 8/13/2021 | 0 | Vendor Filed for Bankruptcy | 93534 | Los Angeles |
| FY2021-2022 | 805 | Infant Development Porgarm | 8/13/2021 | 21 | Vendor Filed for Bankruptcy | 93534 | Los Angeles |
| FY2021-2022 | 805 | Infant Development Porgarm | 8/13/2021 | 55 | Vendor Filed for Bankruptcy | 93534 | Los Angeles |
| | | | | | | | |
| | | | Total | Total | | | |
| | | Subtotal FY2021-2022 | 6 | 402 | | | |

**North Los Angeles County Regional Center
1st Quarter Report on New Vendorizations
FY2021-2022, Q1: 07/01/2021-09/30/2021**

| Count | Approval Letter Signed | Vendor Name | Vendor # | Service Code | Service Description | Service Level | Area Served | | | Contract Effective Date |
|-------|------------------------|--------------------------|----------|--------------|--|---------------|-------------|-----|----|-------------------------|
| | | | | | | | SFV | SCV | AV | |
| 1 | 8/6/2021 | Slavin, Amy | PL2048 | 56 | Interdisciplinary Assessment Service | | X | | | 6/1/2021 |
| 2 | 8/6/2021 | UCP dba Momentum | PL2061 | 62 | Personal Assistance | | X | | | 8/1/2021 |
| 3 | 8/6/2021 | UCP dba Momentum | PL2060 | 94 | Creative Art Program | | X | | | 8/1/2021 |
| 4 | 7/24/2021 | Prime Choice | PL2039 | 109 | Supplemental Residential Program Support | | X | | | 3/4/2020 |
| 5 | 7/26/2021 | Louise House 3 | PL2050 | 109 | Supplemental Residential Program Support | | X | | | 3/20/2020 |
| 6 | 7/26/2021 | Louise House 4 | PL2052 | 109 | Supplemental Residential Program Support | | X | | | 5/17/2021 |
| 7 | 5/27/2021 | Strategic Concepts ILS | HL0951 | 520 | Independent Living Service | | X | X | X | 7/1/2021 |
| 8 | 8/19/2021 | RSCR California (Laurel) | HL0930 | 900 | EBSH Facility component | EBSH | | | X | 8/1/2021 |
| 9 | 8/19/2021 | RSCR California (Laurel) | HL0955 | 901 | EBSH Individual Services | | | | X | 8/1/2021 |

North Los Angeles County Regional Center
Vendor Advisory Committee Meeting Minutes
November 4, 2021

Present: Jodi Agnew-Navarro, Orli Almog, Erica Beall, Suad Bisogno, Kimberly Bermudez, Catherine Carpenter, Cal Enriquez, Bob Erio, Kenny Ha, Sharoll Jackson (Chair), Dana Kalek, Alex Kopilevich, Don Lucas, Jenni Moran, Daniel Ortiz, Kevin Shields - Committee Members

Absent: Olga Reyes

Kim Rolfes, Dr. Jesse Weller, Evelyn McOmie, Arpi Arabian, Arsho Garlanian, Cheryl Blizin, Sandra Rizo, Chantelle Crown, Cathy Robinson-Learn, Cristina Preuss, Dr. Michael Fernandez, Elisa Hill, Erin Broughton-Rodriguez, Gabriela Eshrati, Josie Dauglash, Kimberly Johnson-McNeill, Marlene Vargas, Nancy Salyers, Stephanie Margaret, Venus Rodriguez-Khorasani - NLACRC Staff

Approximately 77 Service Providers also participated on the Zoom call.

I. Call to Order & Introductions

Sharoll Jackson, VAC chair, called the meeting to order at 9:33 a.m.

The Executive Director asked for a moment of silence to recognize the late Ken Lane who was very influential in our community and instrumental in raising aging adult issues and developing best practices.

Moment of Silence/Words of Expression

- Executive Director asked for a moment of silence for a former colleague and collaborator who passed away, Mr. Ken Lane.
- Following the moment of silence, meeting attendees gave words on Ken's work ethic and personality.
- The Aging Adult Specialist position was recognized in honor of Ken Lane, who worked collaboratively with other members of the VAC to develop an Aging Adult policy and recommend the position. Marlene Vargas was introduced as the Aging Adult Specialist effective October 11, 2021.

II. Public Input

- Sharon Weinberg, Family Home Agency provider, met with LA County for the vaccine mandate for people working with individuals with developmental disabilities. The vaccine mandate only applies to employees from vendors/regional centers, not ones internally employed by the family. There should be a vaccine mandate or at least a testing mandate for personal family hires.
- Jon Francis, SDP LVAC Chair and SLS provider, gave condolences to everyone on Ken's passing. He also went on to talk about what is affecting the Supportive Living Services (SLS) Community. November 10th is a statewide self-determination virtual meeting. December 8th will be the second self-determination resource fair at 6:30pm. The self-determination local volunteer advisory committee chair and co-chair elections will be held at this month's committee meeting. He also mentioned there is a shortage of labor and it is becoming a near crisis for some SLS providers.
- Jody Navarro, Behavior Services provider, shared that CalTash is putting on a free webinar on November 16th at 10:30am-12:30pm on the HCBS Setting Rule: How We Align Policy, Practice & Funding.

III. Consent Items

A. Approval of Agenda

M/S/C (J. Moran/S. Bisogno) to approve the agenda as presented.

B. Approval of Minutes from the October 7th VAC Meeting

M/S/C (D. Kalek/K. Shields) to approve the October 7th meeting minutes as presented.

IV. Executive Director's Report (Ruth Janka)

1. New positions at all regional centers:

1. Deaf Services Specialist
2. Emergency Response Coordinator
3. Enhanced Services Coordination Specialist (6 positions at NLACRC)
4. Public Information Officer

2. Affordable Housing:

\$300,000 of discretionary funds from Supervisor Barger's Office have been allocated to the Penny Lane Center in Lancaster for an 80-unit affordable housing development, Imagine Village II.

3. Governor's Annual Capitol Tree Lighting:

DDS has issued a request for ornaments for the Governor's Annual Capitol Tree Lighting. The deadline for submission of ornaments to the department is November 12th. More information regarding the guidelines for this is available on NLACRC's website.

4. COVID-19:

- Hospitalizations have increased this week over last, at 659 this week. According to the data, we are hovering between 0.7-1% of positivity rates. LA County Public Health expects 900,000 children between ages 5-11 will be eligible for the vaccine; LA County anticipates having 300,000 doses of vaccine available by the end of week.
- There is a mandate for service provider staff to provide proof of vaccination to their employer however not to individuals served. Communication regarding this will be sent out to the community listing the requirements, and limitations of information a consumer or family member may seek from direct service providers. It was discussed that a consumer/family can decline services if the family is uncomfortable with not knowing the vaccination status of worker.
- Proof of vaccination mandate went into effect as today in the city of Los Angeles for visiting various indoor locations, as well as outdoor mega events.
- Booster shots are not a part of the vaccination mandate.

5. DDS Guidance & Directives:

October 27th, there was an extension on the waivers modifications and directives that were previously issued. They extend expiration dates into December except the half date billing requirement (which is waived until November 26th).

6. Rate Adjustment Approvals:

The authority for regional center executive directors approving rate adjustments for supplemental staffing services in residential settings expires as of November 3rd. These rate adjustment requests will go through the typical DDS approval process after November 3rd.

7. Announcements:

- Northeast Valley Center received a \$250,000 grant from Providence Hospital to expand their developmental screening services.
- The amount of communications coming from NLACRC are oversaturating the community; we are currently pausing communications regarding cultural events and are developing a weekly bulletin format to provide all types of information. Additionally, an annual overall communication plan will be developed with the assistance of a consultant.

- The performance contract is being finalized and will go to the Board of Trustees on November 10th to be finalized by November 23rd to submit to DDS by the end of the month.
- The legislative town hall is scheduled for November 30th from 6-7:30pm. Topics to include affordable housing, and awareness about increasing regional center service equity.
- Alona Yorkshire mentioned that she met with IPP teams this week and found there is a great deal of confusion among the CSCs regarding the vaccine mandate. Request for clarifying internal email. Ruth confirmed that Center will communicate both internally and externally regarding the application of the vaccine mandate.

V. Chief Financial Office’s Report (Kim Rolfes/Alan Darby)

A. Fun Fact:

The majority of NLACRC’s active authorizations as of 10/14/2021 are for traditional services. This is interesting data because it demonstrates a trend of services returning to traditional rather than alternative service delivery.

B. Service Provider Rate Implementation

- a. On November 3, 2021, DDS & Representative from Health Management Associates (Burns & Associates) met with RC staff regarding Rate implementation
- b. Rates Scheduled to be provided to RC’s mid-February 2022
- c. DDS will be scheduling various presentations to include service providers, although no timeline was provided
- d. No rates will be reduced based on the rate study until June 30, 2026

C. Operations Updates

POS Check Runs: (Invoices due by the 6th)
 November 29, 2021: Special POS Check Run
 December 29, 2021: Special POS Check Run

D. Regional Center Operations

- 1. An applicant conference for the next CPA firm to be used by the Center will be held on November 5th from 10:00am to 12:00pm

E. Staffing Updates

- 1. Human Resources: 572 positions filled out of 634 authorized positions, as of October 2021. Annualized turnover rate the month of September was 0.15%, a bit higher than

previously experienced. There are currently 34 CSC open positions; and 34 other positions; for a total of 68 vacant positions.

F. Consumer Update

Serving 29,639 consumers as of September 30, 2021

Intakes: 724 under 3; 784 3 years plus

G. Regional Center Financial Report

1. FY2021-2022 Financial Report (C-1)

Operations: \$65,774,429

Purchase of Services: \$66,164,740

Total Allocation: \$726,939,169

C-2 Allocation to include additional OPS Funding, CRDP/CPP-OPS funding, and CPP-POS Funding

First Purchase of Services Expenditure Projection (PEP) report to DDS on December 10, 2021

H. Recognition of Kim Rolfes' retirement and last VAC meeting as of today.

VI. Chief of Program Services Report (Jesse Weller)

- Play LA Youth Sports presented by the Mayor's Office launched and will host an event Saturday, November 12, 2021 from 9:00 am-3:00 pm between Huntington Park and Inglewood. This is a fun day of adaptive sports clinic with free lunch and transportation is available. The event is free but registration is required.
- All of the New Consumer & Family Orientations have been rescheduled until December.
- The Center's Diversity, Equity, Inclusion, and Belonging (DEIB) initiative has launched with NLACRC entering into a contract with Inclusion Counts, DEIB consulting firm. Five days of training for all NLACRC employees will be held between November 29th-December 8th. The trainings are three hours per day. Additional DEIB trainings will be provided based on the needs identified during the assessment phase, which is being conducted through group listening sessions and interviews.
- Service Access & Equity Grant application deadline was yesterday, November 3rd. Selected grant winners will be notified in late January/early February.
- The Center has scheduled an employment roundtable with Dr. Fung from Stanford University for Wednesday, November 17th from 3pm-4pm on the Neurodiversity Project, a collaboration with Google in employing individuals with autism spectrum disorder.

- On Thursday, November 18th, NLACRC’s town hall meeting will feature the Department of Rehabilitation and review supported employment, competitive employment, transition services for youth, and the role of the community resource provider.
- Virtual Life After High School events will occur November 9th, November 18th, and December 2nd.
- Different Thinkers Different Learners training (in Spanish) on social & behavioral skills will occur November 23rd.
- Festival Educacional taking place on November 6th. “Welcome to the Regional Center – This is Your Home” is the theme for this year. Half-day virtual events will take place in Spanish. A few topics will include Self-Determination, services by ages, IPP strategies, and an opportunity to meet parent mentors and the Diversity, Equity and Inclusion supervisor.
- There are 62 enrolled participants in self-determination. North LA has been recognized as the #1 Regional Center with the most enrolled participants outside of the pilot programs.
- Informational and Orientation meetings are ongoing in English and Spanish and are open to service providers.
- Disability Thrives Initiatives will host a webinar on November 10th about self-determination.
- NLACRC’s SDP Local Volunteer Advisory Committee and Disability Voices United will host a Self-Determination Program Resource Fair at 6:30 pm on December 8th. Announcement will be forthcoming.
- The SDP Local Volunteer Advisory Committee will meet on November 18th at 6:30 pm. Katie Hornberger will attend to talk about the new office of the self-determination ombudsperson.
- Monthly parent advocate and support group meetings continue. Hosted by NLACRC and/or Family Focus Resource Center, the Black/African American met November 3rd, the Men’s Group meets on November 9th, Filipino Support Group meets November 15th, Cafecito Entre Nos with ICC meets November 18th, and Aprendiendo Entre Nos meets on December 16th from 10:00 – 11:30 am.

VII. Community Services Director’s Report (Evelyn McOmie)

1. Electronic Visit Verification (EVV) Requirement

DDS has updated the EVV website to include the October 26th Stakeholder Meeting materials. You can find the presentation and the webinar recording under the “Meetings” tab at: [Electronic Visit Verification \(EVV\) - CA Department of Developmental Services](#). DDS is continuing with registration to the portal for Personal Care Services, and will be hosting additional trainings in the months of November and December. [Personal Care Services Vendors within our service delivery system are: SLS (896), Respite (465, 862, 864), Homemaker Services (858, and 860), and Personal Assistant (062)]

2. Competitive Integrated Employment (CIE)/Paid Internship Program (PIP)

CIE / PIP amendments – 44 amendments are in progress

- Sent to providers beginning last week and the last few are going out this week
- (C&C team will update providers with the signed version and at the time the subcode will be available for changing authorizations under new subcodes)

NLACRC is conducting CIE/PIP Case Management training for service coordinators this week.

3. Intermedia Care Facility (ICF) Rates

- Updated ICF Rates - The Department of Health Care Services (DHCS) released the updated ICF rates as explained here: <https://www.dhcs.ca.gov/services/medical/Pages/LTCRU.aspx> and detailed in the attached Excel spreadsheet. These rates are effective from August 1, 2021-July 31, 2022.

4. Home Community Based Services (HCBS) Concept Proposal Funding

FY 21/22 Concept Proposals for furthering service provider compliance with the HCBS final rule are due to NLACRC by Friday, November 12th. Submit to Evelyn McOmie at emcomie@nlacrc.org and Arsho Garlanian at agarlanian@nlacrc.org. NLACRC will have to submit Proposals to DDS by December 10th. (During the review process you may be contacted for additional clarification if needed, prior to submission to DDS). Website for the Concept Proposal Funding Guidelines: <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/hcbs-compliance-funding/>

5. FY2021 Community-Based Day Programs (505, 510, 515, 520, 805) annual program evaluations were due 09/30

- Thank you to the 144 providers who have already submitted for their efficient and quick reply to our requests.
- Annual Program Evaluations have yet to be received from 11 providers; failure to submit will compel the Center to issue a 30 day notice of termination of Vendorization for noncompliance with an applicable regulation.

6. Quality Assurance

- Adult Care Facilities and Direct Care Worker Vaccine Requirement

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Adult-Care-Facilities-and-Direct-Care-Worker-Vaccine-Requirement.aspx>

All individuals in subdivisions (a) through (e) must have the first dose of a one-dose regimen or the second dose of a two-dose regimen by November 30, 2021. All workers who are eligible for the exceptions outlined in subdivisions (b), (c), and (e) of section (1) must only provide services to a single household. If the worker provides services

across multiple households, then the exception does not apply, and the worker must adhere to the provisions of this Order.

- PIN 21-44-ASC :ADULT AND SENIOR CARE FACILITY WORKER
CORONAVIRUS DISEASE 2019 (COVID-19) VACCINATION REQUIREMENT
<https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2021/ASC/PIN%2021-44-ASC.pdf>

COVID-19 among vulnerable individuals, a State Public Health Officer Order was issued on September 28, 2021, pursuant to the authority in Health and Safety Code sections 120125, 120140, 120175, 120195 and 131080. The State Public Health Officer Order requires all workers who provide services or work in ASC facilities have their first dose of a one-dose regimen or their second dose of a two-dose regimen by November 30, 2021. The State Public Health Officer Order of July 26, 2021 regarding worker protections in high-risk settings supplements the vaccination requirement.

7. RESOURCE DEVELOPMENT Request for Proposal (RFP) & Request for Vendorization (RFV) Announcements

- North Los Angeles County Regional Center (NLACRC) continues to seek proposal submissions for an Infant Development Program s.c. 805 (home- and center-based services) service provider in the Antelope Valley. Start-up funding for this project has been approved through Community Resource Development Plan (CRDP) funding approval from the Department of Developmental Services (DDS) in the amount of \$150,000. All interested applicants must have or plan to establish a physical business office located within the Antelope Valley. For further information about this Request for Proposal (RFP) please visit the NLACRC website at Infant Development Program (IDP) | NLACRC. Deadline for proposal submissions is November 28, 2021 at 11:59 PM. (link for submission instructions are being placed on the chat)

Infant Development Program- Request for Proposal (805 RFP) Link:
[Infant Development Program \(IDP\) | NLACRC](#)

- The North Los Angeles County Regional Center (NLACRC) is seeking qualified clinicians to provide Early Start Specialized Therapeutic Services (Service Code 116) to serve Early Start Consumers, under the age of three years, who reside in the Antelope Valley. Consistent with statutory requirements (WIC 4688(a)(5)), there is significant need to support Early Start Consumers and their families, in their home and in natural environments (“in-home services”). All interested applicants must have a physical business office located within or be willing to provide services in the Antelope Valley. There is no start-up funding in place for this project however service code 116 allows for a negotiated rate. For further information about this Request for Vendorization

(RFV) please visit the NLACRC website at RFV Announcement - Early Start Specialized Therapeutic Services | NLACRC. The proposal submission deadline is ongoing until the need is filled

Specialized Therapeutic Services- Request for Vendorization (116 RFV) Link [RFV Announcement - Early Start Specialized Therapeutic Services | NLACRC](#)

VIII. Legislative Report_(Michelle Heid)

Some of the highlights in the October 2021 Legislative report are as follows:

- The legislature adjourned on Friday, September 10th. Governor Newsom had until October 10th to sign bills on his desk to which he signed 774 new California laws and vetoed 66. He did sign AB 445 which reduced barriers to accessing services. The legislature will reconvene on January 3rd and begin second year of the legislative season. Bills that were presented last year can continue to move forward through the process in 2022.
- DDS issued guidance to regional centers on restoration of services that would be added back in after the signing of the budget on October 7th. Regional Centers need to compile communication for the community on the restoration of services and protocols taking place to ensure efficient restoration.
- Webinars continue regarding EVV
- Health mandates and vaccine requirements summarized
- The DS Taskforce had a monthly check-in meetings during the pandemic; however, at their August meeting, it was announced that they would return to their quarterly meetings.
- Service Access and Equity workgroup meeting was held on October 31st; a summary will be provided in the November legislative report.
- State Council on Developmental Disabilities is having a contest called “There Should be a Law.” Asking for public to submit ideas for legislation that would have an impact on the IDD community.

Link to monthly report in chat:

[https://drive.google.com/file/d/1g6nBgdrzHO2Um2MGLdo2nU74RBynwd0f/vi
ew](https://drive.google.com/file/d/1g6nBgdrzHO2Um2MGLdo2nU74RBynwd0f/vi
ew)

IX. Committee Business

Discussion around hiring crisis and the effect on self-determination in the hiring process and how it's impacting services.

X. Report on Board Committee Meetings

A. Administrative Affairs (Kevin Shields)

Kevin shared that due to technical difficulties he was unable to join the Administrative Affairs Committee meeting. Kim Rolfes gave a brief overview as follows:

- Financial Report
- Contract Training
- Reviewed one contract for board consideration
- HR Report discussed

B. Board of Trustees (Sharoll Jackson)

- Presentation of North LA's Draft FY 2021-22 Performance Contract
- Annual Legislative Training Session
- Various Director Reports
- Conflict of Interest Policy Reviewed
- Board Training Plan Reviewed
- Board Composition Survey Reviewed
- Ruth Janka was presented with the Outstanding Hispanic Leader Award by Assemblywoman Valladares from the 38th District

C. Consumer Services (Suad Bisogno)

- Intake Services have seen an increase this quarter after a massive decline during COVID
- FY 2021-22 Priorities have been updated with new line item 5 "support individuals in obtaining and maintaining competitive employment opportunities and/or internships."

D. Government & Community Relations (Suad Bisogno)

- There is a desire to capture human interest stories while being HIPAA compliant using the materials for social media. Feedback from Board members that there needs to be a streamlined way to share the stories on social media. NLACRC's attorneys came to the meeting to finetune verbiage.
- Michelle Heid shared the Legislative Report

E. Nominating Committee (Bob Erio)

- Orientation occurred in October
- Nominating Committee will be in recess for a few months

F. Strategic Planning Committee (Orli Almog)

- Reviewed the vision and mission and how to achieve goals
- Created a timeline of 6-8 months
- Planning for leadership interviews
- Recommendation to change meeting frequency from quarterly to monthly
- Recommendation to report the strategic plan to the Board by May, 2022

- The March 2022 Retreat will be a two-day overnight
- Review of the five year strategic plan objectives
- Quarterly CIE/PIP data
- Quarterly Vendorization data
- Quarterly Health & Safety Waiver data

XI. Agenda Items for the Next Board Meeting

- A. Minutes of the November 4th Meeting

XII. Announcements/Public Input

- A. Nick Vukotic announced two holiday collaboration efforts with DCFS:
- Thanksgiving Basket food drive on November 16th
 - December - Toy Drive Amazon Wish List with a goal to adopt 55 families through local DCFS
 - For more information, email Nick (Nvukotc
- B. Jon Francis reiterated his concern for the labor shortage with regard to service provider staff. Encourage leadership at NLACRC to communicate the need.
- C. Next Meeting: Thursday, January 6, 2022 at 9:30 a.m.

XIII. Committee Work (The committee breaks into their workgroups)

- Early Start Services (Dana Kalek)
- School Age Services (Cal Enriquez)
- Adult Services (Suad Bisogno & Erica Beall)
- Legislative Issues and Advocacy (Sharoll Jackson)

XIV. Adjournment

Sharoll Jackson adjourned the meeting at 11:19 am.

Submitted by,

Cheryl Blizin
Executive Assistant

[vacmin_nov4_2021]



**NLACRC 2021-22 Board of Trustees
Board Meeting Attendance**

| 12-Month Attendance Board Members | Jul-21 Board | Aug-21 Board | Sep-21 Board | Oct-21 Board | Nov-21 Board | Dec-21 Dark | Jan-22 Board | Feb-22 Board | Mar-22 Board | Apr-22 Board | May-22 Board | Jun-22 Board | Total Absences |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Nicholas Abrahms | | P | P | P | P | | | | | | | | 0 |
| Cathy Blin | | P | P | P | P | | | | | | | | 0 |
| Sylvia Brooks Griffin | | Ab | P | P | P | | | | | | | | 1 |
| Christina Cannarella | | P | P | P | P | | | | | | | | 0 |
| David Coe | | P | P | P | P | | | | | | | | 0 |
| Marianne Davis | | P | P | P | P | | | | | | | | 0 |
| Leticia Garcia | | P | P | P | Ab | | | | | | | | 1 |
| Gabriela Herrera | | P | P | Ab | P | | | | | | | | 1 |
| Sharoll Jackson | | P | P | P | P | | | | | | | | 0 |
| Jennifer Koster | | P | P | P | Ab | | | | | | | | 1 |
| Angelina Martinez | | P | P | P | P | | | | | | | | 0 |
| Lillian Martinez | | P | Ab | P | P | | | | | | | | 1 |
| Caroline Mitchell | | P | Ab | P | P | | | | | | | | 1 |
| Ana Laura Quiles | | P | P | P | P | | | | | | | | 0 |
| Alma Rodriguez | | P | P | P | P | | | | | | | | 0 |
| Rocio Sigala | | P | P | P | P | | | | | | | | 0 |
| Jennifer Siguenza | | P | P | P | Ab | | | | | | | | 1 |
| Jeremy Sunderland | | P | P | Ab | P | | | | | | | | 1 |
| Deshawn Turner | | P | P | P | Ab | | | | | | | | 1 |
| Curtis Wang | | P | P | P | P | | | | | | | | 0 |

P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)

North Los Angeles County Regional Center
 FY 2021-22 Board of Trustees
 Board and Committee Time Report

Fiscal Year 2021-2022

(Rounded to the nearest quarter of an hour.)

| Committee | Jul-21 | | | | Aug-21 | | | | Sep-21 | | | |
|------------------------------------|---------|----------|------------|---------|---------|----------|------------|---------|---------|----------|------------|---------|
| | Start | End | Total Time | Rounded | Start | End | Total Time | Rounded | Start | End | Total Time | Rounded |
| Ad Hoc Bylaws | | | | | | | | | | | | |
| Administrative Affairs | 6:24 PM | 9:06 PM | 02:42 | 2:45 | 6:02 PM | 8:04 PM | 02:02 | 2:00 | 6:00 PM | 8:33 PM | 2:33 AM | 2:30 |
| Board Meeting | | | | | 6:31 PM | 9:13 PM | 02:42 | 2:45 | 6:32 PM | 8:59 PM | 2:27 AM | 2:30 |
| Consumer Services | 6:03 PM | 8:05 PM | 02:02 | 2:00 | 6:02 PM | 8:02 PM | 02:00 | 2:00 | | | | |
| Executive | 9:07 PM | 11:08 PM | 02:01 | 2:00 | 8:13 PM | 9:50 PM | 01:37 | 1:30 | 8:40 PM | 11:00 PM | 2:20 AM | 2:15 |
| Government and Community Relations | 8:06 PM | 10:30 PM | 02:24 | 2:30 | 8:07 PM | 10:42 PM | 02:35 | 2:30 | | | | |
| Nominating | | | | | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Post Retirement Medical Trust | 5:33 PM | 6:23 PM | 00:50 | 0:45 | | | | | | | | |
| Strategic Planning | | | | | 6:03 PM | 8:24 PM | 02:21 | 2:15 | | | | |
| Vendor Advisory | | | | | 9:32 AM | 12:02 PM | 02:30 | 2:30 | 9:32 AM | 10:47 AM | 1:15 AM | 1:15 |

North Los Angeles County Regional Center
 FY 2021-22 Board of Trustees
 Board and Committee Time Report

Fiscal Year 2021-2022

(Rounded to the nearest quarter of an hour.)

| Committee | Oct-21 | | | | Nov-21 | | | | Dec-21 | | | |
|------------------------------------|---------|----------|------------|---------|---------|----------|------------|---------|------------|------------|------------|---------|
| | Start | End | Total Time | Rounded | Start | End | Total Time | Rounded | Start | End | Total Time | Rounded |
| Ad Hoc Bylaws | | | | | | | | | | | | |
| Administrative Affairs | 6:28 PM | 9:45 PM | 03:17 | 3:15 | 6:02 PM | 7:41 PM | 01:39 | 1:45 | | | | |
| Board Meeting | 6:32 PM | 8:43 PM | 02:11 | 2:15 | 6:35 PM | 9:50 PM | 03:15 | 3:15 | | | | |
| Consumer Services | 6:03 PM | 7:33 PM | 01:30 | 1:30 | 6:07 PM | 7:53 PM | 01:46 | 1:45 | | | | |
| Executive | 9:45 PM | 11:24 PM | 01:39 | 1:45 | 7:42 PM | 8:29 PM | 00:47 | 0:45 | | | | |
| Government and Community Relations | 7:35 PM | 9:48 PM | 02:13 | 2:15 | 7:54 PM | 10:22 PM | 02:28 | 2:30 | | | | |
| Nominating | 5:37 PM | 6:39 PM | 01:02 | 1:00 | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Post Retirement Medical Trust | 5:31 PM | 6:27 PM | 00:56 | 1:00 | | | | | | | | |
| Strategic Planning | | | | | 6:02 PM | 9:42 PM | 3:40 | 3:45 | 6:00:00 PM | 8:48:00 PM | 02:48 | 2:45 |
| Vendor Advisory | 9:34 AM | 11:27 AM | 01:53 | 2:00 | 9:32 AM | 11:19 AM | 01:47 | 1:45 | | | | |

North Los Angeles County Regional Center
 FY 2021-22 Board of Trustees
 Board and Committee Time Report

Fiscal Year 2021-2022

(Rounded to the nearest quarter of an hour.)

| Committee | Jan-22 | | | | Feb-22 | | | | Mar-22 | | | |
|------------------------------------|---------|----------|------------|---------|--------|-----|------------|---------|--------|-----|------------|---------|
| | Start | End | Total Time | Rounded | Start | End | Total Time | Rounded | Start | End | Total Time | Rounded |
| Ad Hoc Bylaws | | | | | | | | | | | | |
| Administrative Affairs | | | | | | | | | | | | |
| Board Meeting | | | | | | | | | | | | |
| Consumer Services | | | | | | | | | | | | |
| Executive | | | | | | | | | | | | |
| Government and Community Relations | | | | | | | | | | | | |
| Nominating | 5:34 PM | 7:30 PM | 1:56 | 2:00 | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Nominating | | | | | | | | | | | | |
| Post Retirement Medical Trust | | | | | | | | | | | | |
| Strategic Planning | 6:04 PM | 7:21 PM | 1:17 | 1:15 | | | | | | | | |
| Vendor Advisory | 9:30 AM | 11:27 AM | 1:57 | 2:00 | | | | | | | | |

North Los Angeles County Regional Center

ALPHABET SOUP

| | |
|----------|---|
| AAIDD | - American Association on Intellectual and Developmental Disabilities |
| AAP | - Adoption Assistance Program |
| AB | - Assembly Bill (State) |
| ABLE Act | - The “Achieving a Better Life Experience” (ABLE) Act of 2014 |
| ACRC | - Alta California Regional Center |
| ADA | - Americans with Disabilities Act |
| ADC | - Adult Development Center |
| AFPF | - Annual Family Program Fee |
| AIS | - ARCA Information Systems |
| ARCA | - Association of Regional Center Agencies |
| ARFPSHN | - Adult Residential Facility for Persons with Specialized Healthcare Needs |
| BCBA | - Board-Certified Behavior Analyst |
| CAC | - Consumer Advisory Committee |
| CAL-ARF | - California Association of Rehabilitation Facilities |
| CAL-TASH | - The Association for Persons with Severe Handicaps |
| CARF | - Commission on Accreditation of Rehabilitation Facilities |
| CASA | - Community Advocacy Services Association |
| CASHPCR | - California Association of State Hospitals-Parent Councils for the Retarded |
| CCF | - Community Care Facility |
| CCL | - Community Care Licensing |
| CCR | - California Code of Regulations |
| CCS | - California Children’s Services (State and County) |
| CDCAN | - California Disability Community Action Network |
| CDE | - Comprehensive Diagnostic Evaluation |
| CDER | - Client Development Evaluation Report |
| CIE | - Competitive Integrated Employment |
| CMS | - Centers for Medicare and Medicaid Services (formerly HCFA) |
| CMIS | - Client Management Information System |
| COEC | - Community Outreach and Education Committee (ARCA) |
| COLA | - Cost of Living Adjustment |
| CP | - Cerebral Palsy |
| CPES | - Community Provider of Enrichment Services |
| CPP | - Community Placement Plan |
| CRDP | - Community Resource Development Plan |
| CSC | - Consumer Service Coordinator |

| | |
|------------|---|
| CSLA | - Community Supported Living Arrangement |
| CVRC | - Central Valley Regional Center |
| DAC | - Day Activity Center |
| DCFS | - Department of Children and Family Services (County) |
| DD | - Developmental Disabilities |
| DD Council | - State Council on Developmental Disabilities |
| DDS | - Department of Developmental Services (State) |
| DHCS | - Department of Health Care Services |
| DHS | - Department of Health Services (State) |
| DOE | - Department of Education (State and Federal) |
| DOF | - Department of Finance |
| DOH | - Department of Health |
| DOR/DR | - Department of Rehabilitation |
| DPSS | - Department of Public Social Services (County) |
| DRC | - Disability Rights California (formerly Protection & Advocacy, Inc.) |
| DSM | - Diagnostic and Statistical Manual of Mental Disorders |
| DSP | - Direct Support Professional |
| DSS | - Department of Social Services (State) |
| DOR | - Department of Rehabilitation (State) |
| DRC | - Disability Rights California (formerly Protection & Advocacy) |
| DTT | - Discrete Trial Training |
| DVU | - Disability Voices United |
| EBSH | - Enhanced Behavioral Support Home |
| ECF | - Exceptional Children's Foundation |
| EDD | - Employment Development Department (State) |
| EDMS | - Electronic Document Management System |
| ELARC | - Eastern Los Angeles Regional Center |
| EPSDT | - Early and Periodic Screening, Diagnosis, and Treatment |
| FACT | - Foundation for Advocacy, Conservatorship, and Trust of CA |
| FCPP | - Family Cost Participation Program |
| FDC | - Fairview Developmental Center |
| FEMA | - Federal Emergency Management Assistance |
| FETA | - Family Empowerment Team in Action |
| FHA | - Family Home Agency |
| FMS | - Financial Management Service |
| FNRC | - Far Northern Regional Center |
| FSA | - Flexible Spending Account |

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|-----------|--|
| GGRC | - Golden Gate Regional Center |
| HCBS | - Home and Community Based Services (Waiver) |
| HCFA | - Health Care Financing Administration (now called CMMS) |
| HIPAA | - Health Insurance Portability and Accountability Act |
| HOPE | - Home Ownership for Personal Empowerment |
| HRC | - Harbor Regional Center |
| HUD | - Housing and Urban Development (Federal) |
| ICB Model | - Individualized Choice Budget Model |
| ICC | - Inter-agency Coordinating Council |
| ICC | - Integrated Community Collaborative/Intregadoras |
| ICF | - Intermediate Care Facility |
| ICF/DD | - Intermediate Care Facility/Developmentally Disabled |
| ICF/DD-H | - Intermediate Care Facility/Developmentally Disabled-Habilitative |
| ICF/DD-N | - Intermediate Care Facility/Developmentally Disabled-Nursing |
| ICF/SPA | - Intermediate Care Facility/State Plan Amendment |
| IDEA | - Individuals with Disabilities Education Act |
| IDEIA | - Individuals with Disabilities Education Improvement Act |
| IDP | - Individual Development Plan |
| IDT | - Inter-disciplinary Team |
| IEP | - Individual Educational Plan |
| IFSP | - Individual Family Service Plan |
| IHP | - Individual Habilitation Plan |
| IHSS | - In-Home Supportive Services |
| ILC | - Independent Living Center |
| ILS | - Independent Living Services |
| IMD | - Institutes of Mental Disease |
| IPP | - Individual Program Plan |
| IRC | - Inland Regional Center |
| ISP | - Individual Service Plan |
| KRC | - Kern Regional Center |
| LACHD | - Los Angeles County Health Department |
| LACDMH | - Los Angeles County Department of Mental Health |
| LACTC | - Los Angeles County Transportation Commission |
| LADOT | - Los Angeles Department of Transportation (City) |
| LAUSD | - Los Angeles Unified School District |

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|-----------|--|
| LCSW | - Licensed Clinical Social Worker |
| LDC | - Lanterman Developmental Center |
| LEA | - Local Education Agency |
| LICA | - Local Interagency Coordination Area |
| LRC | - Lanterman Regional Center |
| MCH | - Maternal and Child Health |
| MFCC | - Marriage, Family and Child Counselor |
| MHRC | - Mental Health Rehabilitation Center |
| MMIS | - Medicaid Management Information System |
| MSW | - Masters in Social Work |
| NADD | - National Association for the Dually Diagnosed |
| NASDDDS | - National Association of State Directors of Developmental Disabilities Services |
| NBRC | - North Bay Regional Center |
| NLACRC | - North Los Angeles County Regional Center |
| OAH | - Office of Administrative Hearings |
| OCRA | - Office of Client Rights Advocacy |
| OPS | - Operations funds (for Regional Centers) |
| OSEP | - Office of Special Education Programs |
| OSERS | - Office of Special Education and Rehabilitative Services |
| OSHA | - Occupational Safety and Health Administration |
| OT | - Occupational Therapy |
| PAI | - Protection and Advocacy, Inc. (now called Disability Rights CA) |
| PDD | - Pervasive Developmental Disorder |
| PDC | - Porterville Developmental Center |
| PDF | - Program Development Fund |
| PEP | - Purchase of Service Expenditure Projection (formerly SOAR) |
| PEPRA | - Public Employees' Pension Reform Act |
| PERS | - Public Employees' Retirement System |
| PET | - Psychiatric Emergency Team |
| PIP | - Paid Internship Program |
| PL 94-142 | - Public Law 94-142 (Right to Education Bill) |
| PMRT | - Psychiatric Mobile Response Team |
| POLST | - Physician Orders for Life-Sustaining Treatment |
| POS | - Purchase of Services funds (for Regional Centers) |
| PRMT | - Post-Retirement Medical Trust |

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| PRRS | - Prevention Resources and Referral Services |
| PRUCOL | - Permanently Residing in the U.S. Under Color of the Law |
| PT | - Physical Therapy |
| QMRP | - Qualified Mental Retardation Professional |
| RC | - Regional Center |
| RCEB | - Regional Center of the East Bay |
| RCFE | - Residential Care Facility for the Elderly |
| RCOC | - Regional Center of Orange County |
| RCRC | - Redwood Coast Regional Center |
| RDP | - Resource Development Plan |
| RFP | - Request for Proposals |
| RRDP | - Regional Resource Development Project |
| RSST | - Residential Service Specialist Training |
| SARC | - San Andreas Regional Center |
| SB | - Senate Bill (State) |
| SCDD | - State Council on Developmental Disabilities |
| SCIHLP | - Southern CA Integrated Health and Living Project |
| SCLARC | - South Central Los Angeles Regional Center |
| SDRC | - San Diego Regional Center |
| SDC | - Sonoma Developmental Center |
| SDP | - Self-Determination Program |
| SDS | - Self-Directed Services |
| SEIU | - Service Employees' International Union |
| SELPA | - Special Education Local Plan Area |
| SG/PRC | - San Gabriel/Pomona Regional Center |
| SLS | - Supported Living Services |
| SMA | - Schedule of Maximum Allowances (Medi-Cal) |
| SNF | - Skilled Nursing Facility |
| SOAR | - Sufficiency of Allocation Report (see PEP) |
| SOCCO | - Society of Community Care Home Operators |
| SPA | - State Plan Amendment |
| SRF | - Specialized Residential Facility |
| SSA | - Social Security Administration |
| SSDI | - Social Security Disability Insurance |
| SSI | - Supplemental Security Income |
| SSP | - State Supplementary Program |

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| TASH | - The Association for the Severely Handicapped |
| TCRC | - Tri-Counties Regional Center |
| UAP | - University Affiliated Program |
| UCI | - Unique Client Identifier |
| UCP | - United Cerebral Palsy |
| UFS | - Uniform Fiscal System |
| VAC | - Vendor Advisory Committee |
| VIA | - Valley Industry Association (Santa Clarita Valley) |
| VICA | - Valley Industry & Commerce Association (San Fernando Valley) |
| VMRC | - Valley Mountain Regional Center |
| WAP | - Work Activity Program |
| WIOA | - Workforce Innovation and Opportunity Act |

[alphabetsoup] January 7, 2021

North Los Angeles County Regional Center
Board of Trustees

Meeting Evaluation

Name: _____

Comments: _____

1. Did the meeting follow the agenda? Yes ___ No ___

2. Did the meeting begin as scheduled? Yes ___ No ___

3. Did the meeting end as scheduled? Yes ___ No ___

4. Did you receive written or verbal information about the issues on the agenda? Yes ___ No ___

5. Did the information received enable you to make informed decisions? Yes ___ No ___

6. Did the issues concern:

a. Consumers? Yes ___ No ___

b. Board operations? Yes ___ No ___

c. Committee business? Yes ___ No ___

d. Center operations? Yes ___ No ___

e. None of the above? (please specify below)

7. Did you feel prepared to participate in the meeting? Yes ___ No ___

8. What would you like more information about?

